

# 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

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Submit

Figure 1: Email Tool Properties - Configure Email Tool

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

Email

Configure Email Tool > Email > Attachments

From \*

To (Specific email address)

To (Participant ID)

CC

Subject

Message

HTML Content?

☐


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Submit

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.

Attachments

Configure Email Tool > Email > Attachments

Form

Form Upload Fields

Field ID

Files

Path	Type	File Name
	System Path	

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Submit

Figure 3: Email Tool Properties - Attachments

Form	Form to attach
Form Upload Fields	File attachment field ID; "Form" must be selected first for this option to work.
Files	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.