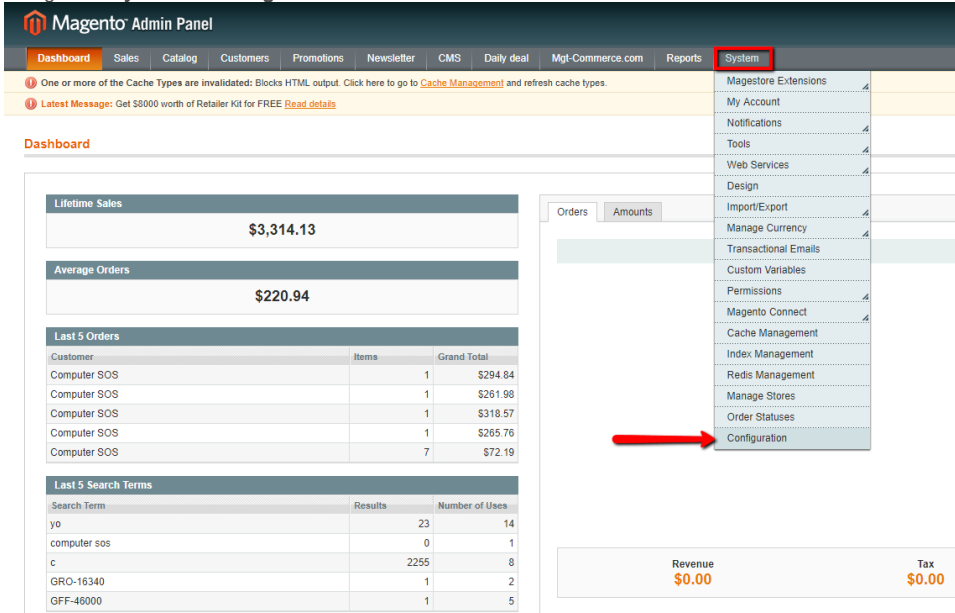


Magento: How to send copies of order emails.

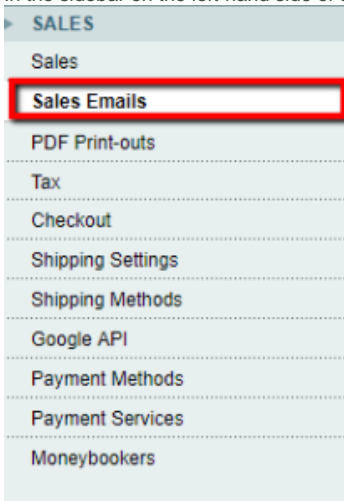
This article will show you how to configure Magento to send copies of order emails, and where to set the email address to send copies to.

Step-by-step guide

1. Open your Magento admin panel.
2. Navigate to **System -> Configuration** tab



3. In the sidebar on the left-hand side of the screen, scroll down to the **Sales** block, expand it if necessary, and click on **Sales Emails**.



4. Under "Order", locate the **Enabled** field. By default, Magento is configured to send out an email to the customer whenever an order is placed (Unless you set the **Enabled** field to "No", but it is "Yes" by default on installation). However, you can also provide an email address of your own to send a copy of this order email to. Locate the **Send Order Email Copy To** field. A copy of this email will be sent to any email address that is

entered into this field.

Dashboard Sales Catalog Customers Promotions Newsletter CMS Daily deal Mgt-Commerce.com Reports **System**

One or more of the Cache Types are invalidated: Blocks HTML output. Click here to go to [Cache Management](#) and refresh cache types.

Latest Message: Get \$8000 worth of Retailer Kit for FREE [Read details](#)

Current Configuration Scope: Default Config

Configuration

- GENERAL
- General
- Web
- Design
- Currency Setup
- Store Email Addresses
- Contacts
- Reports
- Content Management
- ADDTTHIS
- General
- Smart Layers
- Sharing Tool
- PORTO(2.5.0)
- Porto - Design Panel
- Porto - Settings Panel
- Artistic Theme

Sales Emails

Order

Enabled	Yes	[STORE VIEW]
New Order Confirmation Email Sender	Sales Representative	[STORE VIEW]
New Order Confirmation Template	Green Grocer New Order	[STORE VIEW]
New Order Confirmation Template for Guest	New Order for Guest (Default Template from Loc	[STORE VIEW]
Send Order Email Copy To		[STORE VIEW]
	▲ Comma-separated.	
Send Order Email Copy Method	Bcc	[STORE VIEW]

Order Comments

Enabled	Yes	[STORE VIEW]
Order Comment Email Sender	Sales Representative	[STORE VIEW]
Order Comment Email Template	Order Update (Default Template from Locale)	[STORE VIEW]
Order Comment Email Template for Guest	Order Update for Guest (Default Template from I	[STORE VIEW]
Send Order Comment Email Copy To		[STORE VIEW]
	▲ Comma-separated.	

i You may send copies to more than 1 email address, just separate the emails with commas, ex: [example1@email.com](#), [example2@email.com](#), etc...

Related articles

- [Magento 2: How to setup order confirmations and copies/store email addresses/transactional emails](#)
- [Magento: How to send copies of order emails.](#)
- [Magento: How to Setup/change Store Email Addresses](#)
- [Counterpoint: How to Create an Ecommerce Category and Add Items](#)
- [Magento 2: How to Set Up Related Products](#)