WinActor®

Mail Reception Scenario Creation Manual

NTT ADVANCED TECHNOLOGY CORPORATION

Contents

WinActor Mail Reception Scenario Creation Manual

1. Introduction

This manual describes the procedure to create a scenario to receive mails using WinActor.

1.1. Protocols

Table 1-1 shows the communication protocols when receiving mails using WinActor.

Table 1-1. Protocols

No	Communication protocol	Description
1	POP3	Post Office Protocol Version 3 A protocol to receive mails in a TCP/IP (Transmission Control Protocol/Internet Protocol) network. * STARTTLS is also available.
2	POP3S	POP3 over SSL/TLS A protocol to encrypt the POP3 transmission path by combining Secure Sockets Layer (SSL) / Transport Layer Security (TLS).

1.2. Authentication methods

Table 1-2 shows the authentication methods for a mail server.

Table 1-2. Authentication methods

No	Authentication method	Description
1	USER/PASS authentication	An authentication method based on username and password. The password is sent to the server in plain text.
2	APOP authentication	An authentication method based on username and password. The encrypted password is sent to the server.

1.3. Trademarks

The names described below and other names of companies and products in this document are trademarks or registered trademarks of their respective companies. The ™, ®, and © marks are omitted in this document.

- WinActor is a registered trademark of NTT ADVANCED TECHNOLOGY CORPORATION.

- Microsoft, Windows[1], Microsoft Edge, Excel, and VBScript[2] are trademarks or registered trademarks of Microsoft Corporation in the United States and other countries.
    - [1]   The official name of Windows is Microsoft Windows Operating System.
    - [2]   The official name of VBScript is Microsoft Visual Basic Scripting Edition.

- The names of other companies and products are trademarks or registered trademarks of their respective companies.

1.4. Notes on this document

- The copyright notice "Copyright © 2013-2025 NTT, Inc. & NTT ADVANCED TECHNOLOGY CORPORATION" attached to this manual and the provided software cannot be changed or deleted.
The copyright of this manual belongs to NTT, Inc. and NTT ADVANCED TECHNOLOGY CORPORATION.

- The descriptions in this manual assume that users understand Windows operations and functions. For information that is not described in this manual, see the documents provided by Microsoft.

1.5. Limitations

The limitations on receiving mails are as follows.

- Some incoming mails such as conference reservation mails cannot be received. In addition, some HTML mails cannot be received.
- A mail server address must support the UIDL command. If it does not support the UIDL command, an error message "Failed to receive mails." will be displayed.
- If a mail without a sent date is received, its received date will be treated as the sent date.

2. Procedure to create a scenario

Mailer libraries are used to create a scenario for receiving mails. As an example, the following describes the procedure to create a scenario that performs the steps (1) to (4) below.

(1) Mail reception settings

(2) Receiving mails

(3) Selecting a mail

(4) Getting mail information

2.1. Displaying libraries

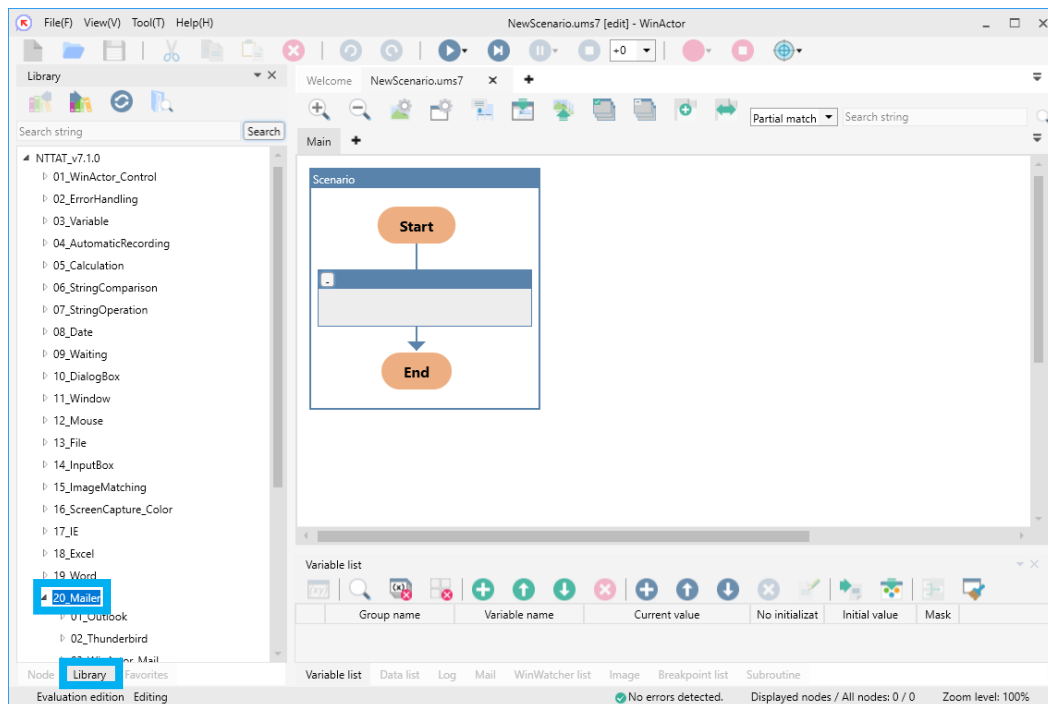Select the Library tab, and double-click and expand "20_Mailer" (Figure 2-1) and "03_WinActor_Mail" (Figure 2-2).

Figure 2-1. Expanding "20_Mailer" on the Library tab

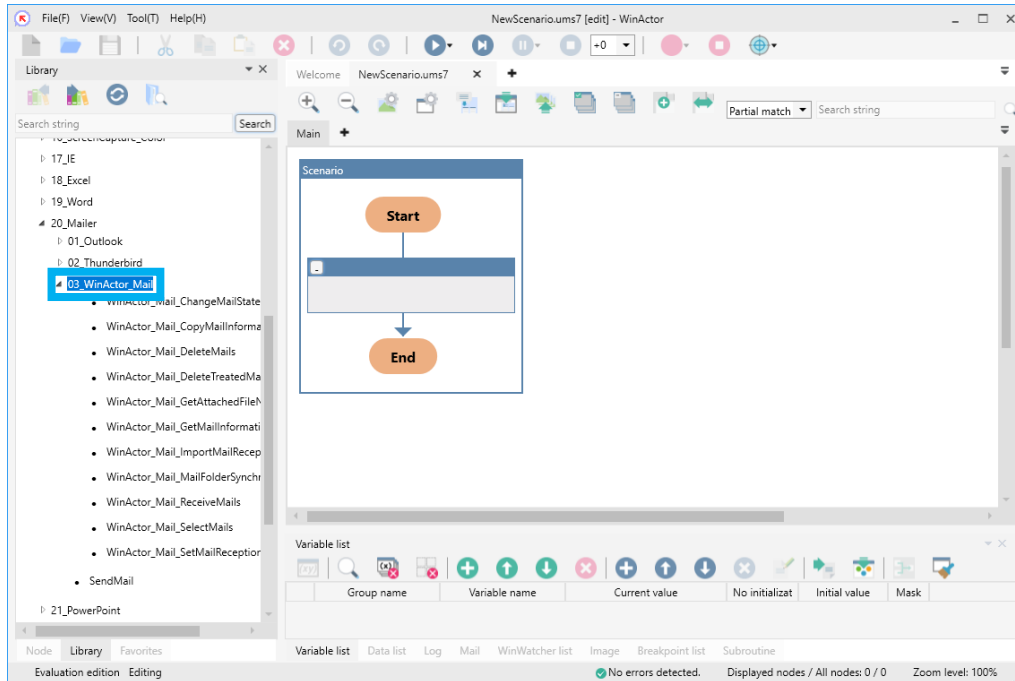# WinActor Mail Reception Scenario Creation Manual

Figure 2-2. Expanding "03_WinActor_Mail" on the Library tab

2.2. Mail reception settings

To receive mails, the mail reception settings needs to be configured in one of the following.

