

Email Attachments

for Magento 2

User Guide

Version 1.0

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I) Introduction

This document is the User Guide for Email Attachment Extension. It provides extension functionality and introduces some tips for a quick start.

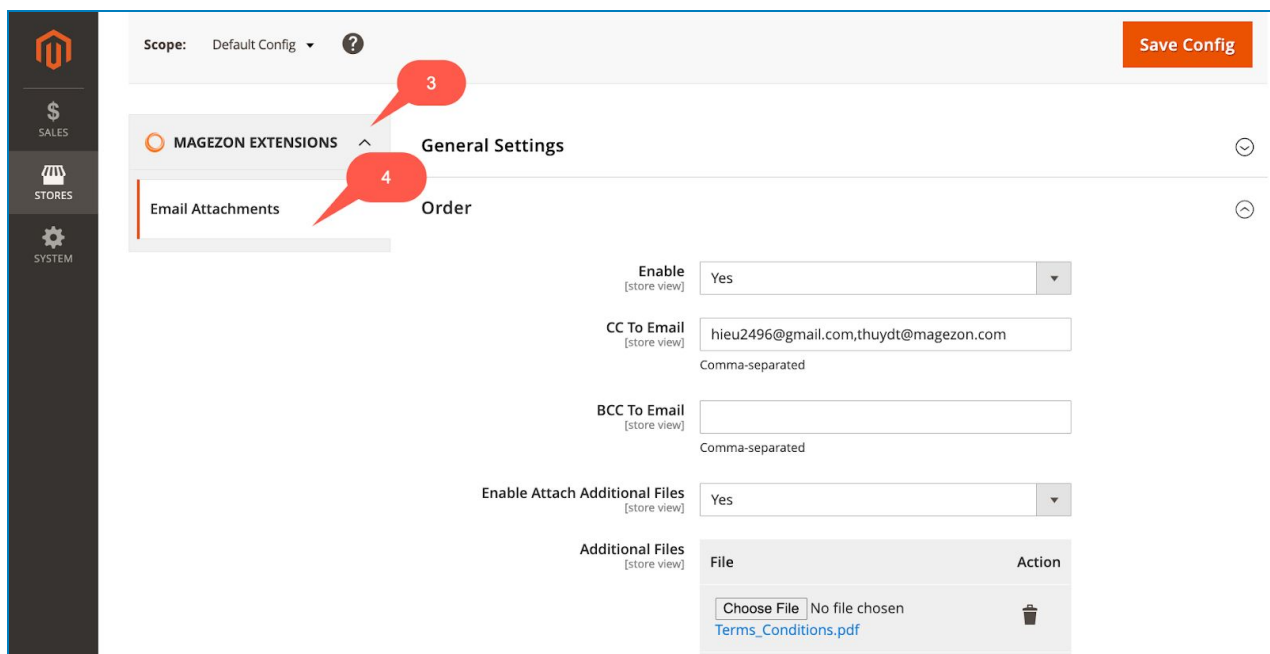
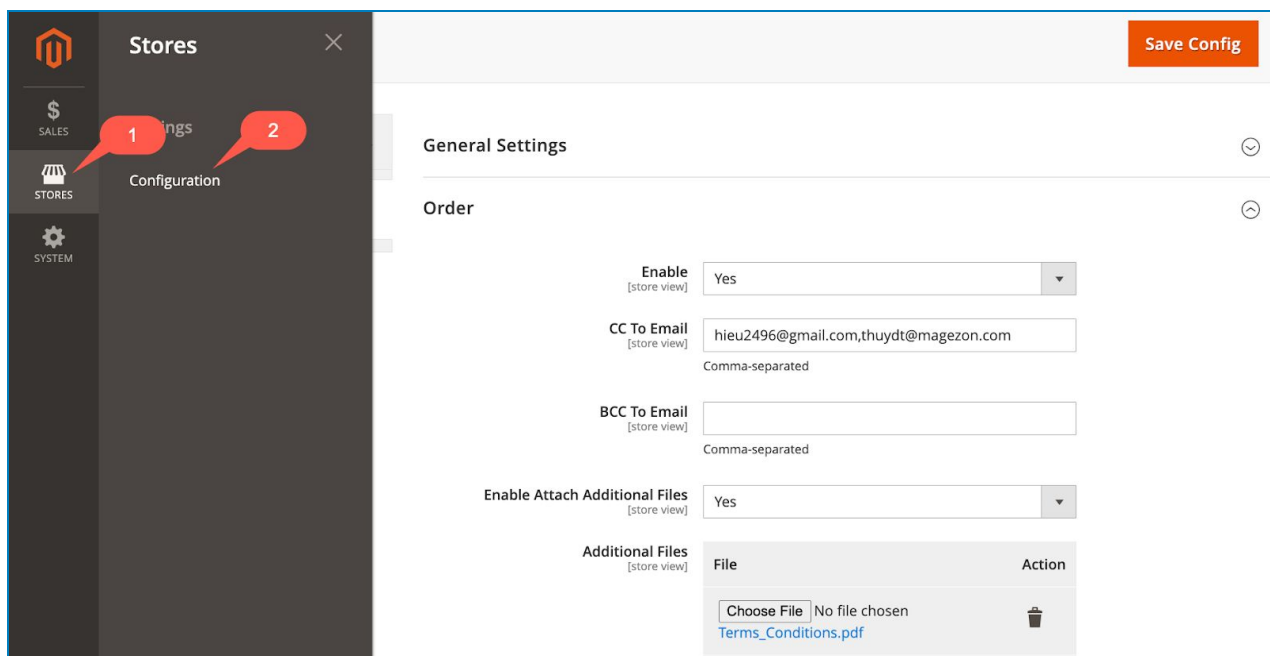
Email Attachments extension for Magento 2 allows users to add attachments such as PDF Invoice, Shipment, Credit Memo, and additional files in the sale emails. Upon sending those emails, users can have full control over the type of files, the number of files, and many other options.

