



How to Configure Email Logs?

- Step 1: Install the extension and clear the cache.
- Step 2: Login to the admin panel and go to **Stores -> Configuration->Folio3 Extensions - Email Logs** and set the following necessary configurations
 - Enable Email Logs: Yes.
 - Clear Email Logs: Yes /No.
 - Frequency: Specify the number of days.

A screenshot of the Folio3 Configuration page. The page has a dark sidebar on the left with icons for Dashboard, Sales, Catalog, Customers, Marketing, and Content. The main content area is titled "Configuration" and has a "Save Config" button in the top right. Under the "FOLIO3 EXTENSIONS" section, the "Email Logs" sub-section is active. It contains three settings: "Enable Email Logs" set to "Yes", "Clear Email Logs" set to "Yes", and "Frequency" set to "1". Each setting has a dropdown arrow and a "store view" link. Below the "Frequency" dropdown, there is an example: "Example: 3 (Cron-Job will run on every 3rd day of the month, i.e. 2 days after from now, at 11:45pm)."

- Step 3: Once you have configured your Email Logs, you can now view the logged emails in the **Folio3 ->Email Logs**.