- Mail reception settings in the Mail pane
- Import Mail Reception Settings node
- Mail Reception Settings node

If the mail reception settings are not configured before running the Receive Mail node, or if the folder specified as the mail storage destination does not exist, it fails to receive mails.

Saving attached files

Attached files are not saved by default. If you want to receive attached files, check "Save attached files" on the Storage tab of the mail reception settings in the Mail pane. In addition, files with the extension "*.exe *.bat *.vbs *.msi or *.jar" are not saved by default. If you want to save those files, uncheck "Attached files with the following extension are not saved" or change the filename extension designation.

2.2.1 Mail reception settings in the Mail pane

This section describes the method of configuring the mail reception settings in the Mail pane. Upon the configuration, WinActor can receive mails without the Import Mail Reception Settings node or the Mail Reception Settings node.

The settings are saved in WinActor, and they are still valid at the next time WinActor is launched.

① Select the "Mail" pane.

(For details of the Mail pane, see "WinActor Operation Manual.")

Figure 2-3. Displaying the Mail pane

WinActor Mail Reception Scenario Creation Manual

② Click the "Mail reception settings" button (Figure 2-4) in the Mail pane to display the Mail reception settings (Figure 2-5, 2-6, 2-7).
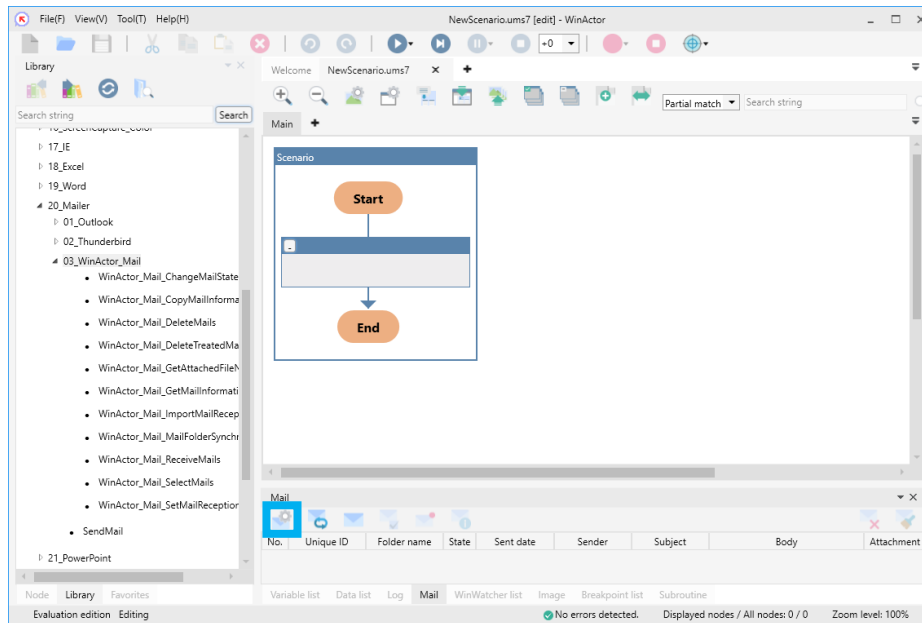

Figure 2-4. Displaying the Mail reception settings from the Mail pane
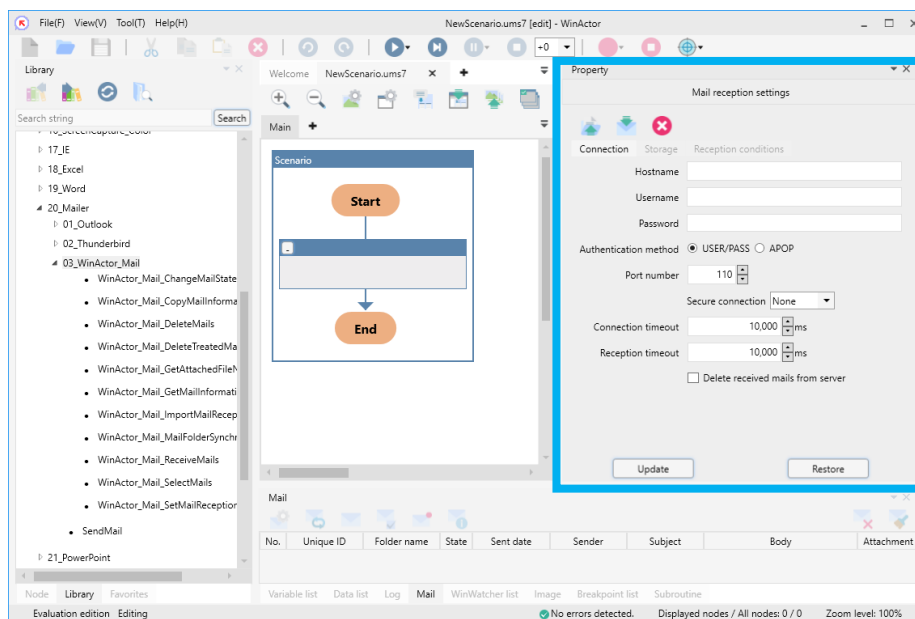

