

Guide to use BulkMail

How to install BulkMail?

- Double click the install.bat file.

How to setup Gmail for using BulkMail?

- Login with the email with which you want to use BulkMail.
- Visit <https://www.google.com/settings/security/lesssecureapps> and enable the checkbox

How to use?

- Use the template excel file attached with this setup and add the following fields: -
 - o Mail subject
 - o Mail body
 - o Candidate Name
 - o Candidate Email ID
 - o **add attachment dropdown**:-Attachment (PDF) {optional set **add attachment dropdown** to Y/N} [only name need to be given without extension]
 - o **include candidate name in body**:-Candidate name to be included {optional set dropdown to Y/N} [If set to "Y", %Name% in body will be replaced by corresponding candidate name, else("N"), the body will be sent as is.]
 - **eg**:-to send mail as Dear Chetan, we have to write Dear %Name% in mail body
 - o **include rank**:-to include rank, use %Rank% in mail body
 - **eg**:-to send mail as Dear Chetan, 2, we have to write Dear %Name%, %Rank%

Note:- PDFs need to be saved **ONLY in the child directory(folder) named**

PDFs/folderName/

- Unhide the Credential sheet in the excel file and add the Email ID and password to be used for sending the mails and hide it again(for security concerns.)
- Right click the excel file and move as follows: -
 - o SendTo>BulkMail
- Wait for some time based on number of entries in the excel file.
- A popup will come saying Task completed. Mails are sent!!
- Open the log file created and check the status.

Note: - Do not open the log file until all emails are sent. (Check for it by looking if last candidate has received mail.)

An example using all features is below

Subject: - Recruitment to the post of ABC

Message Body: - Dear %Name%, %Rank%, Please find below the attachment.

Add Attachment:- Y

Include candidate name in body: -Y

Include Rank:- Y

Entries in table are as

Name	Email	Attachment	folderName	Rank
Chetan Saini	saini.chetan09@gmail.com	Chetan Saini	offerLetters(say)	2

Output (Mail sent to candidate as): -

Dear Chetan Saini, 2, Please find below the attachment.

+ attachment file