



USER GUIDE

Mail Send



BELVG

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1. Introduction to Mail Send

Send mails to the customers of your store with our new module – **PrestaShop Mail Send!** This module presents you the ability to write informative mails to the clients of your store right through the admin panel.

Key Features:

- Ability to write mails in admin panel(WYSIWYG editing);
- Mails can be sent to the different types of subscribers: all users who made purchase in you store, subscribes users, etc.

Overall Information:

Sometimes you have great news or some kind of important information for you clients. How to inform them directly? Default Prestashop version does not allow you to send letter to the clients that have bought something in your store or have subscribed to the newsletter emails. To do that you had to export info on clients to the csv-file.

We have a perfect and easy tool for you to send mails – our new module **Mails Send** provides you with the opportunity to write and edit mails for customers. You can do that in admin panel that makes that process twice as easy. This extension can be used to send different mails to the different types of customers – ones that subscribed, ones that subscribed just to the newsletter block, unsigned customers, etc.

2. How to Install and Deactivate

How to Install

1. Set 777 or 0777 on the folders: **"/modules/"**

Important! Change all permissions back after installation.

2. Go to **Modules** -> **Add a module from my computer** -> choose the file (.zip) -> upload this module. Choose module in section **Front Office Features** and install it.

3. Go to **Advanced Parameters** -> **Performance** -> click the **Clear Smarty Cache** button

How to Deactivate

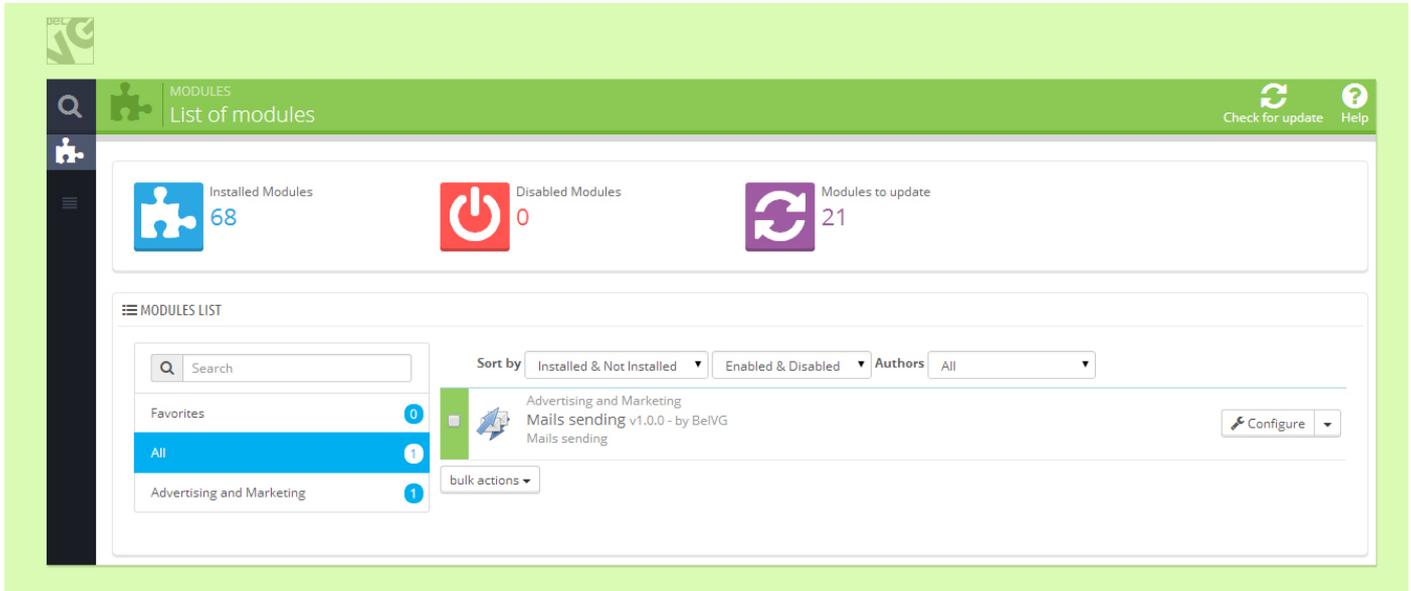
Click the button **Disable** in **Modules** -> **Front Office Features**.

