

# blueprism<sup>®</sup>

## Blue Prism Cloud 2021

### IADA Email User Guide

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Blue Prism Limited, 2 Cinnamon Park, Crab Lane, Warrington, WA2 0XP, United Kingdom.  
Registered in England: Reg. No. 4260035. Tel: +44 370 879 3000. Web: [www.blueprism.com](http://www.blueprism.com)

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## IADA Email

IADA Email® is a Blue Prism business object artifact that has been designed to allow a more fully flexible and powerful email management solution for Robotic Process Automation (RPA). This is used within the Blue Prism Cloud Digital Workforce® to provide a complete email management tool for Microsoft Outlook.

The artifact comes with simple to use and understand actions, yet provides a vast range of input parameters, enabling you to completely change the functionality of actions to suit your requirements, or that of the process definition.

IADA Email has been designed to be lightweight, with only a few DLL's (Dynamic Link Library) required. Our developers have combed through all MS Outlook functionality and created a powerful library functions that the business object artifact can leverage.

The artifact also accepts input and output of native design data structures such as Collections. There is no need to mess around with JSON, XML or List objects, with complex and unreliable conversion functions.

It is assumed as part of this guide that the user is familiar with Blue Prism Cloud digital workforce and has experience with components such as Hub and Blue Prism.

## Using the IADA Email business object

### Sending mail

One of the most commonly used actions for any email-based utility in process automations, is the use of Send Email. As with many actions available in the artifact, four core parameters are requested as an input.

- Outlook Version
- Profile Name
- Store ID
- Store Name

If you know the Store ID, this should be sent through as it is more efficient. If not, simply enter the Store Name and the action will get the Store ID from the Store Name.

IADA Email now allows you to specify a collection of email addresses that are to be included, along with the type of recipient each should be (i.e. to, cc, bcc). The Subject and Body should be provided. If the body is recognized as HTML, this will get sent as a HTML email and rendered appropriately in the client. A collection of Attachment paths can be optionally provided if necessary, in addition to the importance of the mail.

### Reading mail

The second most common application of a mail management library is to read mail from a folder within a mailbox. IADA Email now provides the full flexibility of reading from any folder, in any mailbox, in any profile. Again, like other actions available in the artifact, six (6) core parameters are requested as an input.

- Outlook Version
- Profile Name
- Store ID
- Store Name
- Folder Name
- Folder ID

If you know the Store ID, this should be sent through as it is more efficient. If not, simply send through the Store Name and the action will get the Store ID from the Store Name.

If you know the Folder ID, this should be sent through as it is more efficient. If not, simply send through the Folder Name and the action will get the Folder ID from the Folder Name.

You can optionally supply a host of other input parameter configurations to allow you to get unread only mails, from a particular sender, or by subject. Subject and Sender are 'like' matching fields. For example, if you supplied 'test' within the subject parameters, the search would return all emails with the word 'test' within the subject. In addition, if you were to use the value 'Steve' in the sender parameter, the search would return all emails it considered to be sent from a 'Steve', either indicated by the Sender Name or part of the Sender Email Address.

Reading Mails from different folders has also been made simple. You can easily set the 'Folder Name' input parameter to the name of the folder you wish to read mails from. Please be aware that if you have two or more folders with the same name, it will return mails from the first matched folder. If possible, you might want to use 'Folder ID' to be more specific. You are also able to set a From and/or To DateTime value to perform the search within. This allows you to retrieve mails between a certain DateTime range. The action has been solutioned in such a way that there are four scenarios that can occur:

- **Nothing supplied** – If no 'From' or 'To' DateTime values are supplied, the search performed will read mails from 60 days ago, until current DateTime;
- **From DateTime supplied** – If only a 'From' DateTime value is supplied, the search performed will read mails up to today's date and time;
- **To DateTime supplied** – If only a 'To' DateTime value is supplied, the search performed will read all mails up to the To DateTime supplied from 60 days back from Current DateTime;
- **From and To DateTime supplied** – The simplest of the four, this searches for mails between the 'From' and 'To' DateTime.

## Managing mails

After sending and reading mails, it is common to utilize a form of mail management to either delete or move mails. This is especially relevant if this mailbox is also being managed and maintained by a human workforce or is a mailbox that the entire Virtual Workforce share and have access to.