Figure 2-5. Mail reception settings (Connection tab)
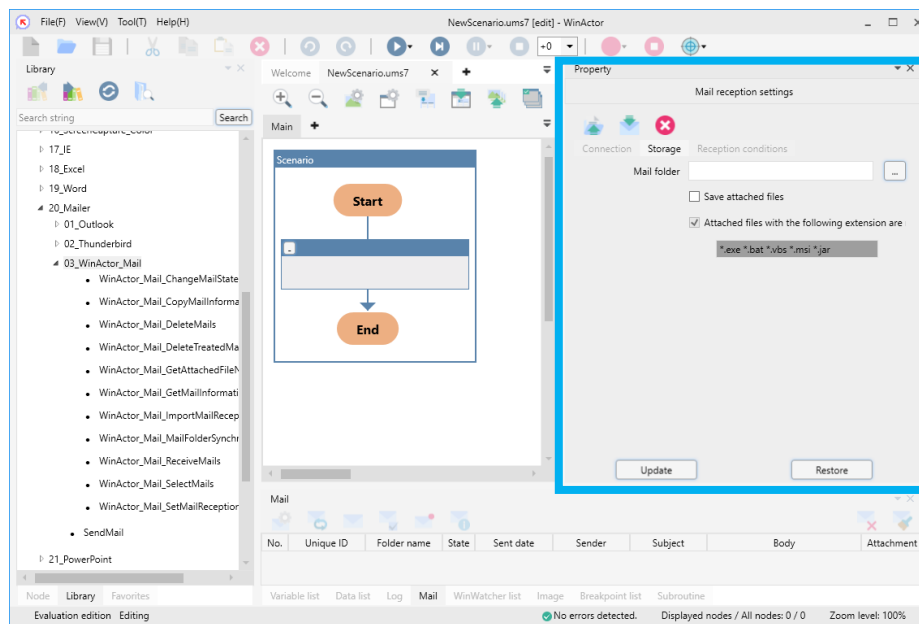
WinActor Mail Reception Scenario Creation Manual
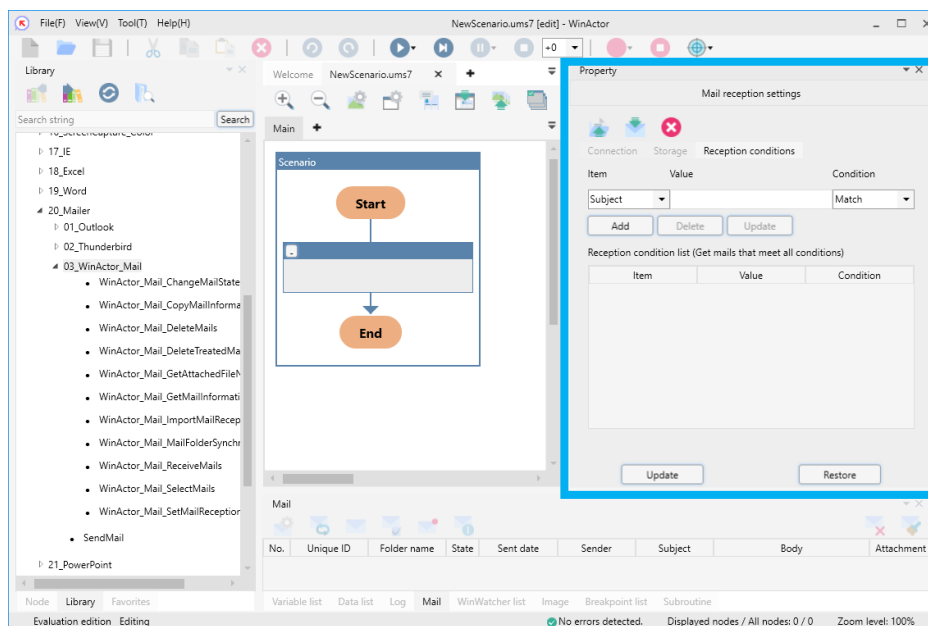

Figure 2-6. Mail reception settings (Storage tab)

Figure 2-7. Mail reception settings (Reception conditions tab)

③ Set the property items and click the 'Update' button. The description of each property item is shown in the following Table 2-1, 2-2, and 2-3.

Table 2-1. Property items of Mail reception settings (Connection tab)

No	Property item	Description
1	Hostname	Specify URL or IP address of a mail server. (Required)
2	Username	Specify a username to log in to the mail server. (Required)
3	Password	Specify a password to log in to the mail server. (Required)
4	Authentication method	Select "USER/PASS" or "APOP." (Required)
5	Port number	Specify a port number of the mail server. (Required)
6	Secure connection	Select one of the following security modes when connecting to the mail server. (Required) <table><tr><td>None</td><td>No security (POP3)</td></tr><tr><td>TLS/SSL</td><td>With security (POP3S)</td></tr><tr><td>STARTTLS</td><td>With security (STARTTLS)</td></tr></table>
7	Connection timeout	Specify a timeout period for connection to the mail server.
8	Reception timeout	Specify a timeout period for receiving mails from the mail server.
9	Delete received mails from server	Check the box to delete the received mails from the mail server when receiving mails. If the already received mails remain on the mail server, those mails will also be deleted.

Table 2-2. Property items of Mail reception settings (Storage tab)

No	Property item	Description
1	Mail folder	Specify a storage folder of the received mails with a file path. (Required) If you specify a relative path for the file path, use only the WinActor path and the installation path as the reference path. The scenario path is not used as the reference path. (For details of the file path, relative path, and reference path, see "WinActor Operation Manual.")
2	Save attached files	Check the box to save attached files when receiving mails.
3	Attached files with the following extension are not saved	Check the box not to save files with the specified filename extensions when saving attached files. The setting is enabled when "Save attached files" is checked.
4	Extension input field	A field to enter filename extensions when "Attached files with

		the following extension are not saved" is checked. Specify extensions with "*.(any extension)." A space is a delimiter, and multiple extensions can be specified with the delimiter.

Table 2-3. Property items of Mail reception settings (Reception conditions tab)

No	Property item	Description	
1	Item	Select one of the following items for the mail reception condition.	
		Subject	Mail subject
		To	Mail address of recipient
		From	Mail address of sender
2	Value	Enter the details of the condition in 40 characters.	
3	Operator	Select one of the following reception conditions for No.1 and No.2.	
		Match	Exact match
		Include	Partial match
		Start with	Matches with a leading string
		End with	Matches with a trailing string
		Regular expression	Matches with a regular expression
4	Add	Adds the combination of No.1, 2, 3 to the Reception condition list.	
5	Update	Updates the selected information in the Reception condition list.	
6	Delete	Deletes the selected information in the Reception condition list.	
7	Reception condition list	This shows a list of reception conditions. * Mails that meet all the conditions will be received.	

2.2.2 Import Mail Reception Settings node

This section describes the method of configuring the mail reception settings using the Import Mail Reception Settings node. This node can import the settings configured and exported on the Mail pane.

The imported settings are effective only when a scenario is running. After the completion of the scenario, the original settings in the Mail pane become effective.

① To create a file to be imported, click the "Export settings" button on the Mail reception settings and save the settings to a file.
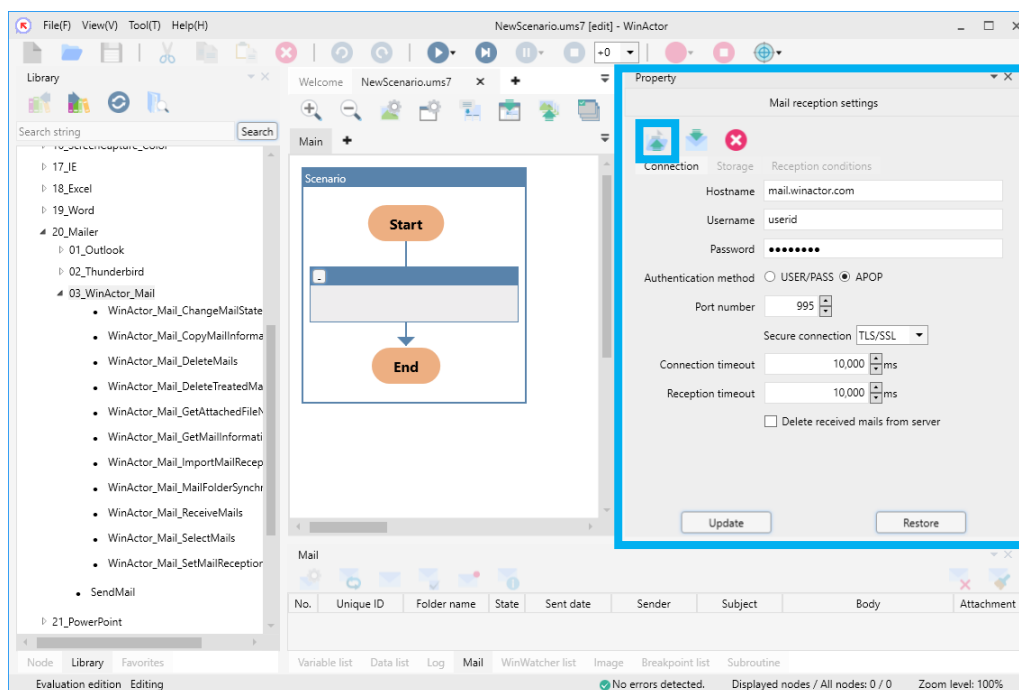(For the settings on the Mail pane, see "2.2.1 Mail reception settings in the Mail pane.")