To remove the extension form the server, press **Delete** in **Modules** -> **Front Office Features**.

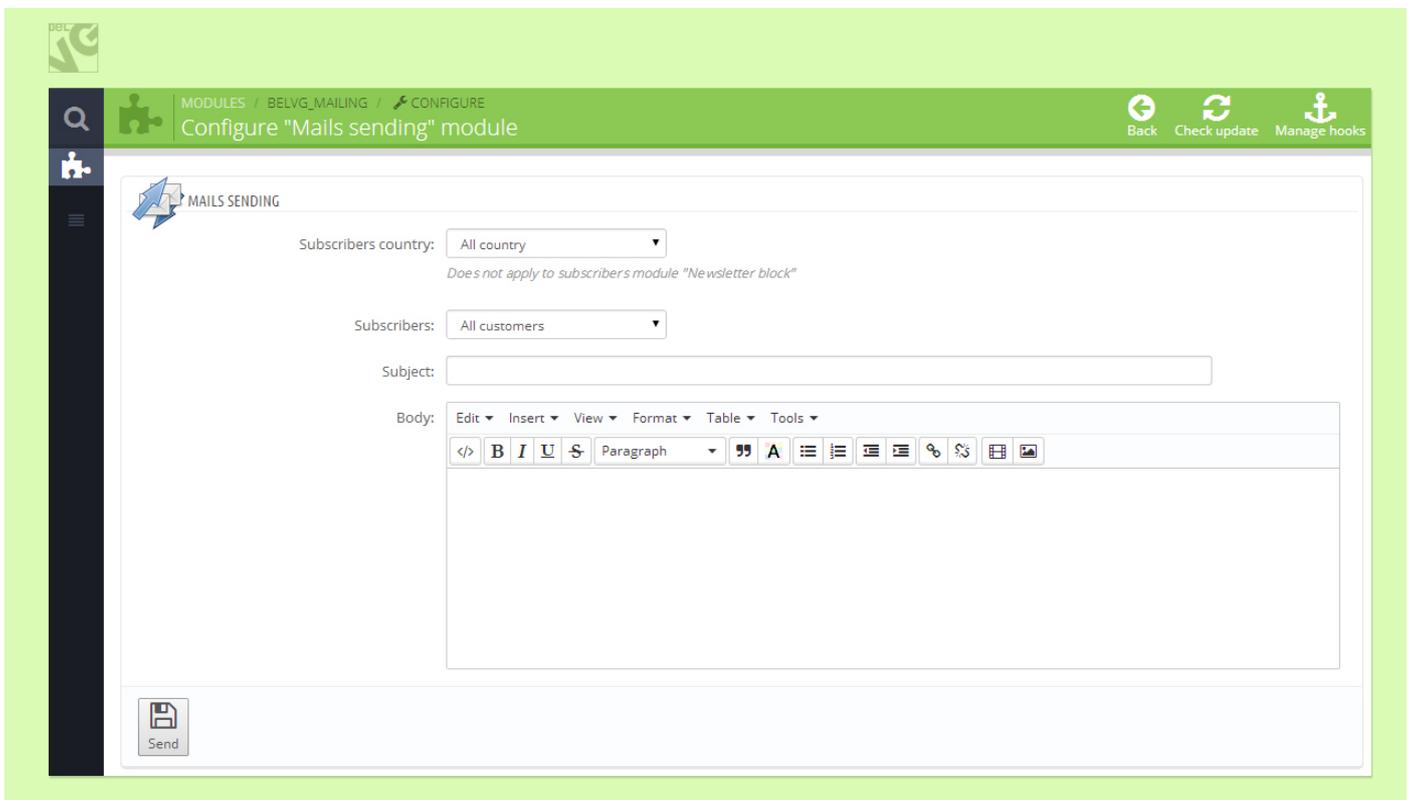
3. How to Configure and Use

Log in to the admin panel, and we will start our step-by-step configuring process.

First of all, to work with Mails Send module, go to Modules -> Modules page.



