

## **Mail Bot Details and Working Mechanism**

Requirements for the Bot:

1. Excel (2010+):

- Ensure Excel (2010 or later) with macros enabled is installed.

2. Unblock Macros in Excel:

- Users need to go to properties and unblock macros (found in the General tab ) as the bot is created on a personal laptop.

Right-click on the Excel file and select **Properties**.

1. In the **General** tab, look for a checkbox labeled **Unblock**.
2. Check the **Unblock** box.
3. Click **Apply** and then **OK** to save the changes.
4. Open the Excel file and enable macros if prompted.

Working Mechanism:

1. Gmail Account Sign-In:

- Enter your Gmail ID and app-specific password in the designated cells in the Excel document.  
The password added in Excel should be an app-specific password, which can be created by following this link: [Create App-Specific Password]  
(<https://myaccount.google.com/apppasswords>) (Ensure 2FA is enabled).

2. Enlisting Recipients:

- List the names of recipients, their emails, and the mail bodies accordingly.
- Excel allows easy copy-pasting of messages (your qualifications, skills, and interests).

3. Customized Emails:

- Users can provide separate paragraphs and customized emails to each recipient.
- After clicking one button, the bot reads data from each row in the table and sends emails in the following format:

Example for Row 1:

'''

Dear [row1-recipient],

Paragraph 1 (row1-variable)

Paragraph 2 (row1-variable)

Paragraph 3 (row1-variable)

Paragraph 4 (row1-variable)

Body Signature

'''

- The bot continues to process each row until all recipients are emailed.

Note: Excel must be permitted to access Gmail.

Additional Information:

- The password added in Excel should be an app-specific password, which can be created by following this link: [Create App-Specific Password] (<https://myaccount.google.com/apppasswords>) (Ensure 2FA is enabled).

Interfaces:

- Table formatting
- Output sample
- Generated password sample by app-specific