

REQUEST – [How do we change these "Contact" and "FROM" emails](#)

This is a sample email received by a customer:

From: employeeAlice@auburn.edu

Sent: Wednesday, March 7, 2018 9:58 AM

To: Subject: Order Notification #999 from Store

You have received this email from <employeeAlice@auburn.edu> in response to your Order.

Order Notification

This message is an automated notification that an order has been placed.
If you do not wish to receive notifications, log into the Marketplace Operations Center and turn off the option on the "My Profile" page.

Order:999

Store: <Your Store Name >Store

Date/Time:March 7, 2018 9:57:54 AM CST

Total:\$150.00

Billed To:

Customer Name

11877 US Hwy 31

City, AL

36999

United States

Contact Email:

Customer email address@yahoo.com

Payment Information:

Payment Type:Credit Card

Credit Card Number:xxxxxxxxxxxx9999

Card Type:MasterCard

*** Card Not Present ***

Shipping Information:

Shipping Information:999999

Delivery Method:No Delivery Needed

Item	Stock Number	Quantity	Unit Price	Detail Total
Food Entrepreneur Conference	0767676	1	\$150.00	\$150.00

Name of Participants: 1

Select Breakout Session you would like
to participate in:: your conference
session on
Processing/Catering/Foodservice/Bakery

How did you hear about the
Conference?: came last year

Subtotal: \$150.00**Tax: \$0.00****Total: \$150.00**

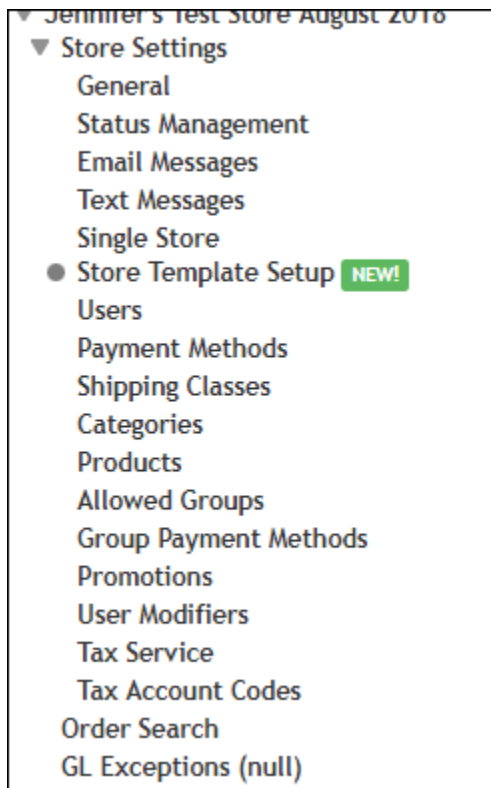
For questions, comments, or Order status, send email to employeeAlice@auburn.edu and refer to Order 999.
Visit us [online](#).

This person “employeeAlice” no longer works for the department, so they want to change the email address.

This is now under the new “Store Template Setup” option in Store Settings. Apparently these two fields (the from field and the contact email) will have to be the same, because there’s only one place to update this.

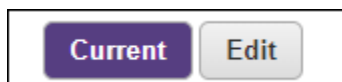
<The Touchnet User’s Guide does NOT correctly reflect this change yet.>

Select >> **Store Template Setup**



You will be shown two options – the CLASSIC or the DESIGNER:FIXED WIDTH

One of these will have a Purple button marked “Current”. This is the template your store has been set up with. Select the “Edit” Button beside it.

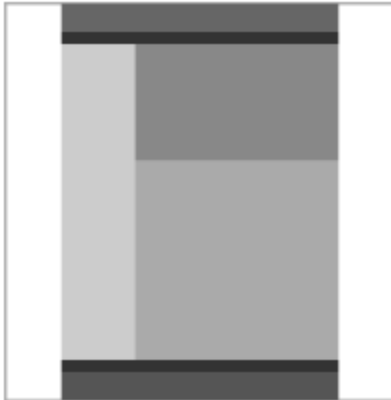


In this example we will be using the CLASSIC Template...

Jennifer's Test Store August 2018 Store Templates

Select a template below to setup your store layout.

Classic



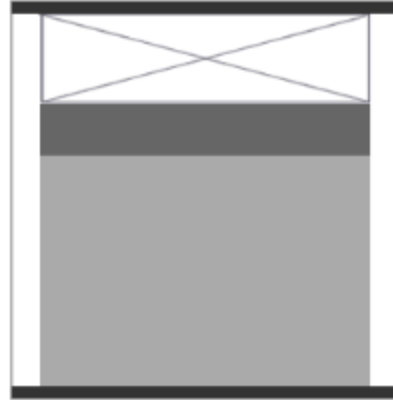
Current

Edit

✓ Original 7.0 Marketplace

Designer: Fixed Width

NEW!



Set To Current

Edit

✓ Fixed Hero Image

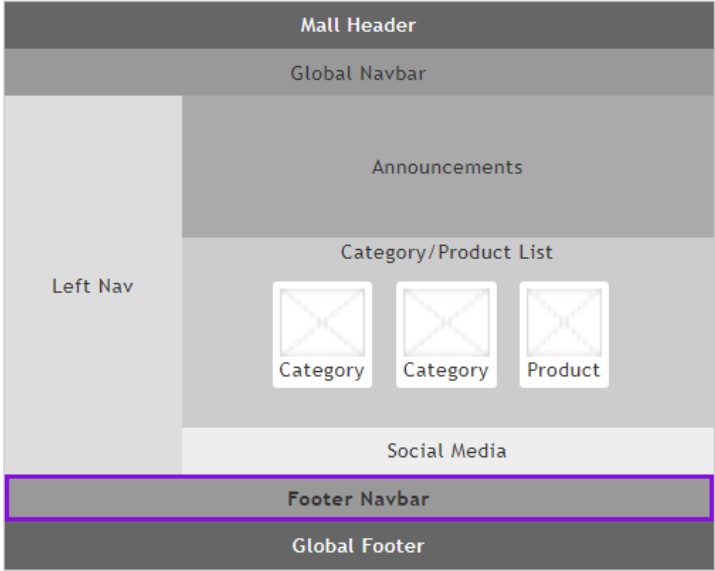
✓ Single Feature Section

You will be shown the Classic Layout. Click on the Footer Navbar at the bottom of the page.


Jennifer's Test Store August 2018 Template Setup

Classic Layout

General Layout





Build Your Footer Navbar

 **Contact Us**

Email Address:

Example: help@mycampus.edu

 **Enter the Return Policy content**

 **Show Shipping Rate Info**

The “Build your Footer Navbar” will display.
Then click the dropdown for the Contact Us section.

Change this contact email address as needed – and make sure you click the SAVE button on the bottom right when you are finished.