**Test Scenarios for Sending Emails**

*(Test cases for composing or validating emails are not included)*  
*(Make sure to use dummy email addresses before executing email related tests)*  
1. Email template should use standard CSS for all emails  
2. Email addresses should be validated before sending emails  
3. Special characters in email body template should be handled properly  
4. Language specific characters (e.g. Russian, Chinese or German language characters) should be handled properly in email body template  
5. Email subject should not be blank  
6. Placeholder fields used in email template should be replaced with actual values e.g. {Firstname} {Lastname} should be replaced with individuals first and last name properly for all recipients  
7. If reports with dynamic values are included in email body, report data should be calculated correctly  
8. Email sender name should not be blank  
9. Emails should be checked in different email clients like Outlook, Gmail, Hotmail, Yahoo! mail etc.  
10. Check send email functionality using TO, CC and BCC fields  
11. Check plain text emails  
12. Check HTML format emails  
13. Check email header and footer for company logo, privacy policy and other links  
14. Check emails with attachments  
15. Check send email functionality to single, multiple or distribution list recipients  
16. Check if reply to email address is correct  
17. Check sending high volume of emails