# Outlook Email Generator Using OpenAI

I've created a Python program that will process your Excel workbook and generate personalized emails. Here are the key features:

**What the program does:**

1. Opens the Excel workbook with contact information
2. Reads the "Working" worksheet starting from row 2
3. For each row, extracts: name (Column A), email type (Column B), email address (Column C), and context (Column D)
4. Separates first name from the full name
5. Calls OpenAI's API (using gpt-5-mini model) to generate personalized email text
6. Opens a new email window with the recipient, subject "Checking in", and generated body
7. After opening the new Outlook message window it moves to the next row

**Setup Requirements:**

1. **Install required packages:**

bash

pip install openpyxl openai

1. **Set your OpenAI API key as an environment variable:**
   * **Windows:** set OPENAI\_API\_KEY=your-api-key
   * **Mac/Linux:** export OPENAI\_API\_KEY='your-api-key'
2. **Update the workbook path** in the code (line 113) to match your file location

**Important Notes:**

* The model name is "gpt-5-mini" - this is OpenAI's current efficient model
* The program is OS-agnostic and will work on Windows, macOS, and Linux
* On Windows, it attempts to use Outlook directly, but falls back to the default mail client if needed
* The program pauses between emails so you can review each one before proceeding
* Emails are NOT sent automatically - you'll review and send them manually