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	•
SMTP Username	
SMTP Password	

Figure 1: Email Tool Properties

Description
Email Server SMTP Host
Example smtp.gmail.com
Email Server SMTP Port
Typically, port 465 for SSL security option and 587 for TLS
NoneTLSSSL
Email Server Account Username
On Google email account, use your full email address.
Email Server Account Password
Password submitted will be encrypted for security reason.

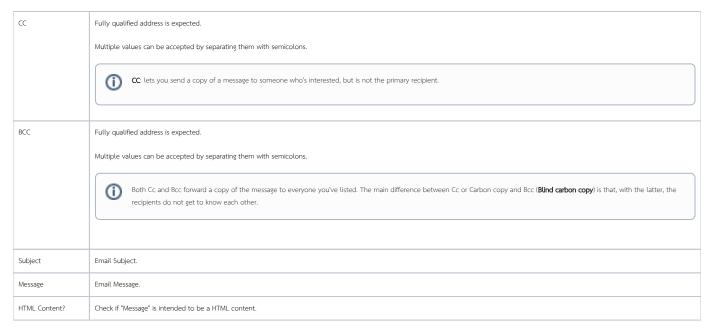


Hit on the "Send Test Email" button to quickly validate and test out your email settings.

Email	
Configure Email Tool > Email > Attachments	
From *	
To (Specific email address)	
To (Participant ID)	
СС	
BCC	
Subject	
Message	
HTML Content?	

Figure 2: Email Tool Properties - Email

Name	Description		
From	Sender email address.		
	i Example no-reply@your-company-name.com		
To (Specific email address)	Recipient fully qualified address.		
To (Participant ID)	Participant ID(s) according to the process flow it resides in.		
	Multiple values can be accepted by separating them with semicolons.		
	When To (Specific email address) and To (Participant ID) are both populated, email will be sent to both.		



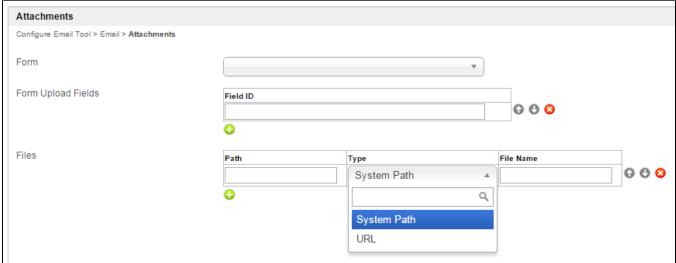


Figure 3: Email Tool Properties - Attachments

Name	Description			
Form	File attachment source form.			
Form Upload Fields	File attachment field ID(s) in the Form selected above.			
Files	This attribute allows one to define the file attachment freely by defining a system path or absolute URL.			
	Name	Description		
	Path	Source file path & filename.		
	Туре	System Path URL		
	File Name	File name to be used in Email attachment.		