



Power Apps Send Email Using Outlook – The Complete Guide

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LAST UPDATED: 2022-11-20



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Introduction

Want to learn how to send an email in Power Apps? You've come to the right place. In this handy-guide I'll show you all of the techniques I know for sending email with the Office 365 Outlook connector. We'll start with the basics, then look at how to include file attachments, use rich text formatting, embedded images, HTML tables and web links.

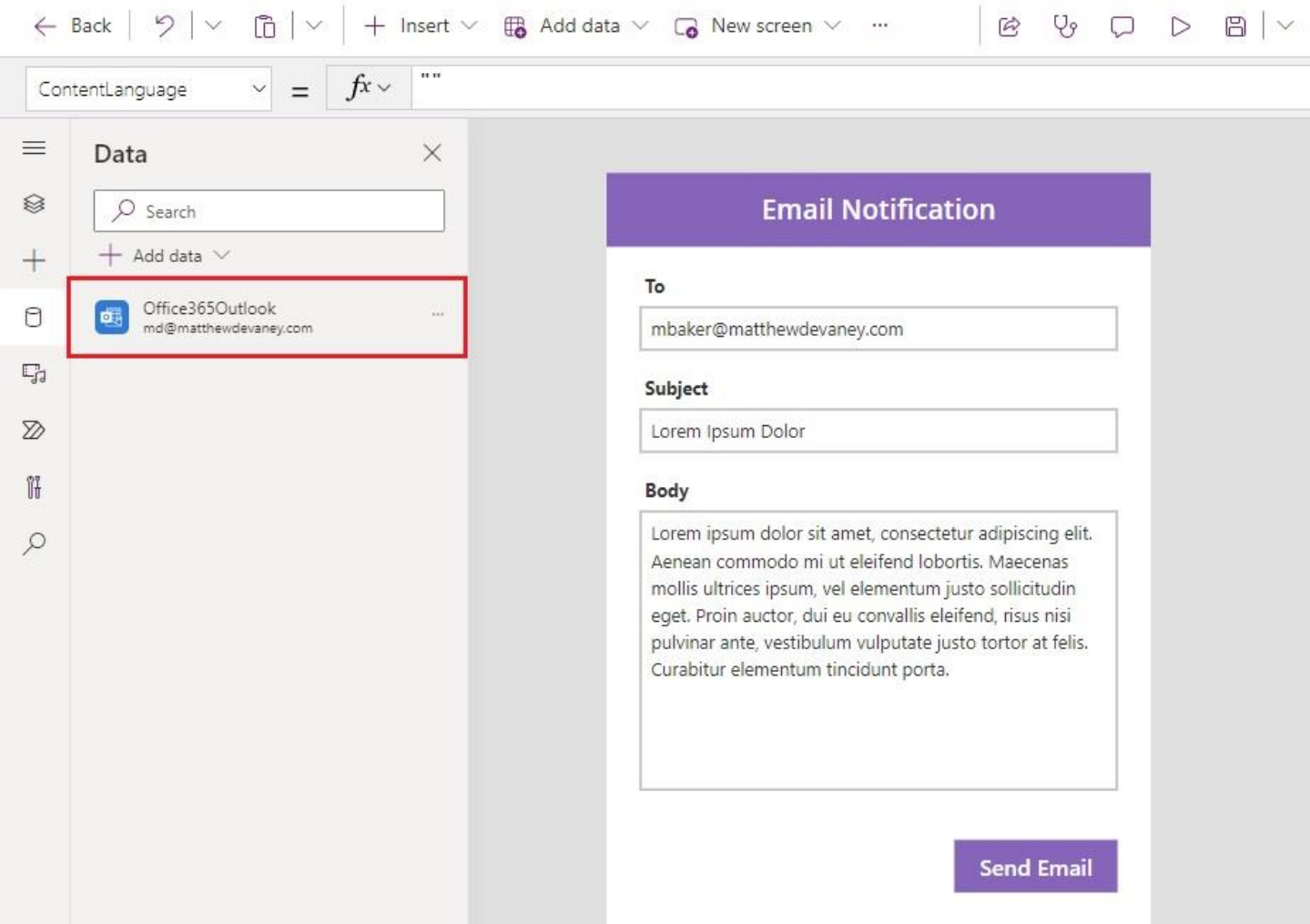
I hope you enjoy this free eBook.