One of the first areas of management for mails is to Mark as Read and Mark as Unread which simply helps to enable the use of the Read/Unread filter as part of a Get Mails function. This is extremely useful when working a mailbox that is also managed by a human workforce where the core rule on unworked mails is simply by the read/unread status. To utilize one of these actions, simply send in the 'ID' of the mail you wish to manipulate and the 'Folder' it is contained in.

The Get Folders management option retrieves a list of folders from within the mailbox, returning their path inside of the store directory.

Delete Mail, is another common management option that is used in many automations. Blue Prism Cloud have again made this a simple action allowing the same input parameters as the Marking a Mail as Read and Unread.

Move Mail allows for logistical management of between folders. This again is a commonly used action for automation, allowing the organization of worker mail, or categorizing mail. This action expects an additional input parameter which is the 'Destination' folder to which the mail is to be moved to, supplied by either the folder name of the folder ID. If you supply the Destination Folder Name, then the mail will be moved to the first folder with that name, so care needs to be taken if that folder name is not unique or appears multiple times within your store's folder hierarchy. Consider using Destination Folder ID to remove any ambiguity.

You should note that this action provides a new 'ID' as an output parameter. When a mail is moved to another folder, the ID of that mail changes. If this ID is important to your workflow, you will need to update this as appropriate.

## Managing folders

The final solution that has been built into IADA Email is to manage Folders. The ability to manage folders is considerably underestimated when building and scoping an automation. Blue Prism Cloud have created a handful of useful actions to help aid with folder management.

Deleting folders is simple, like other actions available in the artifact, six (6) core parameters are requested as an input (Outlook Version, Profile Name, Store ID, Store Name, Folder Name, Folder ID), This will delete the folder name/id that has been passed in. Remember, if you supply the Folder Name, then the first folder with that name will be deleted, so care needs to be taken if that folder name is not unique or appears multiple times within your store's folder hierarchy. Consider using Folder ID to remove any ambiguity.

Creating folders requires some of the core parameters (Outlook Version, Profile Name, Store ID and Store Name). The difference here is that you will need to supply the Parent Folder Name or Parent Folder ID, that will house the folder you wish to create. Again, consider using Parent Folder ID to remove any ambiguity. The final parameter is the Folder Name that you wish to call the new folder.

Renaming folder is very similar. Simply pass in Outlook Version, Profile Name, Store ID and Store Name, along with the Current Folder ID or Current Folder Name, then the New Folder Name that you wish to rename the folder to.

Moving a folder requires some of the core input parameters as usual, Outlook Version, Profile Name, Store ID and Store Name. In addition to these input parameters, this artifact action also requires the Current Folder ID or Current Folder Name, along with the New Parent Folder ID, of New Parent Folder Name.

## IADA Email actions

In the supplied IADA Email Object there are several Actions which can be used in your automations. Each of these actions perform a specific task or function and are detailed below.

### Create Folder

This action will create a mail folder for storing mail items into.

#### Inputs

| Parameter          | Type | Optional                       | Description  | Example                          | Initial Value |
|--------------------|------|--------------------------------|--|----------------------------------|---------------|
| Outlook Version    | Text | No                             | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | O365                             |               |
| Profile Name       | Text | Yes – will use default profile | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Parent ID          | Text | Yes                            | The folder ID where the folder will be created within  | 00000000C053DBBC90BF1B44B6679... |               |
| Parent Folder Name | Text | No                             | The folder name where the folder will be created within  | Inbox                            |               |
| Folder Name        | Text | No                             | The folder name to be created  | Holding                          |               |



| Parameter  | Type | Optional                        | Description    | Example                          | Initial Value |
|------------|------|---------------------------------|----------------|----------------------------------|---------------|
| Store ID   | Text | Yes – If Store Name is provided | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name | Text | Yes – If Store ID is provided   | The store name |                                  |               |

## Outputs

| Parameter | Type | Description                         |
|-----------|------|-------------------------------------|
| Folder ID | Text | The folder ID of the folder created |

## Delete Folder

This action will create a mail folder for storing mail items into.