Figure 2-8. Exporting settings using the mail reception settings

② Place the Import Mail Reception Settings node in the Scenario box.

To use the Import Mail Reception Settings node, select

"WinActor_Mail_ImportMailReceptionSetting" from the Library tab and drag and drop

it into the Scenario box.

The mail reception settings will be imported by running this node.

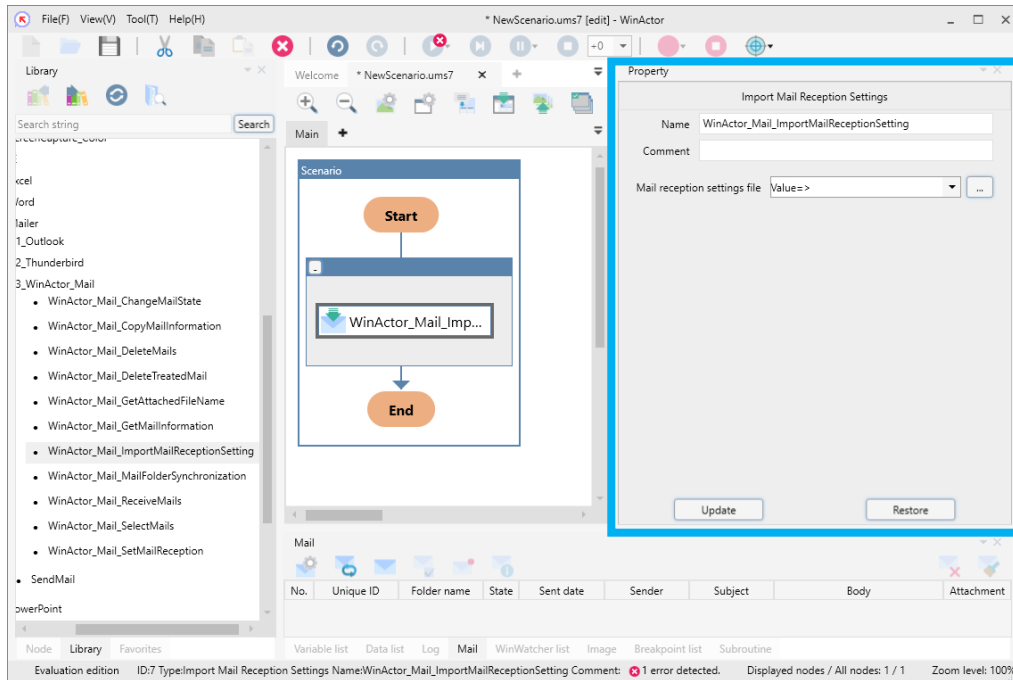**Figure 2-9. Placing "WinActor_Mail_ImportMailReceptionSetting" in the Scenario box**

WinActor Mail Reception Scenario Creation Manual

③ Double-click "WinActor_Mail_ImportMailReceptionSetting" placed in the Scenario box to display the Property window.

Enter a settings filename to import. For details, see "Table 2-4. Property item of "Import Mail Reception Settings"."

Figure 2-10. Property of "Import Mail Reception Settings"

Table 2-4. Property item of "Import Mail Reception Settings"

No	Property item	Description
1	Mail reception settings file	Enter an absolute path for the file to be imported directly, or specify it with a variable.

2.2.3 Mail Reception Settings node

This section describes the method of configuring the mail reception settings using the Mail Reception Settings node.

The mail reception settings are effective only when a scenario is running. After the completion of the scenario, the original settings in the Mail pane becomes effective.

① Place the Mail Reception Settings node in the Scenario box.

To use the Mail Reception Settings node, select "WinActor_Mail_SetMailReception" from the Library tab and drag and drop it into the Scenario box. The mail reception settings will be set by running this node.

Figure 2-11. Placing "WinActor_Mail_SetMailReception" in the Scenario box

② Double-click "WinActor_Mail_SetMailReception" placed in the Scenario box to display the Property window.

Figure 2-12. Property of "Mail Reception Settings" (Connection tab)

Figure 2-13. Property of "Mail Reception Settings" (Storage tab)

WinActor Mail Reception Scenario Creation Manual

Figure 2-14. Property of "Mail Reception Settings" (Reception conditions tab)