Email Basics

The Setup

We will start by creating a basic app and then decide which email features to add. Open Power Apps Studio and create a new mobile app from blank. Add the [Office365Outlook connector](#) to the app.



Insert the following controls onto the screen. Arrange the controls to look like the image above.

Name	Control	Purpose
lbl_EmailTo	Label	Title for the Email To text input
txt_EmailTo	Text Input	Write the email address of recipients
lbl_Subject	Label	Title for the Subject text input
txt_Subject	Text Input	Write the subject line
lbl_Body	Label	Title for the email Body
txt_Body	Text Input	Write a message in the email body
btn_SendEmail	Button	Press to send an email

Email To, Subject and Body

Every email must have a recipient, a subject and a message.

Email Notification

To

mbaker@outlook.com

Subject

Lorem Ipsum Dolor

Body

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo mi ut eleifend lobortis. Maecenas mollis ultrices ipsum, vel elementum justo sollicitudin eget. Proin auctor, dui eu convallis eleifend, risus nisi pulvinar ante, vestibulum vulputate justo tortor at felis. Curabitur elementum tincidunt porta.

Send Email

Write this code in the *OnSelect* property of the button to send an email.

```
Office365Outlook.SendEmailV2(  
    txt_EmailTo.Text,  
    txt_Subject.Text,  
    txt_Body.Text  
);
```

Email To Using A People Picker

When sending an email to members of your own organization, we can choose who receives the email using a people picker. Replace the `txt_EmailTo` text input with a [combo box](#) named `cmb_EmailTo`.

Email Notification

To

Jennifer Houston Kelly Smith David Johnson

Subject

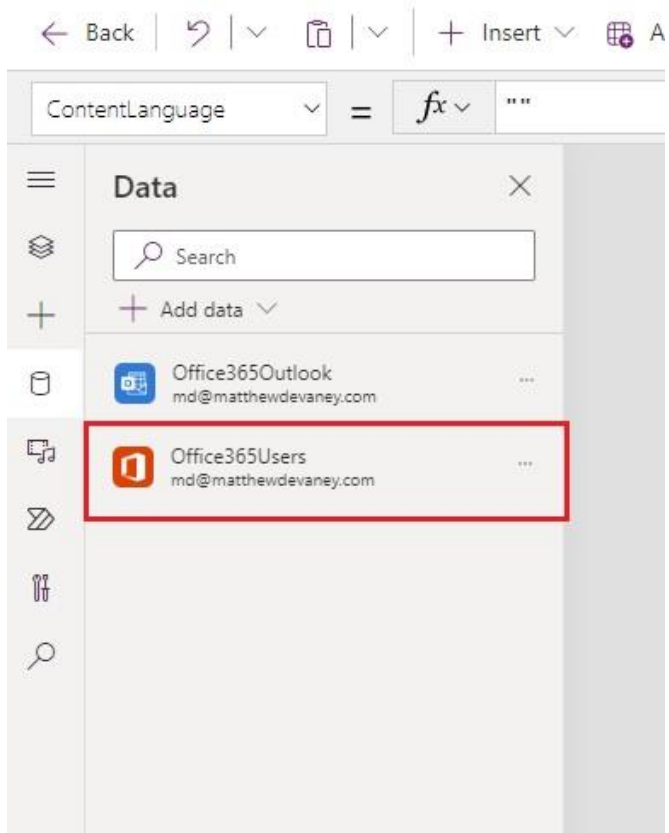
Lorem Ipsum Dolor

Body

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo mi ut eleifend lobortis. Maecenas mollis ultrices ipsum, vel elementum justo sollicitudin eget. Proin auctor, dui eu convallis eleifend, risus nisi pulvinar ante, vestibulum vulputate justo tortor at felis. Curabitur elementum tincidunt porta.