## Inputs

| Parameter       | Type | Optional                         | Description  | Example                          | Initial Value |
|-----------------|------|----------------------------------|--|----------------------------------|---------------|
| Outlook Version | Text | No                               | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | O365                             |               |
| Profile Name    | Text | Yes – will use default profile   | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Folder ID       | Text | Yes – if Folder Name is provided | The folder ID of the folder being deleted  | 00000000C053DBBC90BF1B44B6679... |               |

| Parameter   | Type | Optional                        | Description                          | Example                          | Initial Value |
|-------------|------|---------------------------------|--------------------------------------|----------------------------------|---------------|
| Folder Name | Text | Yes – if Folder ID is provided  | The folder name that will be deleted | Holding                          |               |
| Store ID    | Text | Yes – If Store Name is provided | The store ID                         | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name  | Text | Yes – If Store ID is provided   | The store name                       |                                  |               |

## Delete Mail

This action will delete a mail from the mailbox (sending to deleted items) using the Mail ID as a pointer to the mail item.

### Inputs

| Parameter       | Type | Optional                        | Description  | Example                          | Initial Value |
|-----------------|------|---------------------------------|--|----------------------------------|---------------|
| Outlook Version | Text | No                              | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | 0365                             |               |
| Profile Name    | Text | Yes – will use default profile  | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Store ID        | Text | Yes – If Store Name is provided | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |

| Parameter   | Type | Optional                         | Description  | Example                          | Initial Value |
|-------------|------|----------------------------------|--|----------------------------------|---------------|
| Store Name  | Text | Yes – If Store ID is provided    | The store name                                       |                                  |               |
| Mail ID     | Text | Yes                              | This is the ID of the mail                           | 00000000C053DBBC90BF1B44B667914  |               |
| Folder Name | Text | Yes – if Folder ID is provided   | This is the folder that the mail is contained within | Inbox                            |               |
| Folder ID   | Text | Yes – if Folder Name is provided | The folder ID where the email is being deleted from  | 00000000C053DBBC90BF1B44B6679... |               |

## Export Mail

This action will export a mail item from a mail folder into a specified directory.

### Inputs

| Parameter       | Type | Optional                       | Description  | Example | Initial Value |
|-----------------|------|--------------------------------|--|---------|---------------|
| Outlook Version | Text | No                             | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | 0365    |               |
| Profile Name    | Text | Yes – will use default profile | This is the name of the Mail Profile you want to attach to   | Outlook | Outlook       |

| Parameter        | Type | Optional                         | Description  | Example                          | Initial Value |
|------------------|------|----------------------------------|--|----------------------------------|---------------|
| Store ID         | Text | Yes – If Store Name is provided  | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name       | Text | Yes – If Store ID is provided    | The store name   |                                  |               |
| Mail ID          | Text | Yes                              | This is the ID of the mail   | 00000000C053DBBC90BF1B44B667914  |               |
| Folder Name      | Text | Yes – if Folder ID is provided   | This is the folder that the mail is contained within                     | Inbox                            |               |
| Folder ID        | Text | Yes – if Folder Name is provided | The folder ID where the email is being exported from                     | 00000000C053DBBC90BF1B44B6679... |               |
| Export Type      | Text | No                               | File type, e.g. msg, rtf or html   | msg                              |               |
| Export Directory | Text | No                               | Directory name and path to where you want the exported mail to be stored | C:\Users\Trainee\Documents\Mail  |               |
| File Name        | Text | No                               | File name for where the mail message is to be stored                     | MailOut                          |               |

## Forward Mail

This action will forward a mail item from a mail folder onto a specific or numerous recipients, including any attachments.

