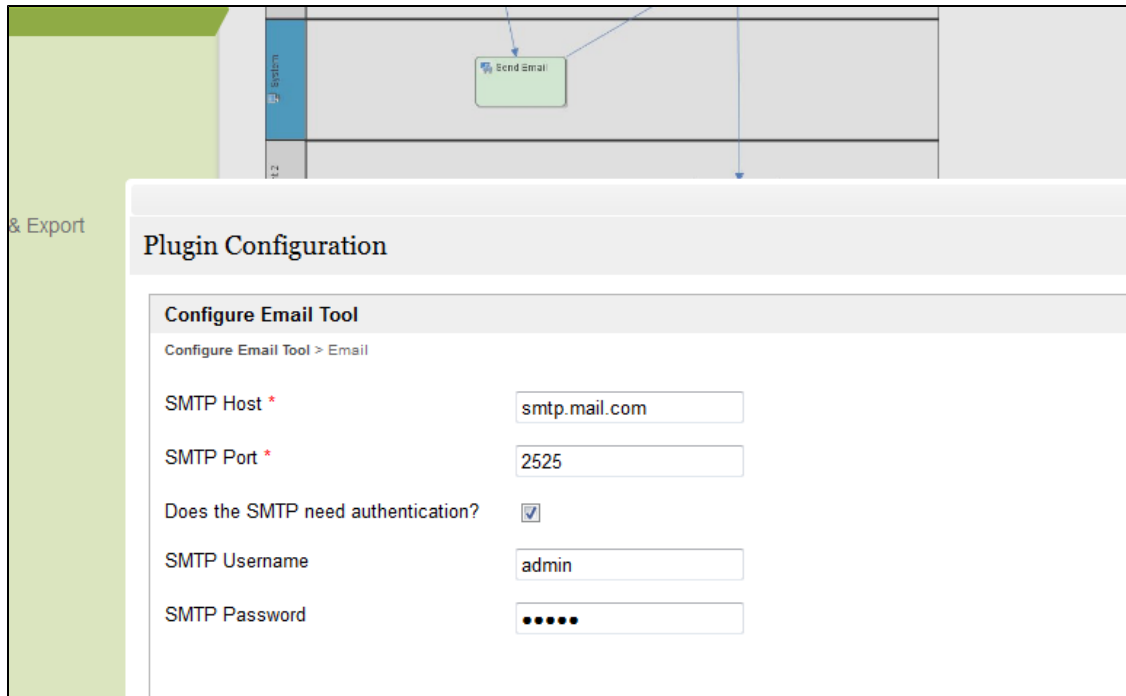# Sending Email

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.

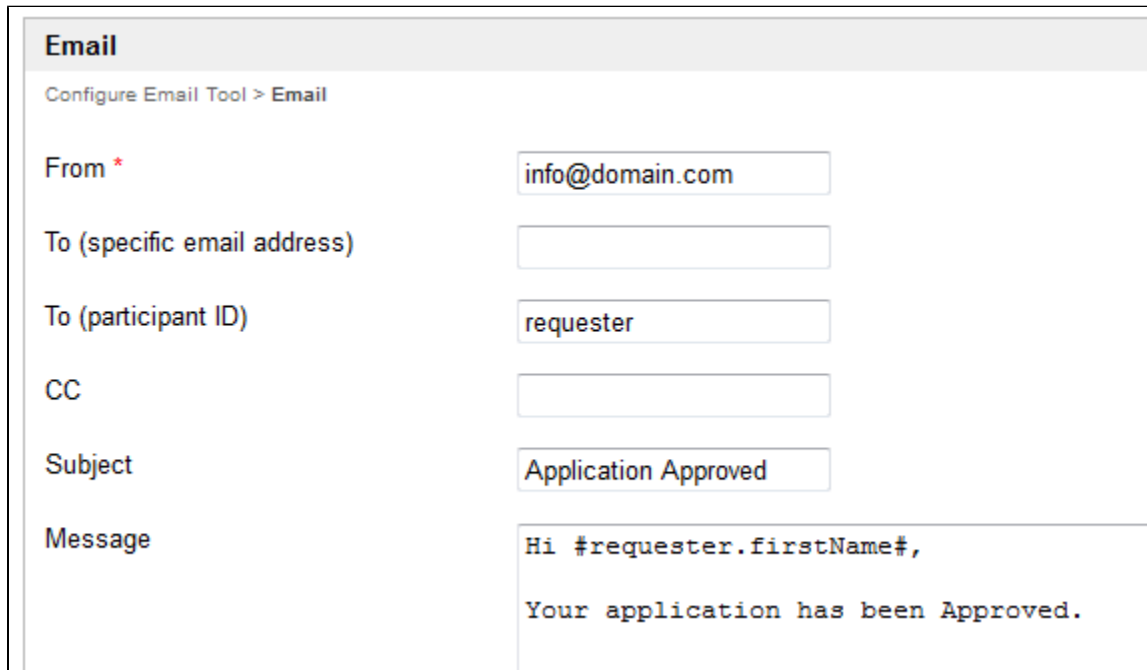Figure 1: Email Setting

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

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.

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.

<u>Verifying SMTP Server Connectivity</u>

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.
```