Send Email

Add the [Office365Users](#) connector.



Allow the user to send a message to multiple people by setting the *SelectMultiple* property of the combo box to true.

```
true
```

Use this code in the *Items property* to retrieve a list of names when the user types in the search box. We only show the user the top 10 results to ensure only the most relevant results are returned.

```
Office365Users.SearchUserV2(  
    {  
        searchTerm: Self.SearchText,  
        top:10,  
        isSearchTermRequired:false  
    }  
) .value
```

Set the *DisplayFields property* to this code. This tells the combo box to show the first name and last name of each person.

```
["DisplayName"]
```

Enable the *IsSearchable* property to allow users to search a person's name.

```
True
```

Update the *SearchFields property* to this code. The combo box will only return people with matching first names or last names.

```
["DisplayName"]
```

Write this code in the OnSelect property of the Send Mail button to send the message. The [Concat function](#) joins together all email addresses for the people selected separated by a semi-colon.

```
Office365Outlook.SendEmailV2(  
    Concat(cmb_EmailTo.SelectedItems, Mail&";"),  
    txt_Subject.Text,  
    txt_Body.Text  
);
```

Email With CC and BCC

The email Cc field (carbon copy) sends a copy of the message to those email addresses listed. The Bcc field (blind carbon copy) also sends a copy of the message but the recipients name will not appear for others who receive the email.

Add two text input controls to the app called *txt_EmailCc* and *txt_EmailBcc*.

Email Notification

To

mbaker@outlook.com

Cc

adavidson@outlook.com; jmartin@outlook.com

Bcc

sgreen@outlook.com

Subject

Lorem Ipsum Dolor

Body

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo mi ut eleifend lobortis. Maecenas mollis ultrices ipsum, vel elementum justo sollicitudin eget. Proin auctor, dui eu convallis eleifend, risus nisi pulvinar ante, vestibulum vulputate justo tortor at felis. Curabitur elementum tincidunt porta.

Send Email

Use this code in the *OnSelect* property of the Send Email button to include Cc and Bcc recipients.

```
Office365Outlook.SendEmailV2(  
    txt_EmailTo.Text,  
    txt_Subject.Text,  
    txt_Body.Text,  
    {  
        Cc: txt_EmailCc.Text,  
        Bcc: txt_EmailBcc.Text  
    }  
);
```

Email Attachments

Email File Attachments

Files can be attached to an email message. Add an [attachments control](#) to the app called `att_Attachments`. The attachments control cannot be found in the Power Apps Insert control menu. We must create an [Edit Form](#) connected to a datasource and take the attachments control that appears inside it.

Email Notification

To

mbaker@outlook.com

Subject

Lorem Ipsum Dolor

Body

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo mi ut eleifend lobortis. Maecenas mollis ultrices ipsum, vel elementum justo sollicitudin eget. Proin auctor, dui eu convallis eleifend, risus nisi pulvinar ante, vestibulum vulputate justo tortor at felis. Curabitur elementum tincidunt porta.

Attachments

 Image1.jpg *Unsaved* 

 Image2.jpg *Unsaved* 

 Image3.jpg *Unsaved* 

 Attach file

Send Email

Increase the number of files that can be attached by editing the *MaxAttachments* property of the attachments control.

5

Then write this code in the *OnSelect* property of the Send Email button. The [ForAll function](#) loops over each file in the attachments control and assigns a name & file content

```
Office365Outlook.SendEmailV2(  
    txt_EmailTo.Text,  
    txt_Subject.Text,  
    txt_Body.Text,  
    {  
        Attachments: ForAll(  
            att_Attachments.Attachments,  
            {  
                ContentBytes: Value,  
                Name: Name  
            }  
        )  
    }  
);
```

Email Image Attachments

An image can be attached to an email using the attachments control. Or it can also be done using the [add picture control](#). Insert an add picture control into the app and rename the image control grouped with it to *img_AddPicture*.