### Inputs

| Parameter       | Type | Optional                         | Description  | Example                          | Initial Value |
|-----------------|------|----------------------------------|--|----------------------------------|---------------|
| Outlook Version | Text | No                               | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | 0365                             |               |
| Profile Name    | Text | Yes – will use default profile   | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Store ID        | Text | Yes – If Store Name is provided  | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name      | Text | Yes – If Store ID is provided    | The store name   |                                  |               |
| Folder Name     | Text | Yes – if Folder ID is provided   | This is the folder that the mail is contained within   | Inbox                            | Inbox         |
| Folder ID       | Text | Yes – if Folder Name is provided | The folder ID where the email is being forwarded from  | 00000000C053DBBC90BF1B44B6679... |               |

| Parameter   | Type       | Optional | Description   | Example                         | Initial Value |
|-------------|------------|----------|---|---------------------------------|---------------|
| Mail ID     | Text       | Yes      | This is the ID of the mail                              | 00000000C053DBBC90BF1B44B667914 |               |
| Body        | Text       | Yes      | Body of the email message                               |                                 |               |
| Attachments | Collection | Yes      | A collection containing the contents of any attachments |                                 |               |
| Recipients  | Collection | Yes      | The list of recipients that the mail is forwarded to    |                                 |               |

## Collection schemas

### Attachments

| Field Name | Type | Description   | Example                         |
|------------|------|---|---------------------------------|
| Path       | Text | This is path to where the Attachments will be stored and then attached to the forwarded email | C:\Users\Trainee\Documents\Mail |

### Recipients

| Field Name        | Type | Description                                    | Example                    |
|-------------------|------|--|----------------------------|
| Recipient Address | Text | The email address of the recipient             | cloudsupport@blueprism.com |
| Recipient Type    | Text | The type of the recipient, i.e. to, cc, or bcc |                            |
| Recipient Name    | Text | The name of the recipient                      | Blue Prism Cloud Support   |

## Get Folders

Gets a list of folders in the mailbox for the specified profile.

### Inputs

| Parameter       | Type | Optional                        | Description  | Example                          | Initial Value |
|-----------------|------|---------------------------------|--|----------------------------------|---------------|
| Outlook Version | Text | No                              | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | O365                             |               |
| Profile Name    | Text | Yes – will use default profile  | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Store ID        | Text | Yes – If Store Name is provided | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name      | Text | Yes – If Store ID is provided   | The store name   |                                  |               |

### Outputs

| Parameter | Type       | Description  |
|-----------|------------|--|
| Folders   | Collection | This will be a collection of folders that have been recognized |

## Collection schemas

### Folders

| Field Name  | Type | Description  | Example                            |
|-------------|------|--|------------------------------------|
| Folder Name | Text | This is the name of the folder                       | Inbox                              |
| Folder Path | Text | The Outlook path that the folder is contained within | \\cloudsupport@blueprism.com\Inbox |
| Entry ID    | Text | The folder ID  | 00000000C053DBBC90BF1B44B6679...   |
| Store ID    | Text | The store ID   | 00000000C053DBBC90BF1B44B6679...   |

## Get Folder ID by Folder Name

Gets the ID of a folder for the specified folder name.

### Inputs

| Parameter       | Type | Optional                        | Description  | Example                          | Initial Value |
|-----------------|------|---------------------------------|--|----------------------------------|---------------|
| Outlook Version | Text | No                              | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | O365                             |               |
| Profile Name    | Text | Yes – will use default profile  | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Store ID        | Text | Yes – If Store Name is provided | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name      | Text | Yes – If Store ID is provided   | The store name   |                                  |               |



| Parameter   | Type | Optional | Description   | Example | Initial Value |
|-------------|------|----------|---|---------|---------------|
| Folder Name | Text | No       | This is the name of the folder which the ID is sort for | Inbox   |               |

## Outputs

| Parameter | Type | Description                         |
|-----------|------|-------------------------------------|
| Folder ID | Text | The ID of the requested folder name |

## Get Mail

This action will retrieve mail from a folder using the assigned input parameter filters, returning a collection of mails that match those query parameters.

## Inputs

| Parameter       | Type | Optional                       | Description  | Example | Initial Value |
|-----------------|------|--------------------------------|--|---------|---------------|
| Outlook Version | Text | No                             | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | O365    |               |
| Profile Name    | Text | Yes – will use default profile | This is the name of the Mail Profile you want to attach to   | Outlook | Outlook       |
| Folder Name     | Text | Yes – If Folder ID is provided | This is the name of the Folder you want to read mails from   | Inbox   | Inbox         |

