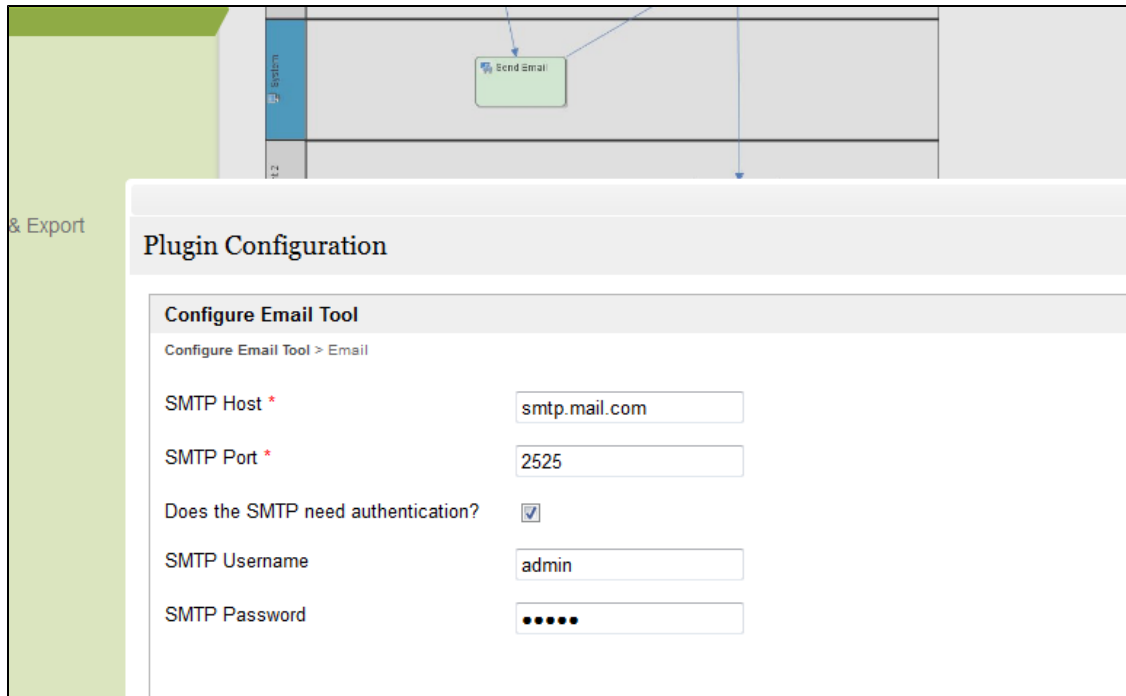


# Sending Email

In your process design, you may include a Tool element and map it to the [Email Tool](#).

Configure email server settings in the Plugin Configuration dialog box.

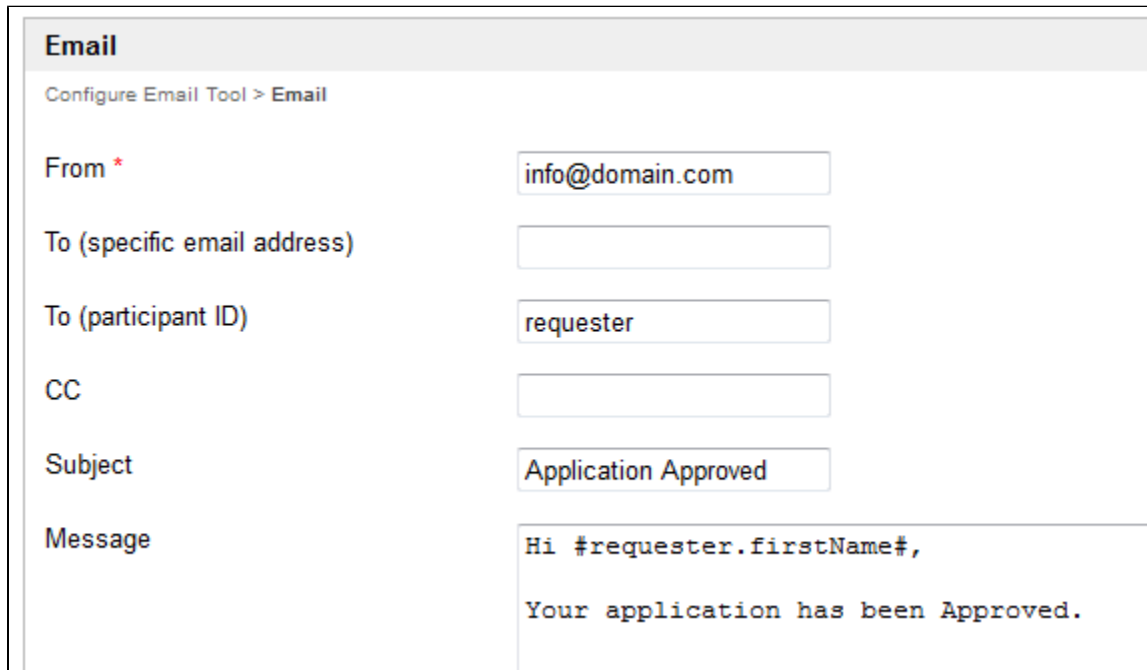


The screenshot shows a software interface with a 'Send Email' tool element in a process design canvas. A dialog box titled 'Plugin Configuration' is open, showing the 'Configure Email Tool' section. The settings are as follows:

Configure Email Tool	
Configure Email Tool > Email	
SMTP Host *	smtp.mail.com
SMTP Port *	2525
Does the SMTP need authentication?	<input checked="" type="checkbox"/>
SMTP Username	admin
SMTP Password	•••••

Figure 1: Email Setting

In the **Email** tab, customize the content of the email.



The screenshot shows the 'Email' tab of the 'Plugin Configuration' dialog box. The settings are as follows:

Email	
Configure Email Tool > Email	
From *	info@domain.com
To (specific email address)	
To (participant ID)	requester
CC	
Subject	Application Approved
Message	Hi #requester.firstName#,  Your application has been Approved.

Figure 2: Customizing the Email Content

You may make use of [hash variables](#) in your email message to gain access to useful information such as requester's details, form data, etc.

Attachments

Configure Email Tool > Email > Attachments

Form

Form Upload Fields

Field ID

Files

Path	Type	File Name
	System Path	

< Prev

Next >

Figure 3: Including File Attachments

You can also include file attachments in the email by looking up the files uploaded in a form or by providing a system path or URL for external files.

**Note:** If you want to setup a task notification for new tasks, please see [User Notifications](#).

#### Verifying SMTP Server Connectivity

You will need to check with the server administrator on permission for connection/port for the SMTP server. A quick way to check connectivity to the server is to execute the following command:

```
telnet mail.sampleDomain.com 25
Connecting To mail.sampleDomain.com...
```

Upon successful connection, you will see this message:

```
+OK Microsoft Exchange Server 2001 POP3 server version 1.2.3.4 (sampleDomain.local) ready.
```