

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.

PLUGIN CONFIGURATION - SEND EMAIL (TOOL1)

SMTP Settings

Configure Email Tool > SMTP Settings > Attachments

From ?

info@domain.com

SMTP Host ?

smtp.mail.com

SMTP Port ?

2525

Security ?

SMTP Username

admin

SMTP Password

.....

Figure 1: Email Setting

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

PLUGIN CONFIGURATION - SEND EMAIL (TOOL1)

Configure Email Tool ?

Configure Email Tool > SMTP Settings > Attachments

To (Specific email address)

To (Participant ID)

requester

CC

BCC

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.

PLUGIN CONFIGURATION - SEND EMAIL (TOOL1)

Attachments

Configure Email Tool > SMTP Settings > Attachments

Form

Form Upload Fields

| FIELD ID | EMBED? |
|----------|--------|
| | |

Files

| PATH | TYPE | FILE NAME | EMBED? |
|------|-------------|-----------|--------------------------|
| | System Path | | <input type="checkbox"/> |

ICS Attachment

Attach event calendar details that are used by email and calendar programs E.g Microsoft Outlook, Google Calendar, and Apple Calendar

Attach ICS File

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Submit

Change Plugin

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.

Verifying SMTP Server Connectivity

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

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

- Email Tool