WinActor Mail Reception Scenario Creation Manual

③ Set the property items and click the 'Update' button. The description of each property item is shown in the following Table 2-5, 2-6, and 2-7.
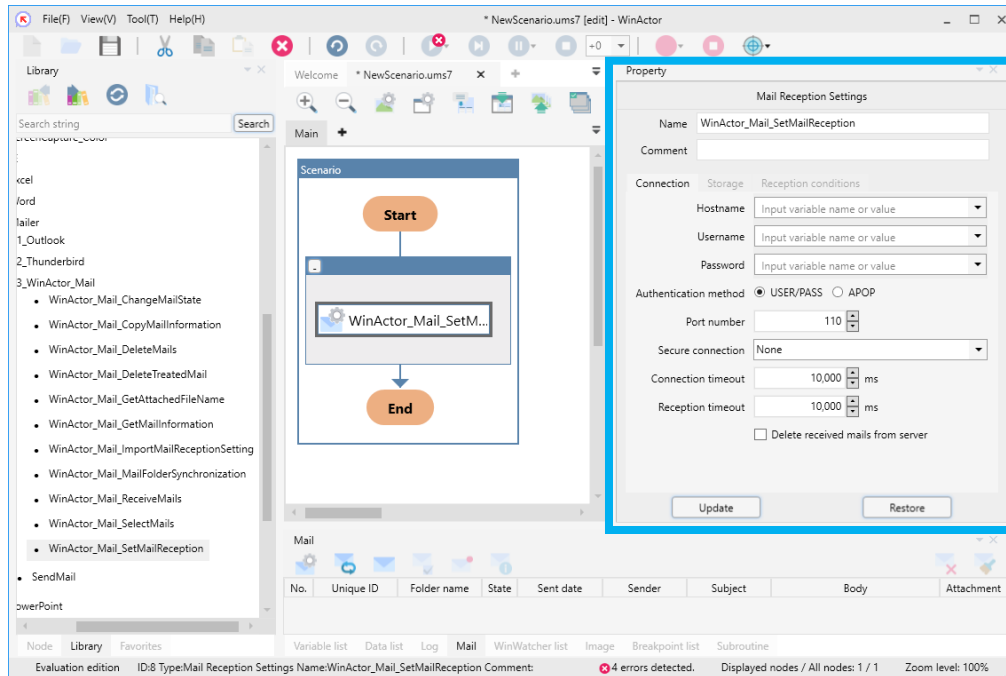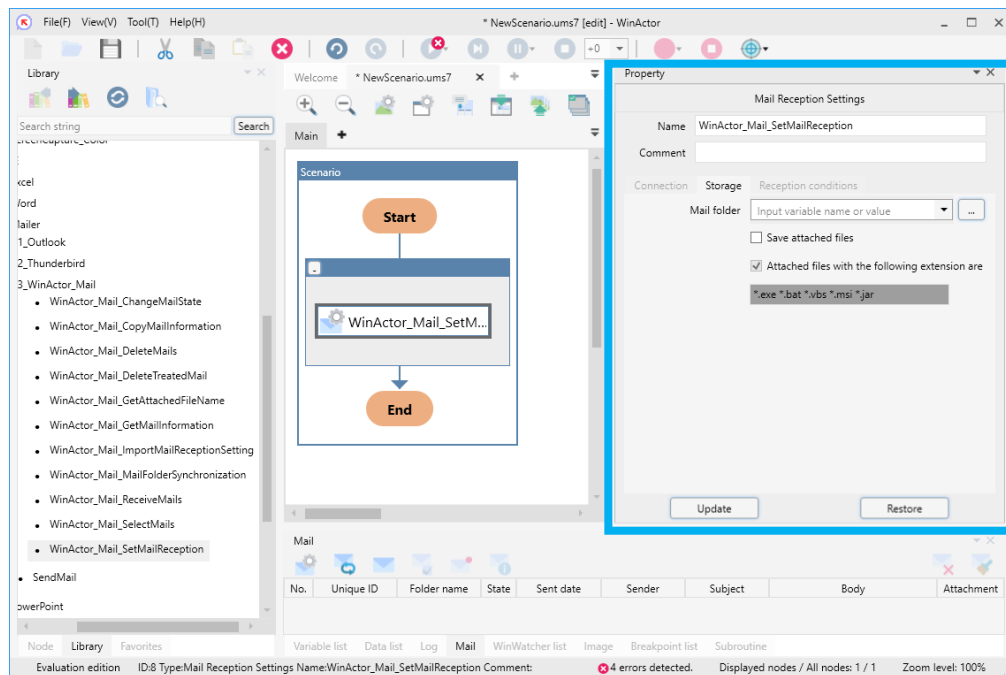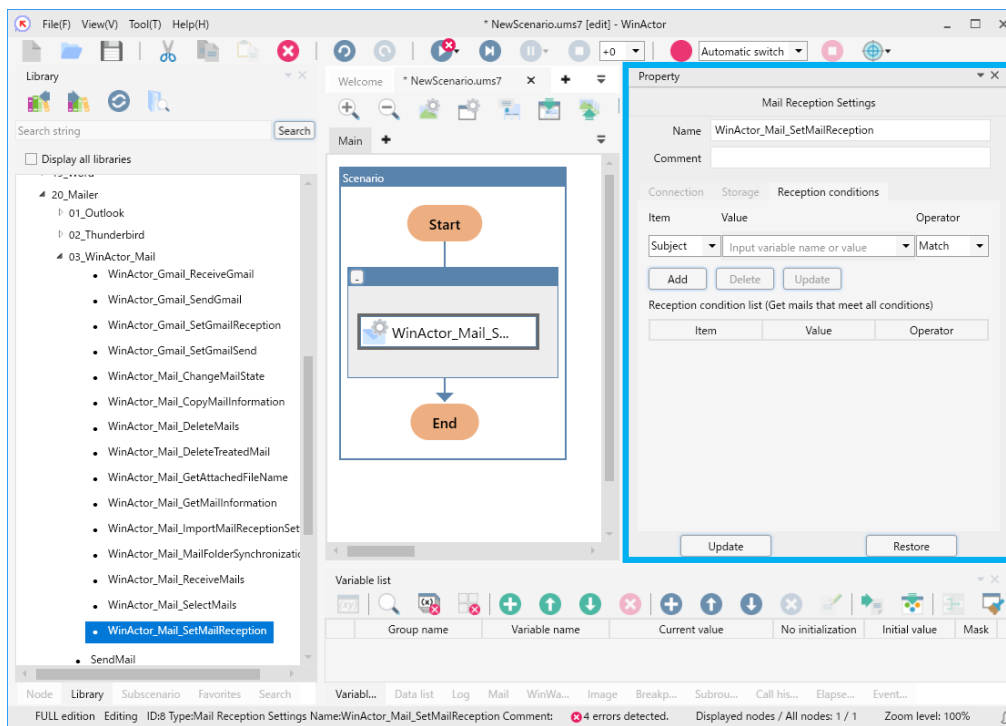
Table 2-5. Property items of "Mail Reception Settings" (Connection tab)

No	Property item	Description	
1	Hostname	Set a hostname of a mail server. Enter directly, or specify with a variable.	
2	Username	Set a username to log in to the mail server. Enter directly, or specify with a variable.	
3	Password	Set a password to log in to the mail server. Enter directly, or specify with a variable.	
4	Authentication method	Select an authentication method for the mail server. For details, see "1.2. Authentication methods."	
5	Port number	Set a port number of the mail server. (Default port number is 110.)	
6	Secure connection	Select one of the following security modes when connecting to the mail server.	
		None	No security (POP3)
		TLS/SSL	With security (POP3S)
		STARTTLS	With security (STARTTLS)
7	Connection timeout	Set a timeout period for connection to the mail server. (Default is 10,000 milliseconds) * If it exceeds 21,000 milliseconds, the timeout period will be 21,000 milliseconds.	
8	Reception timeout	Set a timeout period for receiving mails from the mail server. (Default is 10,000 milliseconds)	
9	Delete received mails from server	Check the box to delete the received mails from the mail server when receiving mails. If the already received mails remain on the mail server, those mails will also be deleted.	

WinActor Mail Reception Scenario Creation Manual

Table 2-6. Property items of "Mail Reception Settings" (Storage tab)

No	Property item	Description
1	Mail folder	Specify a folder to store received mails.
2	Save attached files	If checked, attached files will be saved.
3	Attached files with the following extension are not saved	If checked, attached files with the specified filename extension will not be saved. * This item becomes enabled only when "Save attached files" is checked.
4	Extension input field	A field to enter filename extensions when "Attached files with the following extension are not save" is checked. Specify extensions with "*.(any extension)." A space is a delimiter, and multiple extensions can be specified with the delimiter.

Table 2-7. Property items of "Mail Reception Settings" (Reception conditions tab)

No	Property item	Description	
1	Item	Select one of the following items for the mail reception condition.	
		Subject	Mail subject
		To	Mail address of recipient
		From	Mail address of sender
2	Value	Enter the details of the condition in 40 characters.	
3	Operator	Select one of the following reception conditions for No.1 and No.2.	
		Match	Exact match
		Include	Partial match
		Start with	Matches with a leading string
		End with	Matches with a trailing string
		Regular expression	Matches with a regular expression
4	Add	This is to add the combination of No.1, 2, 3 to the Reception condition list.	
5	Update	This is to update the selected information in the Reception condition list.	
6	Delete	This is to delete the selected information in the Reception condition list.	
7	Reception condition list	This shows a list of reception conditions. * Mails that meet all the conditions will be received.	

