

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

| | |
|-----------------------------|---|
| From | Sender of the email |
| To (Specific email address) | Email recipient (multiple emails are separated by commas) |
| To (Participant ID) | Participant ID (workflow process participants) |
| CC | Carbon Copy email recipient (multiple emails are separated by commas) |
| Subject | Short description of email message |
| Message | Email content |
| HTML Content? | 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.

