

EMailSender User Manual

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1. Introduction

EMailSender is a Windows desktop bulk email tool for individuals and small teams, built with .NET Framework and C# WinForms. It runs as a portable, installation-free application

and provides complete capabilities including multi-SMTP account management, template-based email, two send modes, scheduled sending, resume-after-interruption, proxy support, and a built-in DNS resolver.

2. Key Features

- Multi-SMTP account management: SSL/TLS and STARTTLS, quick presets, rate limiting, daily quota, and automatic rotation;
- Template-based email: WYSIWYG HTML editor with variable/macro substitution, random subjects, attachments, and signatures;
- Two send modes: Group Send and Send One by One;
- Scheduled / recurring sending: 8 schedule types, retry on failure, and an optional end time;
- Resume after interruption: continue sending in Send One by One mode after an interruption;
- Proxy support: SOCKS4/5 and HTTP proxies;
- Built-in DNS resolver: MX / A / TXT queries and WHOIS;
- Recipient management: Excel/CSV/TXT import & export, de-duplication, grouping, custom fields, filter rules, and a global recipient library.

3. Installation & Startup

3.1. System Requirements

- OS: Windows 7 or later (Windows 10 / 11 recommended);
- Framework: .NET Framework 4.5.2 or later (included with Windows 10; older systems must install it);
- Network: access to the SMTP port of your mail server (465/587/25 depending on configuration).

3.2. Installation & Deployment

This is a portable, installation-free application. Unzip it and run EMailSender.exe directly — no registry entries are written. To launch it from anywhere, create a desktop shortcut.

On first run, the program creates an AppData data directory next to the executable to store configuration and logs. Do not place the program in a directory that requires administrator rights to write (such as C:\Program Files), otherwise data may fail to save.

3.3. Data Directory Structure

All configuration, templates, and logs are stored in the AppData folder inside the program directory. To back up the software, simply copy the entire folder. The main files are:

Path	Description
AppData\Config\smtp_accounts.json	SMTP account configuration (passwords stored AES-encrypted)
AppData\Config\settings.json	Global send settings
AppData\Config\macros.json	User-defined macros
AppData\Config\proxy_settings.json	Proxy settings
AppData\Config\global_recipients.json	Global recipient library
AppData\Config\active_session.json	Resume-session state
AppData\Templates\{templateID}.json	One JSON file per email template
AppData\Logs\send_log_yyyy-MM.json	Send logs saved by month

3.4. Startup & Exit

- Double-click EMailSender.exe to launch the main window. While the scheduler is running, minimizing or closing the window sends it to the system tray (notification area) so scheduling continues in the background; double-click the tray icon or right-click and choose Show Main Window to reopen it;
- To exit completely, right-click the tray icon and choose Exit;
- On startup, if an unfinished Send One by One session is detected, a prompt asks whether to resume or discard it.

4. Quick Start (First Send or Schedule in Five Minutes)

This chapter walks you through your first send. Whether you want to Send Now or Create a Schedule, first complete the One-time Setup, then choose Send Now or Create a Schedule as needed. After reading this chapter you will know the core workflow.

4.1. One-time Setup (Three Steps)

The following setup is done only once and is reused for all later sends:

Step 1 — Configure the sender account: open Tools → SMTP Accounts... and click Add. In the Quick Setup dropdown, pick your provider (e.g. QQ Mail) to auto-fill the server and port; enter Email Address and Password/Auth code, click Test Connection, then click OK to save.

Step 2 — Create a template: open Template → New Template. In the editor, choose the Sender, enter a Subject and body, then click Save on the toolbar.

Step 3 — Add recipients: type email addresses into the Recipient box (separate multiple addresses with semicolons or newlines), click Import to load them from CSV/TXT/Excel, or drag text/files containing addresses into the box.

4.2. Send Now (Manual Sending)

Once you are ready, choose a send method below to send immediately.

4.2.1. Group Send

Best for announcements and notices: one email contains all recipients (including Cc/Bcc) and is sent in one go.

Step 1: Confirm the Sender dropdown in the editor shows the target SMTP account;

Step 2: Confirm the Recipient box contains email addresses;

Step 3: Click the Group Send button on the toolbar;

Step 4: In the confirmation dialog, verify the recipient count and subject, then click Yes to start;

Step 5: The bottom area switches to the Send Progress tab to show results; the Activity Log tab shows the detailed records.

i Note: In Group Send, recipients can see each other's addresses, and no macro substitution is performed (macro placeholders are sent as-is).

4.2.2. Send One by One

Best for personalized email: each recipient gets a separate email and sees only their own address; you can insert macros such as the recipient's name.