2.3. Receiving mails

① Select "WinActor_Mail_ReceiveMails" from the Library tab and drag and drop it into the Scenario box. Mails will be received from the mail server by running this node. Some incoming mails such as conference reservation mails cannot be received.
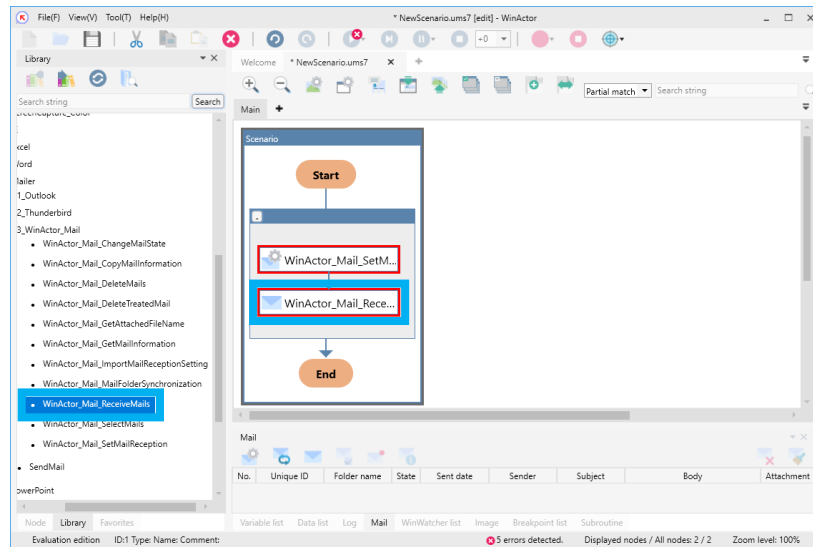

Figure 2-15. Placing "WinActor_Mail_ReceiveMails" in the Scenario box

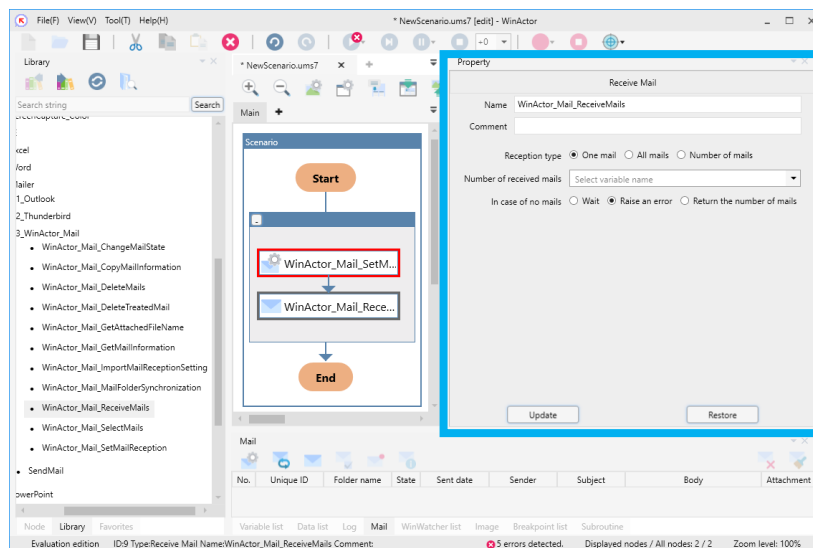② Double-click "WinActor_Mail_ReceiveMails" placed in the Scenario box to display the Property window.

Figure 2-16. Property of "Receive Mail"

③ Set the property items and click the 'Update' button. The description of each property item is shown in Table 2-8.

Table 2-8. Property items of "Receive Mail"

No	Property item	Description	
1	Reception type	Select one of the following methods to receive mails.	
		One mail	Receives a mail on the server one by one.
		All mails	Receives all mails on the server.
		Number of mails	Receives only the number of mails on the server.
2	Number of received mails	Specify a variable to store the number of received mails.	
3	In case of no mails	Select one of the following actions to be taken when there are no received mails.	
		Wait	Waits until mails are received.
		Raise an error	Raises an error.
		Return the number of mails	Returns the number of mails. (zero)

After this step, place the libraries under "20_Mailer" in a scenario depending on what you want.

2.4. Selecting a mail

When a received mail is selected, the information of the selected mail can be obtained or deleted, or the state of the selected mail can be changed.

① Select "WinActor_Mail_SelectMails" from the Library tab and drag and drop it into the Scenario box. A specific mail can be selected by running this node.
The selected mail can be checked on the Mail pane.
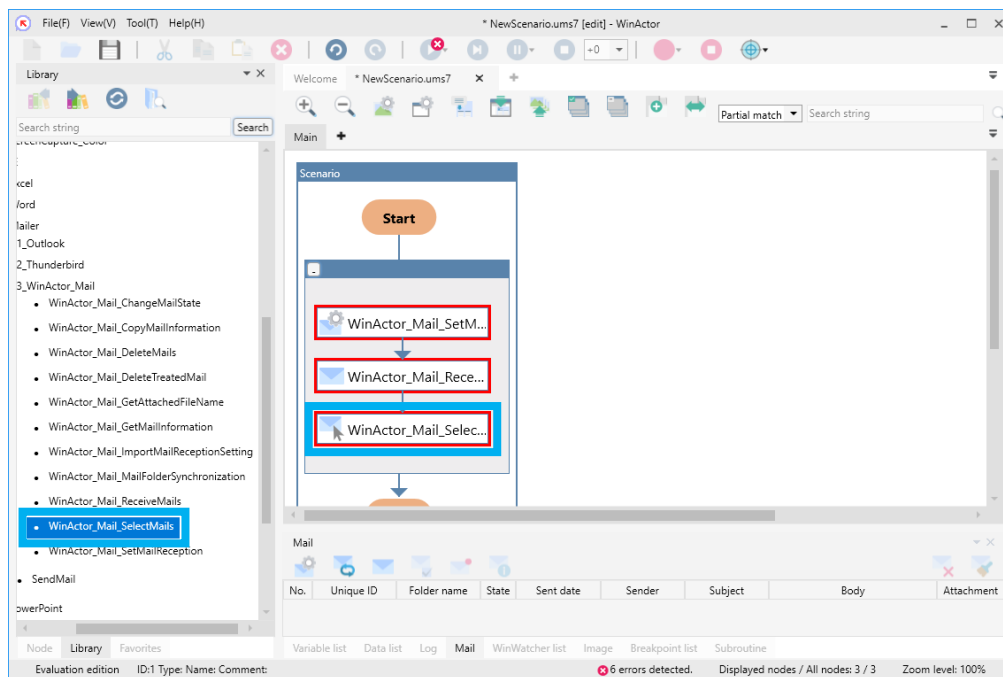