Email Notification

To

mbdevaney@gmail.com

Subject

Lorem ipsum dolor

Add Picture



Send Email

Use this code in the OnSelect property of the Send Email button to attach the image to the email message.

```
Office365Outlook.SendEmailV2(  
    txt_EmailTo.Text,  
    txt_Subject.Text,  
    txt_Body.Text,  
    {  
        Attachments: {  
            ContentBytes: 'img_AddPicture'.Image,  
            Name: "MyPicture.jpg"  
        }  
    }  
);
```

Email Formatting

Email Rich Text Messages

An HTML email message can have multiple text styles: fonts, sizes, colors, weights, etc. To write a formatted text add the [rich text editor control](#) to the app and name it `rte_RichTextBody`.

Email Notification

To

mbaker@outlook.com

Subject

Lorem Ipsum Dolor

Body

Normal | **B** / U | ~~ABC~~ | x² | x₁ | A | ▼ | ▲ |

🔗 | 📎 | 🗑️ | ☰ | ☷ | ☹️ | ➡️ | ⚙️ | ⌵ |

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nam et metus a erat rutrum volutpat. Donec accumsan pellentesque nunc, quis rutrum risus elementum at. **Fusce ullamcorper diam sodales lectus dictum, nec feugiat eros suscipit.** Nunc et blandit tortor, sed pharetra sapien. Integer molestie vel sapien et dapibus.

Send Email

The *HtmlText* property of the control will convert text shown in the editor into HTML code. The following code was generated based upon values in the image above.

```
<p><strong>Lorem ipsum dolor</strong> sit amet, consectetur adipiscing elit. Nam et metus a  
erat rutrum volutpat. <u><span style="font-size:24px">Donec accumsan pellentesque</span></u>  
nunc, quis rutrum risus elementum at. <span style="color:#e74c3c">Fusce ullamcorper diam  
sodales lectus dictum, nec feugiat eros suscipit.</span> Nunc et blandit tortor, sed pharetra  
sapien. Integer molestie vel sapien et dapibus.&nbsp;</p>
```

Write this code in the Send Email button to send the rich text message.

```
Office365Outlook.SendEmailV2(  
    txt_EmailTo.Text,  
    txt_Subject.Text,  
    rte_BodyRichText.HtmlText  
);
```

Email Embedded Images Using Rich Text Control

An image shown in the body of an email is known as an embedded image. We can include an embedded image in an email using the rich text editor control. Drag and drop an image file into the editor and watch it appear on the screen.

Email Notification

To

mbaker@outlook.com

Subject

Lorem ipsum dolor

Body

Normal | B | U |     ...

What a pretty kitty!



Send Email

Use this same code in *OnSelect* property of the Send Email button as we did to send a message having only text. The image will appear in the email body.

```
Office365Outlook.SendEmailV2(  
    txt_EmailTo.Text,  
    txt_Subject.Text,  
    rte_BodyRichText.HtmlText  
);
```

Email Embedded Images Using Add Picture Control

Images can also be added to an email using the add picture control. Insert an add picture control into the app and rename the image control to *img_AddPicture*.

Email Notification

To

Subject

Image


Send Email

Set the *CalculateOriginalDimensions* property of the Image control to *true*.

```
true
```

Then write this code in the *OnSelect* property of the Send Email button to embed the image in the email body. We use the [JSON function](#) to encode the image as [Base64](#).

```
Office365Outlook.SendEmailV2(  
    txt_EmailTo.Text,  
    txt_Subject.Text,  
    $""  
);
```

Email An HTML Table

Data stored in collections or a datasource (i.e. a SharePoint list) can be displayed using an HTML table. Use this code in the *OnStart* property of the app to create a collection.

```
ClearCollect(  
    colSampleData,  
    {Header1: 1001, Header2: "Notebook", Header3: 25},  
    {Header1: 1002, Header2: "Crayons", Header3: 15},  
    {Header1: 1003, Header2: "Binders", Header3: 10},  
    {Header1: 1004, Header2: "Pencils", Header3: 21},  
    {Header1: 1005, Header2: "Erasers", Header3: 30}  
);
```

Then insert a [Table control](#) into the app as shown below which uses *colSampleData* in its *Items* property.

