

Update Order Email Address for Magento 2

User & Installation Guide

Version 2.4.8

Overview

The Update Order Email Address extension for Magento 2 gives you the ability to modify an incorrect order email address. Sometimes a customer service agent, a guest customer or a new registered customer enters accidentally an incorrect email address when submits an order. This causes the problem that the customer never receives the order confirmation email. Unfortunately, customer service cannot modify the email address on the order. This extension solves that problem by letting you to modify the customer email on order level and then you can resend the order confirmation email to the new email address.

Key Features

- Modify the customer email address on order level
- Resend the order confirmation email to the new email address

Other Features

- Developed by a Magento Certified Developer
- Meets Magento standard development practices
- Single License is valid for 1 live Magento installation and unlimited test Magento installations
- Simple installation
- 100% open source

Compatibility

Magento Community Edition 2.4

Download the Extension

- 1 Sign in to your account at www.magevision.com
- 2 Navigate to My Account » My Downloads
- 3 Find the extension and click to download it
- 4 Extract the downloaded ZIP file in a temporary directory
- 5 Backup your web directory and store database

Before installing the extension, backup your web directory and store database. All our extensions are tested on clean Magento installations. We can not guarantee compatibility with third party extensions or customized Magento installations. We recommend to install any extension you obtain from us on a testing Magento installation first and then on a live Magento installation in case of incompatibility with third party extensions.

Installing the Extension

Using an Archive and FTP

Upload the extracted folders and files of the extension to the base (root) Magento directory. Do not replace the whole folders, but merge them. If you have downloaded the extension from Magento Marketplace, then create the following folder path `app/code/MageVision/UpdateOrderEmailAddress` and upload there the extracted folders and files.

Connect via SSH to your Magento server as, or switch to, the Magento file system owner and run the following commands from the root Magento directory:

```
cd path_to_the_magento_root_directory
php bin/magento maintenance:enable
php bin/magento module:enable MageVision_UpdateOrderEmailAddress --clear-static-content
php bin/magento setup:upgrade
php bin/magento setup:di:compile
```

```
php bin/magento setup:static-content:deploy
php bin/magento maintenance:disable
```

Log out from Magento admin and log in again.

Via Composer (Magento Marketplace)

Connect via SSH to your Magento server as, or switch to, the Magento file system owner and run the following commands from the root Magento directory:

```
cd path_to_the_magento_root_directory
php bin/magento maintenance:enable
composer require magevision/module-update-order-email-address
php bin/magento module:enable MageVision_UpdateOrderEmailAddress --clear-static-content
php bin/magento setup:upgrade
php bin/magento setup:di:compile
php bin/magento setup:static-content:deploy
php bin/magento maintenance:disable
```

How to Use

Navigate to Magento Admin under Sales § Orders and open an order. On the order view page you will find the option to edit the customer email address directly. Update the email address and save — you can then resend the order confirmation email to the new address.

Support

If you need support or have any questions directly related to a MageVision extension, please contact us at support@magevision.com

Best regards,
The MageVision Team