

Send email action

Send out a **completely customizable** email notification.



Send email configuration

Below you will find a detailed description of each parameter needed to configure the action.

From

Select the **sender** of the email. It can be chosen from one of the following options:

- **Default** - default address configured in the outgoing SMTP mail server configuration.
- **Project email address** - the email address configured in the project configuration.
- **User in field** - the user in a user picker field will become the sender.
- **User** - pick a dedicated user account.
- **Email address in field** - extract the email address from a custom field.
- **Email address** - specify a dedicated email address.

To / Cc / Bcc

Select the **recipient(s)** of the email. Email addresses can be obtained from the following options:

- **Users in field** - the user(s) in a user picker field will receiver the email.
- **Users** - pick dedicated user accounts.
- **Email address in field** - extract the email address from a custom field.
- **Project Roles** - all users in a specified project role will receive the email.
- **Groups** - all users in a specified group will receive the email.
- **Email addresses** - specify dedicated email addresses in a comma-separated list.

Message

Subject*

Define the subject for the email(s). Depending on the [parsing mode](#), you can use [field codes](#) or [parser expressions](#).

Content Type

Choose the content type for the email(s). It can be chosen between:

- **Text** - the email will be sent as text only.
- **HTML** - the email will contain styling etc. in HTML. This is the **default** option.

Priority

Set the email's priority. It can be chosen from:

- Low
- Medium
- High

Sending mode

Select the sending mode of the mail:

- **Common:** If there are several recipients, they will all receive **the same mail**. All recipient addresses will be present for everyone if they are entered into the "**To**" or "**Cc**" field.
- **Personal:** If there are several recipients, everyone will receive a separate mail.

Body*

Define the body of the email(s). Depending on the [parsing mode](#), you can use [field codes](#) or [parser expressions](#).

If you still have questions, feel free to refer to our [support](#) team.