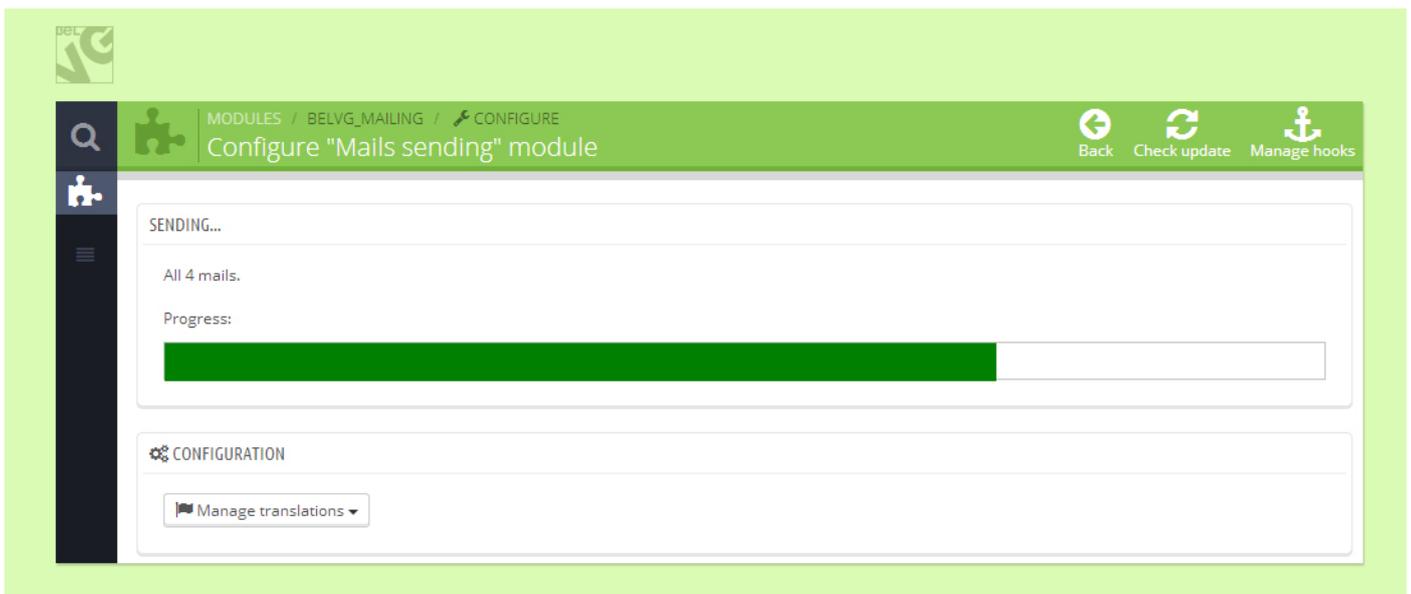
There you'll see our module. To configure its features click 'Configure' button.



And there you have features to change.

1. **Subscribers country** – you can choose one of countries from the list and only customers from that country will get your mail. But this option does not applies to those users who subscribed to module “Newsletter block”;
2. **Subscribers** – this feature gives you an opportunity to choose which type of clients your mail will be sent to:
 - All customers;
 - From “Newsletter block” – only those who subscribed to the module “Newsletter block”. Customers can do that by entering their mails into the form in the footer of all the frontend pages;
 - Subscribed customers – those who subscribed to the newsfeed mails on registration page;
 - Subscribed customers and the customers from “Newsletter block” module;
 - All customers without “Newsletter block”;
 - Unsigned customers.
3. **Subject** – you can type in this field any information that you want your clients to see in your mail’s title;
4. **Body** – here you can put any information you want your customers to see: news, discounts, presents, etc. You can also edit the text, change its format, and insert tables, links, images and videos.

To send the letter just click on the “Send” button at the bottom of the page.



Do you have questions about extension configurations?

[Contact us](#) and we will help you in a moment.



Our Office: *M.Bogdanovicha 130, Minsk, Belarus*

We look forward to your feedback. Comments, opinions and suggestions are largely appreciated. Read our **blog** and follow us on [Facebook](#), [Twitter](#), [Google+](#) and [LinkedIn](#) to know BelVG latest news, analytics and discount offers. See you online!

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