- Automatically attach PDF Invoice/Shipment/Credit Memo in emails
- Flexible configuration for each type of email
- Send unlimited additional files
- 7+ format types supported
- Additional option for CC/BCC

II) Where to Find Extension

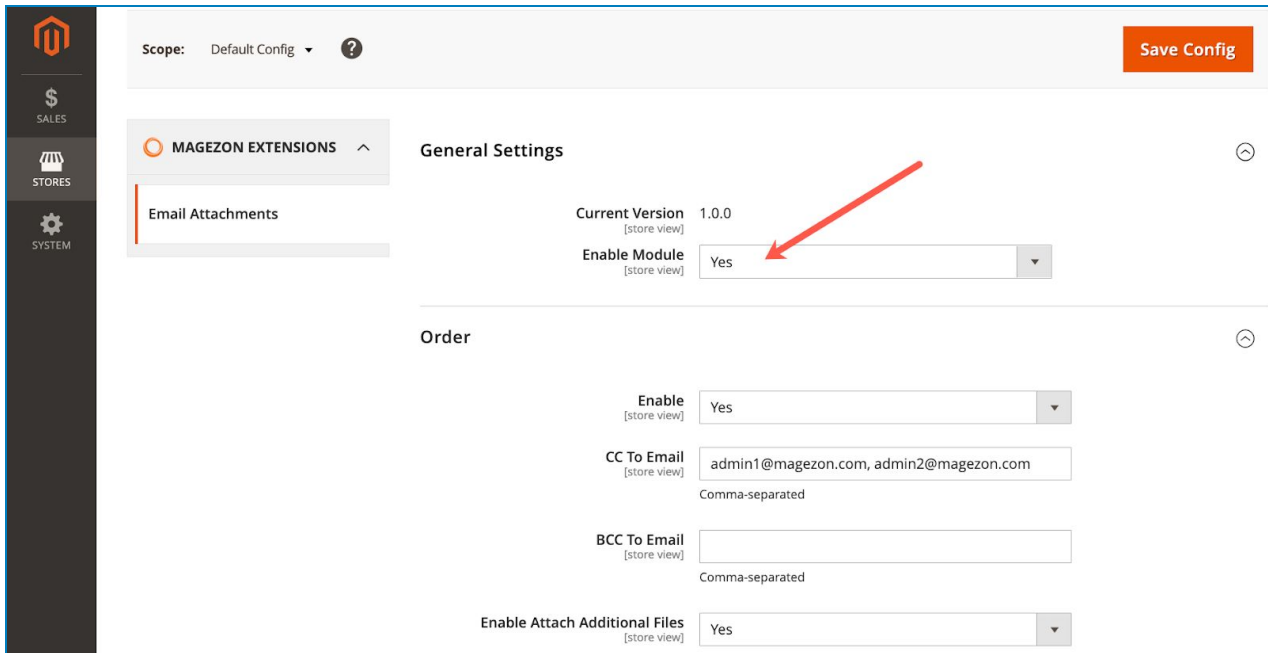
After downloading and installing the extension, from the backend, navigate by this path:

Store > Configuration > Magezon Extensions > Email Attachments.



III) How to Use

The **General Settings** section appears first. In the **Enable Module** field, select **Yes** to enable the extension or **No** to disable it.



The screenshot shows the Magezon configuration interface. On the left is a sidebar with icons for SALES, STORES, and SYSTEM. The main area has a top bar with 'Scope: Default Config' and a 'Save Config' button. Below this is a section for 'MAGEZON EXTENSIONS' with a sub-section for 'Email Attachments'. The 'General Settings' tab is active, showing 'Current Version 1.0.0' and 'Enable Module' set to 'Yes' (indicated by a red arrow). Below this is the 'Order' section with fields for 'Enable' (set to 'Yes'), 'CC To Email' (admin1@magezon.com, admin2@magezon.com), 'BCC To Email' (empty), and 'Enable Attach Additional Files' (set to 'Yes').

Under the **General Settings**, you can see 4 additional tabs: **Order**, **Invoice**, **Shipment**, and **Credit Memo**.

The configuration in each tab is exactly the same as each other.

Enable
[store view]

Yes

CC To Email
[store view]

Comma-separated

BCC To Email
[store view]

Comma-separated


Enable Attach PDF
[store view]

Yes

Enable Attach Additional Files
[store view]

Yes

Additional Files
[store view]

File	Action
<div>Choose File</div> <div>No file chosen</div> <div>Terms_Conditions_1.pdf</div>	
<div>Add</div>	

Allowed file types: DOC, JPG, MP4, PDF, TXT, XLS, ZIP

- **Enable:** in each type of email, select **Yes** to enable the module or **No** to disable it.
- **CC To Email:** Enter the list of recipient email addresses into the field. This list can be seen by all recipients.
- **BCC To Email:** Enter the list of recipient email addresses into the field. This list cannot be seen by any recipients.
- **Enable Attach PDF:** Select **Yes** to automatically attach PDF Invoice, Shipment, and Credit Memo. (Note that this option isn't available in **Order** email)
- **Enable Attach Additional Files:** Select **Yes** to attach additional files to the initial email. After that, the **Additional Files** row will appear. This row won't show up if you select **No** in the first place.
- **Additional Files:**

Click **Add** to add a file. You can add as many files as you want.

Click **Choose File** to upload documents from your computer (Terms and Conditions, for example). 7 supported formats are PDF, DOC, TXT, JPG, MP4, XLS, ZIP. If you want a different format, please contact our support team for assistance.

Click **the trash can icon** to delete the file.

IV) Support

If you have any questions or need any support from our team, please feel free to contact us via the following ways. We will get back to you within 24 hours since you submit your request.

- Submit [contact form](#).
- Email us at support@magezon.com.
- Submit a [ticket](#).
- Contact us through [Skype](#): support@magezon.com.
- Contact us via live chat on our website: magezon.com.