| Parameter  | Type | Optional                         | Description  | Example                            | Initial Value |
|------------|------|----------------------------------|--|------------------------------------|---------------|
| Folder ID  | Text | Yes – if Folder Name is provided | This is the ID of the Folder you want to read mails from   | 00000000C053DBBC90BF1B44B667914... |               |
| Store Name | Text | Yes – If Store ID is provided    | This is the Store Name that the Folder sits within   | cloudsupport@blueprism.com         |               |
| Store ID   | Text | Yes – If Store Name is provided  | This is the Store ID that the folder sits within   | 00000000C053DBBC90BF1B44B667914... |               |
| Read       | Flag | Yes                              | If set to True, query will include 'Read' mails as part of the search                            | True                               | True          |
| Unread     | Flag | Yes                              | If set to True, query will include 'Unread' mails as part of the search                          | True                               | True          |
| Subject    | Text | Yes                              | Specifies the subject of the mail to use as a filter during the search. This value is wildcarded | Your automation process            |               |

| Parameter        | Type     | Optional | Description  | Example                    | Initial Value |
|------------------|----------|----------|--|----------------------------|---------------|
| Sender           | Text     | Yes      | Specifies the sender email address that will be used as a filter during the search. This can be name of sender, or email address | cloudsupport@blueprism.com |               |
| From             | DateTime | Yes      | The date that the search will start from   | 21/02/2019 08:00:00        |               |
| To               | DateTime | Yes      | The date that the search will search up to   | 21/02/2019 08:00:00        |               |
| Message          | Text     | Yes      | An extract from a message body to search for   | Please can you             |               |
| Only Attachments | Flag     | Yes      | If true, this will filter the results to only return mails that have attachments   | False                      | False         |

| Parameter        | Type   | Optional | Description   | Example | Initial Value |
|------------------|--------|----------|---|---------|---------------|
| Only Importance  | Flag   | Yes      | If true, this will filter the results to only return mails that have a specified importance (defined by the Importance Level parameter) | False   | False         |
| Importance Level | Number | Yes      | If 'Only Importance' parameter is set to True, this value represents the importance level to filter by                                  | 2       | 2             |

## Outputs

| Parameter | Type       | Description   |
|-----------|------------|---|
| Mails     | Collection | This will be a collection of mails that have matched all search and filter criteria |

## Collection schemas

### Mails

| Field Name | Type | Description   | Example                            |
|------------|------|---|------------------------------------|
| ID         | Text | This is a reference that identifies this mail and can be used in subsequent actions | 00000000C053DBBC90BF1B44B667914... |

| Field Name           | Type       | Description  | Example                            |
|----------------------|------------|--|------------------------------------|
| Sender Name          | Text       | This is the name of the sender which the email was received from   | Blue Prism Cloud Support           |
| Sender Email Address | Text       | This is the senders email address  | cloudsupport@blueprism.com         |
| Subject              | Text       | This is the subject of the email   | Your automation process ...        |
| Message Body         | Text       | This is the body of the email  | ... has completed                  |
| Received             | DateTime   | This is the DateTime that the email was received from the sender. This DateTime is always passed back as UTC | 15/10/2018 08:41:33                |
| Attachments          | Flag       | This is set as True if attachments were included within the email  | True                               |
| Attachment Count     | Number     | This is the number of attachments included in the email  | 3                                  |
| Attachment Data      | Collection | This is a collection of the attachment data  |                                    |
| Folder Entry ID      | Text       | This is the unique reference that identifies the folder these mails were found within                        | 00000000C053DBBC90BF1B44B667914... |

### Attachment data

| Field Name | Type | Description                        | Example  |
|------------|------|------------------------------------|----------|
| Name       | Text | This is the name of the attachment | Text.pdf |

| Field Name | Type | Description                             | Example |
|------------|------|---|---------|
| Location   | Text | This is path to the attachments         | Header  |
| Size       | Text | This is the size of the attachment KB   | 10861   |
| Format     | Text | This is the file type of the attachment | png     |

## Get Stores

This action gets a collection of stores (mailboxes) which are available under a specified Mail Profile.