Figure 2-17. Placing "WinActor_Mail_SelectMails" in the Scenario box

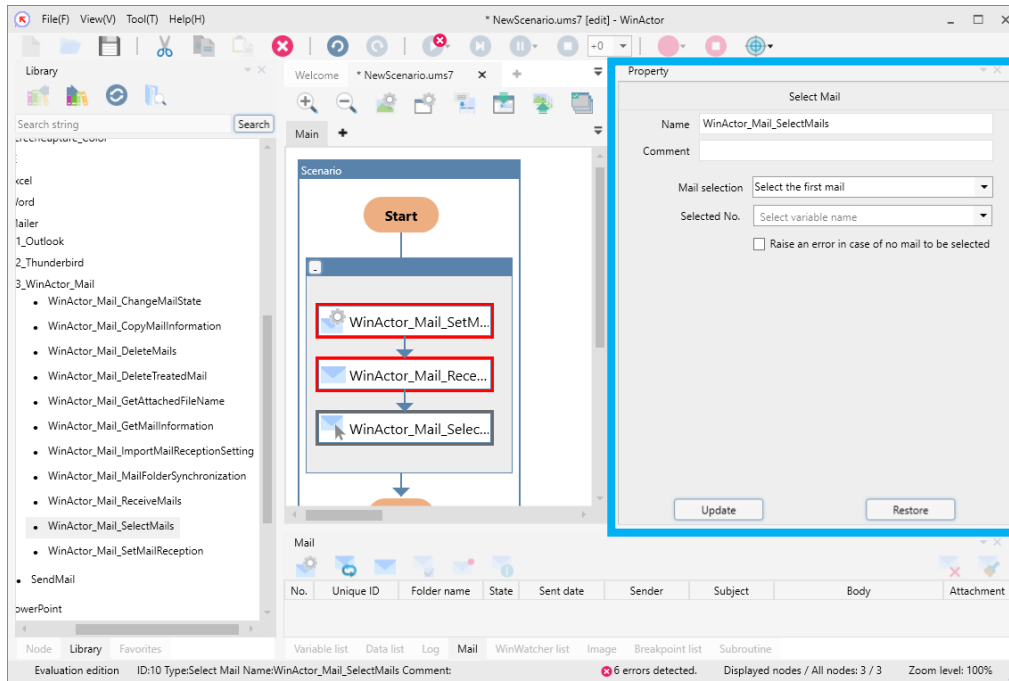② Double-click "WinActor_Mail_SelectMails" placed in the Scenario box to display the Property window.

Figure 2-18. Property of "Select Mail"

③ Set the property items and click the 'Update' button. The description of each property item is shown in Table 2-9.

Table 2-9. Property items of "Select Mail"

No	Property item	Description	
1	Mail selection	Select one of the following methods to select a mail.	
		Select the first mail	Selects the first mail.
		Select the first unprocessed mail	Selects the first mail in the unprocessed mails.
		Select the first processed mail	Selects the first mail in the processed mails.
		Select the next mail	Selects the next mail based on the currently selected mail. *1
		Select the next unprocessed mail	Selects the next unprocessed mail based on the currently selected mail. *1
		Select the next processed mail	Selects the next processed mail based on the currently selected mail. *1
2	Selected No.	Specify a variable to store a row number of the selected mail. *2	
3	Raise an error in case of no mail to be selected	If checked, an error will be raised when a mail cannot be selected.	

*1 An error will occur if no mail is selected or multiple mails are selected.

*2 If "Raise an error in case of no mail to be selected" is unchecked and there is no mail to be selected, the selected position will not be changed and the row number of the currently selected mail will be set to "Selected No."

2.5. Getting mail information

This section describes how to get information of received mails.

To get mail information, first you need to select a mail for which you want to get information. (For how to select a mail, see "2.4.Selecting a mail.")

① Select "WinActor_Mail_GetMailInformation" from the Library tab and drag and drop it into the Scenario box. The information of the currently selected mail will be obtained by running this node.
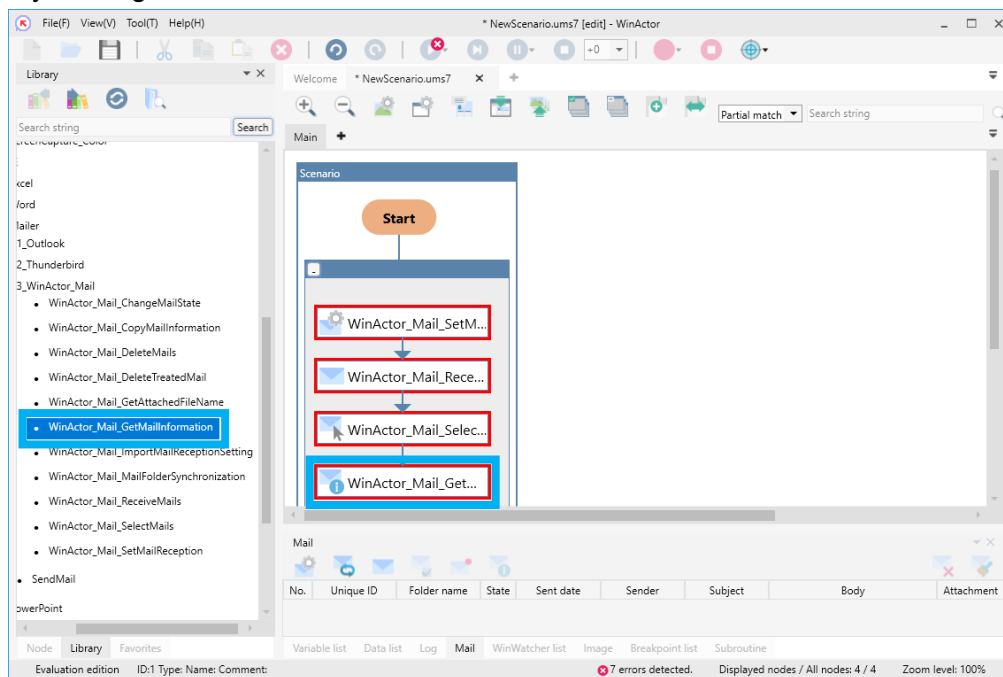

Figure 2-19. Placing "WinActor_Mail_GetMailInformation" in the Scenario box

② Double-click "WinActor_Mail_GetMailInformation" placed in the Scenario box to display the Property window.

