Eamiler: User Guide

"Emailer" is a streamlined software application designed to effortlessly send emails to a large audience with a simple double-click of your mouse.

Use Cases:

- **Email marketing:** Promote products, services, or events to a wide audience.
- **Announcements:** Share important news, updates, or announcements with employees or customers.
- **Events:** Send event invitations and reminders, and create newsletters to promote events and other content.
- **Surveys:** Gather valuable customer feedback and insights.
- **Recruitment:** Streamline the recruitment process by sending job offers, interview invitations, and application updates.
- **Fundraising:** Facilitate fundraising efforts by sharing campaign updates and engaging with donors.

Highlighted Features:

- Unlimited email sending.
- Supports both text and html template.
- Personalized email template.
- Send email using gmail, outlook.
- Send email using company/organization email as well.
- Initial setup support & Regular support available.

Upcoming Features:

- Mail tracking (opened, replied etc.)
- Interactive User Interface
- Paraphrasing template with AI

Setup Steps:

Step-1 : Populate Your Recipient List (file: *inputs/receipents.csv*, see Figure-1):

- *'email'* - Email addresses of recipients.
- *'name'* - Recipient name (optional).

- *'template'* - name of the template you want to send (set your template in *templates.xlsx* file in Step-2).

	A	B	C	D	E	F	G
1	email	name	template	company	designation	phone_number	status
2	salahuddin3652@gmail.com	salah	template2	pathokpoint	CTO	2992828282	sent successfully
3	u1703114@student.cuet.ac.bd	amanot	template2	pathokpoint	CTO	2992828282	sent successfully
4	u1703114@student.cuet.ac.bd	amanot	template1	pathokpoint	CTO	2992828282	sent successfully
5	u1703082@student.cuet.ac.bd	prottoy	template2	pathokpoint	CTO	2992828282	sent successfully
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

Figure-1: receipents.csv file, (highlighted columns are mandatory)

- Other columns are placeholders information for email text. Example:
  - [name] is a placeholder in email template (*'body'* in Figure-2)
  - You can declare your own placeholder (Example: [phone_number])
- *'status'* - will be updated automatically.

Step-2 : Create an Email Template (file: "*inputs/ templates.xlsx*", see Figure-2):
- *'name'* - Template name.
- *'subject'* - Email subject.
- *'body'* - Email text. (supports plain text or html)
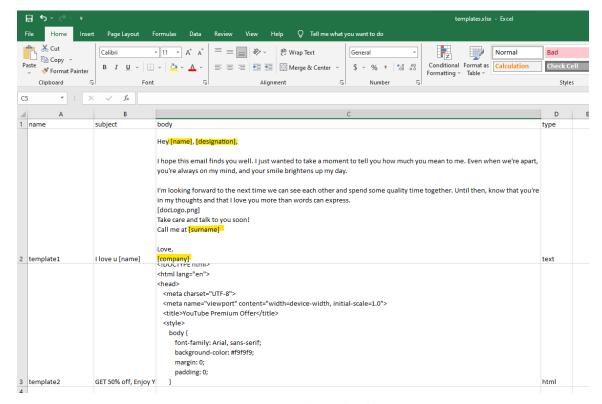- *'type'* - Type of the *'body'* (text or html)

Figure-2: templates.xlsx file

- Write placeholders using the third bracket. Example:
  - File: [logo.png], Populate attachment files in *'inputs/attachment'* folder.
  - Placeholder: [name], [designation]

Step-3 : Populate Attachments:
- Make sure attachment files are located in the *'inputs/attachment'* directory.
- File name must be the same as written in email text.

Step-4 : Populate Your Sender Credentials (file: *'inputs/sender.csv'*):
- 'name' - Sender name.
- 'email' - Your email.
- 'password' - Your password. (for gmail, see how to get app password for gmail)
- Make sure the SMTP is enabled. (ask google how to enable smtp in outlook/gmail)
- 'host' & 'port' - If you use your own domain, write your SMTP server name & PORT.

	A	B	C	D	E	F
1	name	email	password	host	port	daily_limit
2	Company Name	youremail1@gmail.com	gmail app password			500
3	Company Name	youremail2@outlook.com	yourpassword			500
4	Company Name	customEmail@yourcomapny.com	password	your host	465	50000
5						
6						
7						
8						

Figure-3: sender.csv file

Great! You are ready to start sending emails to thousands of people.

Start Sending Email:

- Double click on 'emailer.exe' to start sending emails.

Troubleshooting:

- Feel free to contact us at emailercontact@gmail.com for any kind of support & queries.