

# Send Email

Last Modified on 03/11/2022 9:24 am AEDT

This activity sends an email to a single address or a list of addresses.

## Properties

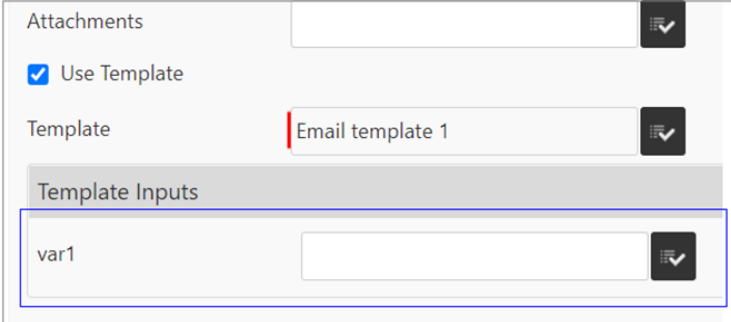
The 'Send Email' activity can be used to send to a list of addresses or an individual email account. Depending on whether sending to a list or individual, the following settings must be configured:

Setting	Description
Email To	<ul style="list-style-type: none"><li>• Email Address - Send to a specific email address</li><li>• Recipients - send to a single or list of people</li></ul>

### Send to a Specific Email Address

Setting	Description
To Address	<p>The email address to send to</p> <p>Note: if typing in an email address directly, enclose the email address in single quotes e.g. 'email@example.com'</p>
CC Address	<p>The email address to CC to</p> <p>Note: if typing in an email address directly, enclose the email address in single quotes e.g. 'email@example.com'</p>
BCC Address	<p>The email address to BCC</p> <p>Note: if typing in an email address directly, enclose the email address in single quotes e.g. 'email@example.com'</p>

Setting	Description
No Reply	<ul style="list-style-type: none"> <li>• Set True: Do not accept replies</li> <li>• Set False: Accept Replies</li> </ul>
Reply to Inbox	Which of the <b>Inboxes</b> to reply to
Subject	<p>The subject line of the email</p> <p>Note: if typing in text directly, enclose the email address in single quotes</p>
Body	<p>Body text</p> <p>Note: if typing in text directly, enclose the email address in single quotes</p>
Attachments	<p>Attachments to send with the email. Usually from an <b>Export To</b> activity or <b>Generate Document</b> activity</p>
Use Template	<p>Ticking this box will present the option to select an email template.</p> <p>Note: Subject and Body fields defined in the Email template will be used in the email instead of Subject and Body fields defined above.</p> <div data-bbox="405 1290 1133 1615"> <p>The screenshot shows the configuration for the 'Use Template' setting. It includes a checked 'Use Template' checkbox, a 'Select Email Template' button, a 'Template' dropdown menu with 'Email template 1' selected, and a 'Template Inputs' section with a 'var1' input field.</p> </div>

Setting	Description
Template Inputs	<p>This section will show all the input variables defined in the selected Email Template. The value of the variables can be set here.</p> <p>See 'Variables' section under <a href="#">Email Templates</a> page for more information.</p> 

### Send to list of person or List of people

Setting	Description
Recipient List	A list of people or single person that you want to send an email to; use where people are represented as records
TO Address	The field on the "Person" record in which to send the email to
CC Address	The field on the "Person" record in which to CC the email to
BCC Address	The field on the "Person" record in which to BCC the email to
No Reply	<ul style="list-style-type: none"> <li>• Set True: Do not accept replies</li> <li>• Set False: Accept Replies</li> </ul>
Reply to Inbox	Which or the <a href="#">Inboxes</a> to reply to
Subject	<p>The subject line of the email</p> <p>Note: if typing in text directly, enclose the email address in single quotes</p>

Setting	Description
Body	Note: if typing in text directly, enclose the email address in single quotes
Attachments	Attachments to send with the email. Usually from a <a href="#">Generate Document</a> or <a href="#">Export To</a> activity.

## Parameters created

Parameter	Type	Description
[Activity Name].Sent Emails	List of records	A list of emails sent out.

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