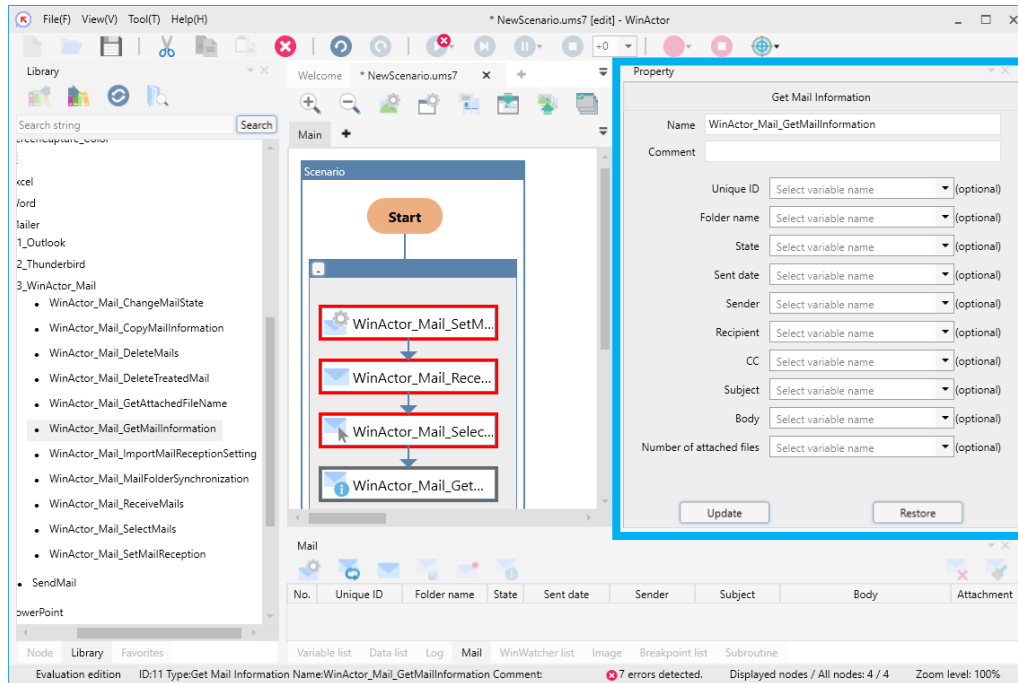**Figure 2-20. Property of "Get Mail Information"**

③ Set the property items and click the 'Update' button. The description of each property item is shown in Table 2-10.

Table 2-10. Property items of "Get Mail Information"

No	Property item	Description
1	Unique ID	Stores an ID that uniquely identifies a mail to a specified variable.
2	Folder name	Stores a name of a folder (absolute path) where a mail is saved to a specified variable.
3	State	Stores a state (unprocessed or processed) of the mail to the specified variable.
4	Sent date	Stores a sent date and time of a mail to a specified variable. For a mail without sent date and time, the received date and time will be stored. For date and time zone, the date format and time zone specified in the scenario information will be applied.
5	Sender	Stores information of a mail sender to a specified variable.
6	Recipient	Stores a mail recipient to a specified variable. If there are multiple recipients, they are separated by ",".
7	CC	Stores a mail CC to a specified variable. If there are multiple CCs, they are separated by ",".
8	Subject	Stores a mail subject to a specified variable.
9	Body	Stores a mail body to a specified variable.
10	Number of attached files	Stores the number of files attached to a mail to a specified variable.

● If the target mail is an html mail, "attach_1.txt" will be created as an attached file.

3. Library and property list

This chapter describes the libraries provided under "03_WinActor_Mail" of "20_Mailer" and the property items of each library.

3.1. WinActor_Mail_MailFolderSynchronization

This library is used to synchronize the Mail pane with the mail information actually received.

If "WinActor_Mail_SetMailReception" has run in the scenario, the synchronization will be performed according to the settings of "WinActor_Mail_SetMailReception."

If "WinActor_Mail_SetMailReception" has not run in the scenario, the synchronization will be performed according to the mail reception settings in the Mail pane.

Table 3-1. "WinActor_Mail_MailFolderSynchronization" library property item

Library name	Property item	Description
WinActor_Mail_MailFolderSynchronization	—	—

3.2. WinActor_Mail_DeleteTreatedMail

This library is used to delete processed mails.

Before running "WinActor_Mail_DeleteTreatedMail," you need to configure the mail reception settings in the Mail pane, or run "WinActor_Mail_MailFolderSynchronization" or "WinActor_Mail_ReceiveMails" after running "WinActor_Mail_SetMailReception" in the scenario.

Table 3-2. "WinActor_Mail_DeleteTreatedMail" library property item

Library Name	Property item	Description
WinActor_Mail_DeleteTreatedMail	Number of deleted mails	Specify a variable to store the number of deleted mails.

3.3. WinActor_Mail_DeleteMails

This library is used to delete a selected mail.

Before running "WinActor_Mail_DeleteMails," you need to configure the mail reception settings in the Mail pane, or run "WinActor_Mail_MailFolderSynchronization" or "WinActor_Mail_ReceiveMails" after running "WinActor_Mail_SetMailReception" in the scenario.

Table 3-3. "WinActor_Mail_DeleteMails" library property item

Library Name	Property item	Description
WinActor_Mail_DeleteMails	—	—

3.4. WinActor_Mail_ReceiveMails

This library is used to receive mails.

For details of the property items, see "Table 2-8. Property items of "Receive Mail"."

3.5. WinActor_Mail_SetMailReception

This library is used to configure the mail reception settings.

For details of the property items, see the following tables.

Table 2-5. Property items of "Mail Reception Settings" (Connection tab)

Table 2-6. Property items of "Mail Reception Settings" (Storage tab)

Table 2-7. Property items of "Mail Reception Settings" (Reception conditions tab)

3.6. WinActor_Mail_ImportMailReceptionSetting

This library is used to import the mail reception settings.

The settings imported by "WinActor_Mail_ImportMailReceptionSetting" are effective only when a scenario is running. After the completion of the scenario, the original settings in the Mail pane become effective.

For details of the property items, see "Table 2-4. Property item of "Import Mail Reception Settings"."

WinActor Mail Reception Scenario Creation Manual

3.7. WinActor_Mail_CopyMailInformation

　This library is used to copy information of a selected mail. (The information will be copied to the clipboard.)

Table 3-4. "WinActor_Mail_CopyMailInformation" library property items

Library Name	Property item		Description
WinActor_Mail_CopyMailInformation	Item to be copied		Specify one of the following items to be copied.
	1	Unique ID	ID that uniquely identifies a mail.
	2	Folder name	Name of a folder where a mail is stored.
	3	State	Mail state (unprocessed/processed)
	4	Sent date	Date and time when a mail is sent. For a mail without sent date and time, the received date and time will be copied. For date and time zone, the date format and time zone specified in the scenario information will be applied.
	5	Sender	Mail address of a sender
	6	Subject	Mail subject
	7	Body	Mail body
	8	Number of attached files	The number of files attached to a mail

3.8. WinActor_Mail_GetMailInformation

This library is used to get information of a selected mail.

For details of the property items, see "Table 2-10. Property items of "Get Mail Information"."

3.9. WinActor_Mail_ChangeMailState

This library is used to change a state of a selected mail.

Table 3-5. "WinActor_Mail_ChangeMailState" library property items

Library Name	Property item		Description
WinActor_Mail_ChangeMailState	Change to		Specify a new state.
	1	Unprocessed	The initial state in which a mail was received.
	2	Processed	The state in which a mail has been processed.

3.10. WinActor_Mail_SelectMails

This library is used to select a received mail from a list.

For details of the property items, see "Table 2-9. Property items of "Select Mail"."

3.11. WinActor_Mail_GetAttachedFileName

This library is used to get an attached filename.

Table 3-6. "WinActor_Mail_GetAttachedFileName" library property items

Library Name	Property item	Description
WinActor_Mail_GetAttachedFileName	Attached file number	Specify an attached file number. Enter directly, or specify with a variable.
	Attached filename	Specify a variable to store the attached filename.

WinActor®   Mail Reception Scenario Creation Manual