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# Dynamic User Emails – Setup Guide

⌚ 1 min read Last Updated: ⌚ 4 months ago



This setup guide will run through a typical setup of the [Dynamic User Emails extension](#) from start to finish.

## Overview

The Dynamic User Emails extension lets you set up dynamic emails for certain user actions such as user registration, adding or editing listings, and add a new review/comment. Another ability is to be able to instantly email all listing owners or filter that list to be able to email only listing owners from an exhaustive list of filters based on their listings.

For a [complete list of features](#), see the [Dynamic User Emails product page](#).

## Installation

The **first step**, if you haven't already, is to [install the Dynamic User Emails extension](#). This can be done by following our guides on [how to install an extension](#).

## Settings

Once installed and activated, you can find the settings at [GeoDirectory > Settings > Dynamic Emails](#).

Under the settings tab, you have the option to disable the emails from sending if you need to temporarily disable them.

## Email Lists

This is where you view your current saved emails and create new ones. By default, you will see an example email template, which is set as pending review and not yet active. (Emails with the "pending review" status will not be active and will not send emails).

The screenshot shows the 'Email Lists' settings page. At the top, there are tabs for 'Email Lists', 'Email Log', and 'Settings'. Below the tabs, there is a search bar and a 'Bulk actions' dropdown. The main area contains a table with columns: ID, Name, Event, Post Type, User Roles, Date, and Stats. One row is visible, labeled 'Welcome Email Example' under 'Name', 'User Registration' under 'Event', 'All' under 'User Roles', and 'Pending Review' under 'Date'. A note below the table states 'Emails Sent: 0' and the date 'Feb 6, 2024 at 3:49 pm'. At the bottom of the table area, there are 'Bulk actions' and 'Apply' buttons.

## Add a New Instant Email

With the "instant" email type, these are different from the emails that happen when an action happens. Instant emails can have several conditions strung together, which makes them extremely useful.

In this example, we will make an update reminder email (now added as an example email on installation); we will make this send to place owners who have not updated their listing in more than 6 months. Below you can see the settings used to create this email.

The screenshot shows the 'Add a New Instant Email' configuration form. It includes fields for 'Name' (Keep listing updated reminder), 'Event' (Instant), 'Post Type' (Places), 'Category' (All), 'Fields' (IF post\_modified (Modified) is less than -6 months), 'User Roles' (All), 'Email Subject' ([[site\_name]]) Are your listing details still correct? (Default Subject), and 'Email Template' (Hello [#to\_name#]. It has been more than 6 months since you last updated your listing [#listing\_title#], now might be a good time to check if your details are still all correct. You can view your listing here: [#listing\_link#]. If you need to change any details be sure to [#login\_link#] and then visit your listing and click the "Edit" button.). A note at the bottom says 'Thank You.'

With the above settings, you can see the note about the format for date fields. We check that the last modified date is less than 6 months ago. This means that we will only send this email to users who have not updated their listing in the last 6 months.

## Send an Instant Email

For instant emails, once the email template is published, you can then send it by clicking the send email button:



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