Step 1 (optional) — Personalize: click Macro on the body toolbar to insert macros such as {RecipientName} (recipient name) and {RecipientEmail} (recipient email); they are replaced automatically when sending;

Step 2: Click the Send One by One button on the toolbar;

Step 3: In the confirmation dialog, verify the recipient count and subject, then click Yes;

Step 4: The Send Progress tab shows each recipient's status one by one; use Pause, Resume, and Stop as needed;

Step 5: Multi-account rotation, rate limiting, and daily quota take effect automatically — no extra steps needed.

i Tip: Send One by One supports resume: if you stop midway or the program exits unexpectedly, the next launch asks whether to continue unfinished sends.

4.3. Create a Schedule (Automatic Sending)

A Schedule makes a chosen template send automatically at the scheduled time — no manual action needed.

Step 1: Open Schedule → New Schedule... to open the Schedule Send Settings window;

Step 2: Choose the Template: select the template to send automatically;

Step 3: Enter a Name and check Enable this schedule to activate it;

Step 4: Choose the Type: One-time / Daily / Weekly / Monthly by Day / Monthly by Week / Last Day of Month / Yearly / Custom, then set the date and time for the chosen type;

Step 5 (optional): Under Repeat Settings, set the repeat count (0 = unlimited) and interval; under Failed-Send Retry, set the retry count and interval; check Schedule End Time to set a deadline;

Step 6: Choose the Send Mode to use when triggered: Group Send or Send One by One;

Step 7: Click OK to save the schedule;

Step 8: Start the scheduler: open Schedule → Start Schedule. The status bar shows Scheduler: Running and the next schedule time;

Step 9: At the scheduled time the program sends automatically. The Schedules tab lists all schedules; right-click to enable/disable, edit, or delete.

i Note: The scheduler only runs while the program is running. Closing the program or exiting the tray stops automatic sending — keep the program running in the background (you can minimize it to the tray).

4.4. Checking Send Results

- Send Progress: watch each email's success/failure status and messages in real time;
- Activity Log: view operation records and error details;
- Send Log (View → Send Log): view historical send records and statistics by month (total / success / failure / success rate).

5. Feature Quick Reference

Each feature below has its own window; entries are all on the menu bar. This section lists only the location and purpose for quick reference — each window shows its own on-screen guidance.

- Recipient management: Tools → Recipient Manager — import/export, de-duplication, grouping, custom fields, and the global recipient library.
- Filter rules: Tools → Filter Rules — automatically include or exclude recipients by criteria.
- Macro manager: Tools → Macro Manager — add, edit, and delete custom macros; substituted along with built-in macros in Send One by One.
- Random variables: Template → Randomize — make {variable} placeholders in the subject/body pick randomly from candidate values for varied emails.
- Send settings: Tools → Send Settings — global settings for account rotation, rate limiting, and email encoding.

- Proxy settings: Tools → Proxy Settings — SOCKS4/5 and HTTP proxies; take effect when Use default proxy for SMTP is checked.
- Domain query: Tools → Domain Query — built-in DNS resolution with MX/A/TXT queries and WHOIS.
- EML import: toolbar Import EML — import subject, body, and attachments from a .eml file.

6. Notes & FAQ

6.1. Trial Version Limitations

The Trial version has the following send restrictions; the licensed version has none:

Restriction	Description
Recipients per send	Up to 10 recipients total (To/Cc/Bcc combined)
Daily send limit	Up to 50 emails per day
Subject watermark	A " [Trial Version]" watermark is appended to the end of every subject

6.2. Usage Guidelines

- This is an email tool for individuals and small teams. Comply with applicable laws and only send to recipients who have subscribed or clearly consented;
- Do not use it for spam, fraud, phishing, or other illegal purposes. Verify your content is lawful before sending;
- Bulk sending may cause your sender account to be blocked by the provider. Control the frequency and enable rate limiting.

6.3. Troubleshooting

Symptom	What to check
Test Connection fails	Check the port and encryption method; verify the password/auth code; confirm the network can reach that server port
Sending reports "authentication failed"	Most providers require an authorization code, not the login password; make sure SMTP is enabled for the account
163/126 report success	Some servers close the connection right after DATA; this is normal

immediately after sending	and treated as success
Macros are not substituted	Check whether you are in Group Send (which does not substitute macros); only Send One by One performs substitution
Resume does not trigger	Only Send One by One supports resume; Group Send does not
Excel import fails	Only .xlsx (OOXML) is supported; save legacy .xls files as .xlsx first
Email cannot be sent	Confirm the SMTP server and port are reachable; check the SSL/TLS and authentication settings
Proxy has no effect	Check whether Use default proxy for SMTP is enabled in proxy settings
Font/layout looks wrong	The program renders at 1:1 DPI; use 100% scaling or let Windows apply DPI scaling

6.4. Data Security

- SMTP account passwords are stored AES-encrypted with a fixed key for local protection only — not a high-security scheme. Keep the data files safe;
- To back up the software, copy the entire AppData folder; keep the same directory structure when restoring;
- Confirm you no longer need a template or account before deleting — deletion cannot be undone (a duplicate/copy feature is available for backup).