### Inputs

| Parameter       | Type | Optional                       | Description  | Example | Initial Value |
|-----------------|------|--------------------------------|--|---------|---------------|
| Outlook Version | Text | No                             | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | O365    |               |
| Profile Name    | Text | Yes – will use default profile | This is the name of the Mail Profile you want to attach to   | Outlook | Outlook       |

### Outputs

| Parameter | Type       | Description   |
|-----------|------------|---|
| Stores    | Collection | This will be a stores (mailboxes) that have been added to this mail profile |

## Collection schemas

### Stores

| Parameter  | Type | Description   |
|------------|------|---|
| Store Name | Text | This is the name of the store (usually the email address) |
| Store ID   | Text | This is the ID of the store                               |

## Get Store ID by Store Name

Gets the ID of a store (mailbox) for the specified store.

### Inputs

| Parameter       | Type | Optional                       | Description  | Example | Initial Value |
|-----------------|------|--------------------------------|--|---------|---------------|
| Outlook Version | Text | No                             | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | O365    |               |
| Profile Name    | Text | Yes – will use default profile | This is the name of the Mail Profile you want to attach to   | Outlook | Outlook       |
| Store Name      | Text | No                             | The store name   |         |               |

### Outputs

| Parameter | Type | Description                        |
|-----------|------|------------------------------------|
| Store ID  | Text | The ID of the requested store name |

## Mark Mail as Read

This action will mark a specified mail (By ID) with the 'Read' status.

### Inputs

| Parameter       | Type | Optional | Description  | Example | Initial Value |
|-----------------|------|----------|--|---------|---------------|
| Outlook Version | Text | No       | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | O365    |               |

| Parameter    | Type | Optional                         | Description   | Example                          | Initial Value |
|--------------|------|----------------------------------|---|----------------------------------|---------------|
| Profile Name | Text | Yes – will use default profile   | This is the name of the Mail Profile you want to attach to    | Outlook                          | Outlook       |
| Store ID     | Text | Yes – If Store Name is provided  | The store ID  | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name   | Text | Yes – If Store ID is provided    | The store name  |                                  |               |
| Mail ID      | Text | No                               | The ID of the Mail item to be marked as read                  | 00000000C053DBBC90BF1B44B6679... |               |
| Folder Name  | Text | Yes – if Folder ID is provided   | This is the name of the folder where the mail item is located | Inbox                            |               |
| Folder ID    | Text | Yes – if Folder Name is provided | The ID of the folder where the mail is located                | 00000000C053DBBC90BF1B44B6679... |               |



## Mark Mail as Unread

This action will mark a specified mail (By ID) with the 'Unread' status.

### Inputs

| Parameter       | Type | Optional                        | Description  | Example                          | Initial Value |
|-----------------|------|---------------------------------|--|----------------------------------|---------------|
| Outlook Version | Text | No                              | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | O365                             |               |
| Profile Name    | Text | Yes – will use default profile  | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Store ID        | Text | Yes – If Store Name is provided | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name      | Text | Yes – If Store ID is provided   | The store name   |                                  |               |
| Mail ID         | Text | No                              | The ID of the Mail item to be marked as unread   | 00000000C053DBBC90BF1B44B6679... |               |
| Folder Name     | Text | Yes – if Folder ID is provided  | This is the name of the folder where the mail item is located  | Inbox                            |               |

| Parameter | Type | Optional                         | Description                                    | Example                          | Initial Value |
|-----------|------|----------------------------------|--|----------------------------------|---------------|
| Folder ID | Text | Yes – if Folder Name is provided | The ID of the folder where the mail is located | 00000000C053DBBC90BF1B44B6679... |               |

## Move Folder

This action will move a specified mail (By ID) to a new folder location.

### Inputs

| Parameter           | Type | Optional                                 | Description  | Example                          | Initial Value |
|---------------------|------|--|--|----------------------------------|---------------|
| Outlook Version     | Text | No                                       | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | O365                             |               |
| Profile Name        | Text | Yes – will use default profile           | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Current Folder Name | Text | Yes – if Folder ID is provided           | This is the name of the folder to be moved   | FolderA                          |               |
| Folder ID           | Text | Yes – if Current Folder Name is provided | The ID of the folder being moved   | 00000000C053DBBC90BF1B44B6679... |               |

| Parameter              | Type | Optional                                    | Description  | Example                          | Initial Value |
|------------------------|------|---|--|----------------------------------|---------------|
| New Parent Folder Name | Text | Yes – if New Parent Folder ID is provided   | This is the name of the parent folder where the folder is to be moved to | FolderB                          |               |
| New Parent Folder ID   | Text | Yes – if New Parent Folder Name is provided | The ID of the parent folder  | 00000000C053DBBC90BF1B44B6679... |               |
| Store ID               | Text | Yes – If Store Name is provided             | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name             | Text | Yes – If Store ID is provided               | The store name   |                                  |               |

## Move Mail

Moves a mail item from one folder location to a destination folder location, using the Mail ID as a pointer to the mail item.

