

Robotic Process Automation using UiPath



Topic 6- Email Automation in Studio



HITESH KUMAR SHARMA
Technical Instructor & Consultant



COURSE OBJECTIVES

- Introduction to RPA
- StudioX Citizen Developer Journey and Working with StudioX
- Activity Recording, UI Automation in StudioX
- Decisions, Iterations, and Scenarios in StudioX
- File, Folder Automation in StudioX: Microsoft Excel Automation
- Email Automation in StudioX
- Handle Errors in StudioX

6. EMAIL & SAP AUTOMATION IN STUDIOX

- ❑ Microsoft Outlook Reading Email Automation
- ❑ Microsoft Outlook Writing and Sending Email Automation
- ❑ Downloading Attachment from Email Automation (Outlook)

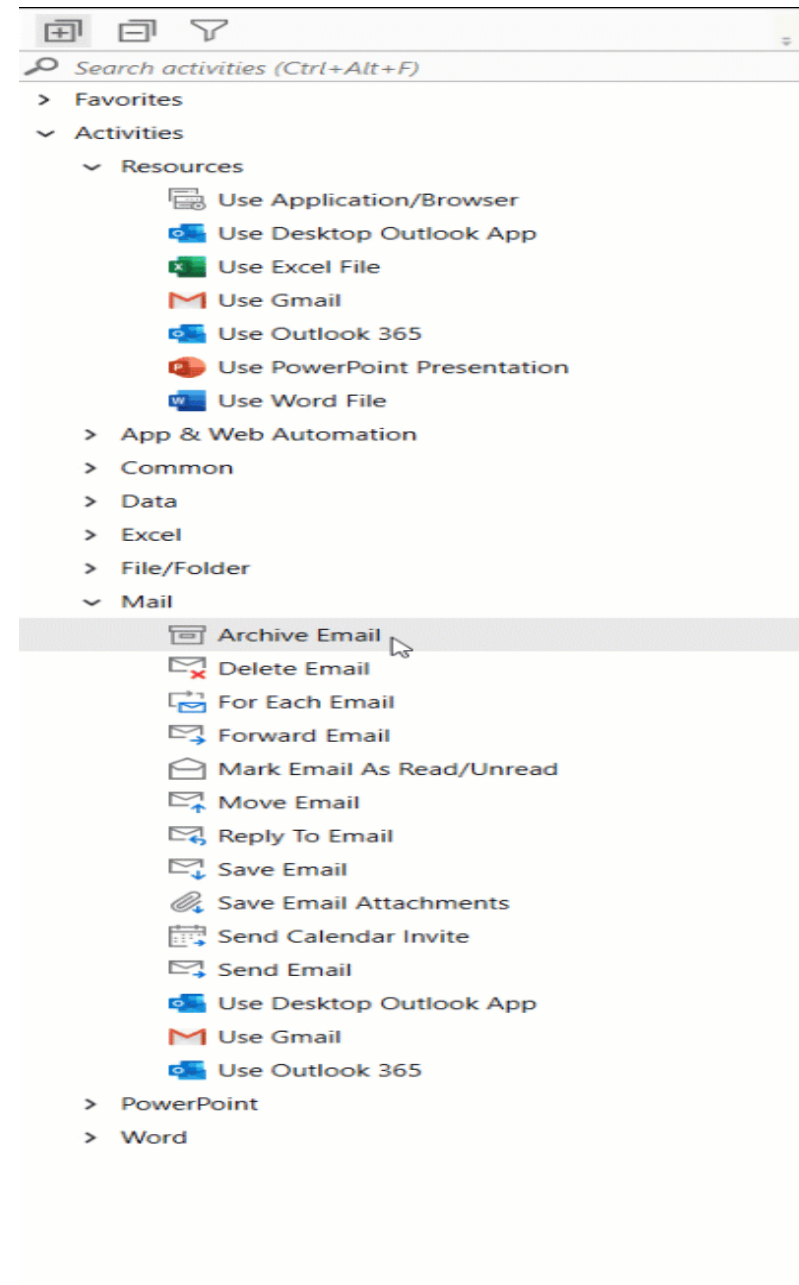
EMAIL AUTOMATION

Let us start by asking you a simple query: have you ever created any rules in Outlook or Gmail to move emails that fit specific criteria into a designated folder? You probably spend a lot of time producing, sending, and reading emails for business purposes, as well as interacting with particular email groups and downloading crucial attachments. These are tasks that StudioX makes it simple to automate.

- 1 Iterate through an email folder and process emails that meet certain criteria.
- 2 Download email attachments that meet certain criteria.
- 3 Move and delete email.
- 4 Compose emails, whether you are creating one from scratch or just replying to and forwarding emails.

EMAIL AUTOMATION

You can automate processes on emails using UiPath StudioX by using a number of focused actions. All email-related activities are listed under the Mail category. In the demonstration that follows, we'll demonstrate how to use a few different activities. You can choose the email client you use freely thanks to the following three resource activities: Utilize Gmail, Outlook 365, and the desktop Outlook app. There is a specific iteration activity for tasks that involve repeating the same set of operations for each email in a folder: For Every Email.



EMAIL AUTOMATION (Hands-on)

1. **You can connect to different email clients.**

Depending on the tools you use, you can choose between the "Use Desktop Outlook App", "Use Outlook 365", or "Use Gmail" resources.

2. **You can make the iteration as specific as possible using filters.**

Using the filters from the "For Each Email" activity, you can create conditions for the emails that enter the iteration without having to use an "If" activity.

3. **Use the "Save Email Attachment" activity download attachments from the emails.**

Using wildcards, you can also be picky with the attachments targeted by the automation.

4. **Create emails with the "Reply To Email", "Forward Email" and "Send Email" activities.**

When creating an automation that involves sending emails from your account, you have the option of either using plain text, an HTML Editor, or a Word document. The greatest thing about using the HTML Editor or a Word document is that you can customize your message. Cool, right?

TOPIC 6
END

THANK YOU