

# Email Tool

**Email Tool** enables one to send emails as part of a workflow process.

### Configure Email Tool

Configure Email Tool > Email > Attachments

SMTP Host \*

SMTP Port \*

Security  ▼

Does the SMTP need authentication?

SMTP Username

SMTP Password

< Prev   Next > Submit

**Figure 1: Email Tool Properties - Configure Email Tool**

<b>SMTP Host</b>	Mail server address
<b>SMTP Port</b>	Mail server port
<b>Security</b>	Mail server security Available options: <ul style="list-style-type: none"><li>• None</li><li>• TLS</li><li>• SSL</li></ul>
<b>Does the SMTP need authentication?</b>	Does your mail server need you to be authenticated?
<b>SMTP Username</b>	Mail server authentication username
<b>SMTP Password</b>	Mail server authentication password

**Email**

Configure Email Tool > **Email** > Attachments

**From \***

**To (Specific email address)**

**To (Participant ID)**

**CC**

**Subject**

**Message**

**HTML Content?**

**Figure 2: Email Tool Properties - Email**

<b>From</b>	Sender of the email
<b>To (Specific email address)</b>	Email recipient (multiple emails are separated by commas)
<b>To (Participant ID)</b>	Participant ID (workflow process participants)
<b>CC</b>	Carbon Copy email recipient (multiple emails are separated by commas)
<b>Subject</b>	Short description of email message
<b>Message</b>	Email content
<b>HTML Content?</b>	Is the email content an HTML material?

**Recipients**

You may specify both "To (Specific email address)" and "To (Participant ID)" at the same time. Both will be taken into account when email is sent.

### Attachments

Configure Email Tool > Email > Attachments

Form

Form Upload Fields

Field ID	
<input type="text" value=""/>	↑ ↓ ×
+	

Files

Path	Type	File Name
<input type="text" value=""/>	System Path ↓	<input type="text" value=""/>
↑ ↓ ×		
+		

< Prev
Next >
Submit

**Figure 3: Email Tool Properties - Attachments**

<b>Form</b>	Form to attach
<b>Form Upload Fields</b>	File attachment field ID; "Form" must be selected first for this option to work.
<b>Files</b>	If files are not in the form, you may use this option to specify the path to the files you want to attach.

## Related Tutorials

- [Sending Email](#)

## Troubleshooting

### Security Applications / Firewall

When your emails fail to be sent out or to connect to the SMTP server, email sending may have been blocked by an anti-virus or firewall installed in the local machine. Ensure that your Java Runtime Engine is given the permission to send messages out.