### Inputs

| Parameter       | Type | Optional | Description  | Example | Initial Value |
|-----------------|------|----------|--|---------|---------------|
| Outlook Version | Text | No       | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | 0365    |               |

| Parameter       | Type | Optional                             | Description  | Example                          | Initial Value |
|-----------------|------|--------------------------------------|--|----------------------------------|---------------|
| Profile Name    | Text | Yes – will use default profile       | This is the name of the Mail Profile you want to attach to               | Outlook                          | Outlook       |
| Folder Name     | Text | Yes – if Folder ID is provided       | This is the name of the folder where the mail item is located            | Inbox                            | Inbox         |
| Folder ID       | Text | Yes – if Folder Name is provided     | The ID of the folder where the mail item is located                      | 00000000C053DBBC90BF1B44B6679... |               |
| New Folder Name | Text | Yes – if New Folder ID is provided   | This is the name of the new folder where the mail item is to be moved to | Actioned                         |               |
| New Folder ID   | Text | Yes – if New Folder Name is provided | The ID of the new folder   | 00000000C053DBBC90BF1B44B6679... |               |
| Store ID        | Text | Yes – If Store Name is provided      | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name      | Text | Yes – If Store ID is provided        | The store name   |                                  |               |
| Mail ID         | Text | Yes                                  | The ID of the Mail item to be moved                                      | 00000000C053DBBC90BF1B44B6679... |               |

## Save Attachments

Saves attachments from a mail item into a windows folder, using the Mail ID as a pointer to the mail item.

### Inputs

| Parameter       | Type | Optional                         | Description  | Example                          | Initial Value |
|-----------------|------|----------------------------------|--|----------------------------------|---------------|
| Outlook Version | Text | No                               | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | 0365                             |               |
| Profile Name    | Text | Yes – will use default profile   | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Store ID        | Text | Yes – If Store Name is provided  | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name      | Text | Yes – If Store ID is provided    | The store name   |                                  |               |
| Folder Name     | Text | Yes – if Folder ID is provided   | This is the name of the folder where the mail item is located  | Inbox                            | Inbox         |
| Folder ID       | Text | Yes – if Folder Name is provided | The ID of the folder where the mail item is located  | 00000000C053DBBC90BF1B44B6679... |               |

| Parameter        | Type       | Optional | Description   | Example                          | Initial Value |
|------------------|------------|----------|---|----------------------------------|---------------|
| Mail ID          | Text       | No       | The ID of the Mail item from which the attachments are to be downloaded | 00000000C053DBBC90BF1B44B6679... |               |
| Save Destination | Text       | Yes      | The path name where the attachments are to be stored                    | C:\Users\Trainee\Documents\Mail  |               |
| Attachments      | Collection | No       | Details of the Attachments to be saved                                  |                                  |               |

## Collection schemas

### Attachment data

| Field Name | Type | Description                             | Example  |
|------------|------|---|----------|
| Name       | Text | This is the name of the attachment      | Text.pdf |
| Location   | Text | This is path to the attachments         | Header   |
| Size       | Text | This is the size of the attachment KB   | 10861    |
| Format     | Text | This is the file type of the attachment | png      |

## Send Email

This action will send an email to a recipient or recipients with a defined subject, body and attachments.

### Inputs

| Parameter       | Type       | Optional                        | Description  | Example                          | Initial Value |
|-----------------|------------|---------------------------------|--|----------------------------------|---------------|
| Outlook Version | Text       | No                              | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | 0365                             |               |
| Profile Name    | Text       | Yes – will use default profile  | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Store ID        | Text       | Yes – If Store Name is provided | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name      | Text       | Yes – If Store ID is provided   | The store name   |                                  |               |
| Recipients      | Collection | Yes                             | The list of recipients that the mail is forwarded to   |                                  |               |
| Subject         | Text       | No                              | The subject of the email to be sent  | Email testing                    |               |
| Body            | Text       | No                              | Body of the email message  |                                  |               |

| Parameter   | Type       | Optional | Description   | Example | Initial Value |
|-------------|------------|----------|---|---------|---------------|
| Attachments | Collection | Yes      | A collection containing the contents of any attachments |         |               |
| Importance  | Number     | Yes      | This value represents the importance level to be set    | 2       | 2             |

## Collection schemas

### Attachments

| Field Name | Type | Description   | Example                         |
|------------|------|---|---------------------------------|
| File Path  | Text | This is path to where the Attachments will be stored and then attached to the forwarded email | C:\Users\Trainee\Documents\Mail |
| File Name  | Text | The name of the Attachment to be sent with the email  |                                 |

### Recipients

| Field Name        | Type | Description                                    | Example                    |
|-------------------|------|--|----------------------------|
| Recipient Address | Text | The email address of the recipient             | cloudsupport@blueprism.com |
| Recipient Type    | Text | The type of the recipient, i.e. to, cc, or bcc |                            |
| Recipient Name    | Text | The name of the recipient                      | Blue Prism Cloud Support   |



## Rename Folder

This action will send an email to a recipient or recipients with a defined subject, body and attachments.

### Inputs

| Parameter           | Type | Optional                                 | Description  | Example                          | Initial Value |
|---------------------|------|--|--|----------------------------------|---------------|
| Outlook Version     | Text | No                                       | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | O365                             |               |
| Profile Name        | Text | Yes – will use default profile           | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Store ID            | Text | Yes – If Store Name is provided          | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name          | Text | Yes – If Store ID is provided            | The store name   |                                  |               |
| Current Folder Name | Text | Yes – if Folder ID is provided           | This is the name of the folder to be renamed   | FolderA                          |               |
| Folder ID           | Text | Yes – if Current Folder Name is provided | The ID of the folder being renamed   | 00000000C053DBBC90BF1B44B6679... |               |
| New Folder Name     | Text | No                                       | This is the name of the new folder name  | FolderB                          |               |

## Reply to Mail

This action will reply to an email with a defined body and attachments.

### Inputs

| Parameter       | Type       | Optional                        | Description  | Example                          | Initial Value |
|-----------------|------------|---------------------------------|--|----------------------------------|---------------|
| Outlook Version | Text       | No                              | This is the version of Outlook that you have installed and is required for IADA Email to understand which wrapper to use | 0365                             |               |
| Profile Name    | Text       | Yes – will use default profile  | This is the name of the Mail Profile you want to attach to   | Outlook                          | Outlook       |
| Store ID        | Text       | Yes – If Store Name is provided | The store ID   | 00000000C053DBBC90BF1B44B6679... |               |
| Store Name      | Text       | Yes – If Store ID is provided   | The store name   |                                  |               |
| Body            | Text       | Yes                             | Body of the email message  |                                  |               |
| Attachments     | Collection | No                              | A collection containing the contents of any attachments to be added  |                                  |               |

| Parameter    | Type | Optional                         | Description   | Example                          | Initial Value |
|--------------|------|----------------------------------|---|----------------------------------|---------------|
| Folder Name  | Text | Yes – if Folder ID is provided   | This is the name of the folder where the mail item is located | Inbox                            | Inbox         |
| Folder ID    | Text | Yes – if Folder Name is provided | The ID of the folder where the mail item is located           | 00000000C053DBBC90BF1B44B6679... |               |
| Mail ID      | Text | Yes                              | The ID of the Mail item that is being replied to              | 00000000C053DBBC90BF1B44B6679... |               |
| Reply to All | Flag | No                               | Whether 'Reply to All' is used or just 'Reply'                |                                  | False         |

## Collection schemas

### Attachments

| Field Name | Type | Description   | Example                         |
|------------|------|---|---------------------------------|
| Path       | Text | This is path to where the Attachments will be stored and then attached to the forwarded email | C:\Users\Trainee\Documents\Mail |