Email Notification

To

Subject

Table

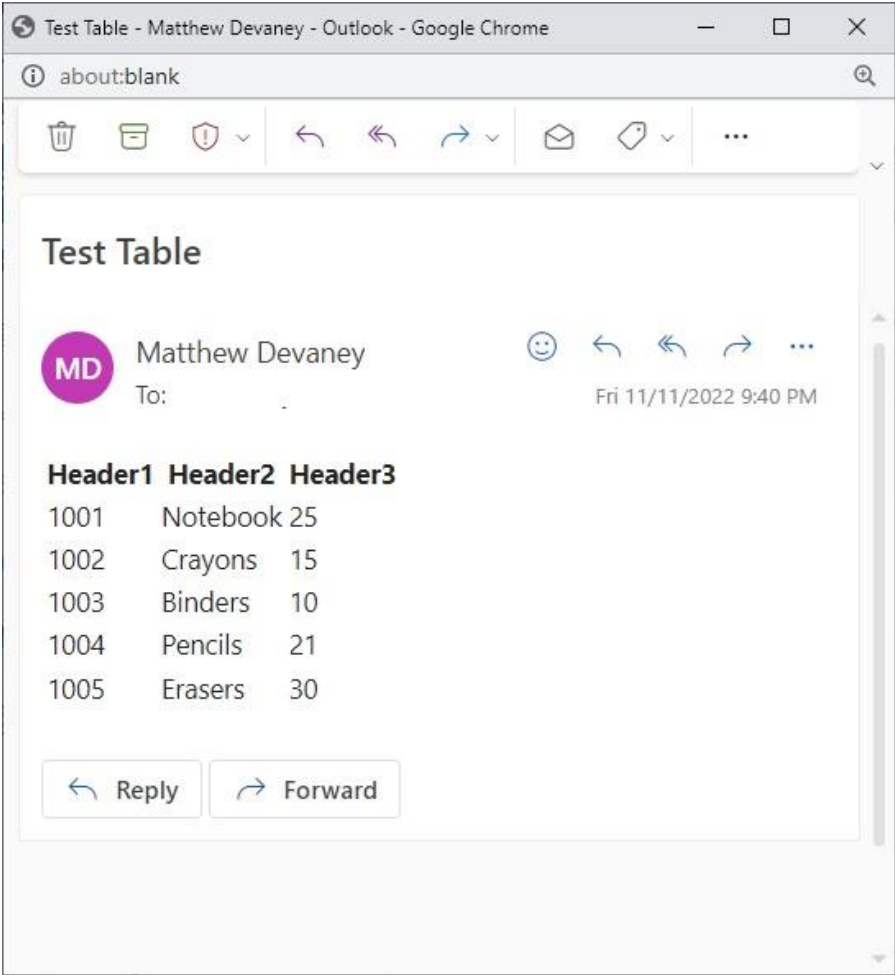
Header1	Header2	Header3
1001	Notebook	25
1002	Crayons	15
1003	Binders	10
1004	Pencils	21
1005	Erasers	30

Send Email

Use this code in the *OnSelect* property of the Send Email button to include an [HTML table](#) in the email. The [Concat function](#) creates as many rows in the table as there are in the collection.

```
Office365Outlook.SendEmailV2(
    txt_EmailTo.Text,
    txt_Subject.Text,
    "<table>
        <tr>
            <th>Header1</th>
            <th>Header2</th>
            <th>Header3</th>
        </tr>
        "&Concat(
            colSampleData,
            $"<tr>
                <td>{Header1}</td>
                <td>{Header2}</td>
                <td>{Header3}</td>
            </tr>
            "&"
    </table>"
);
```

The email message looks like this.

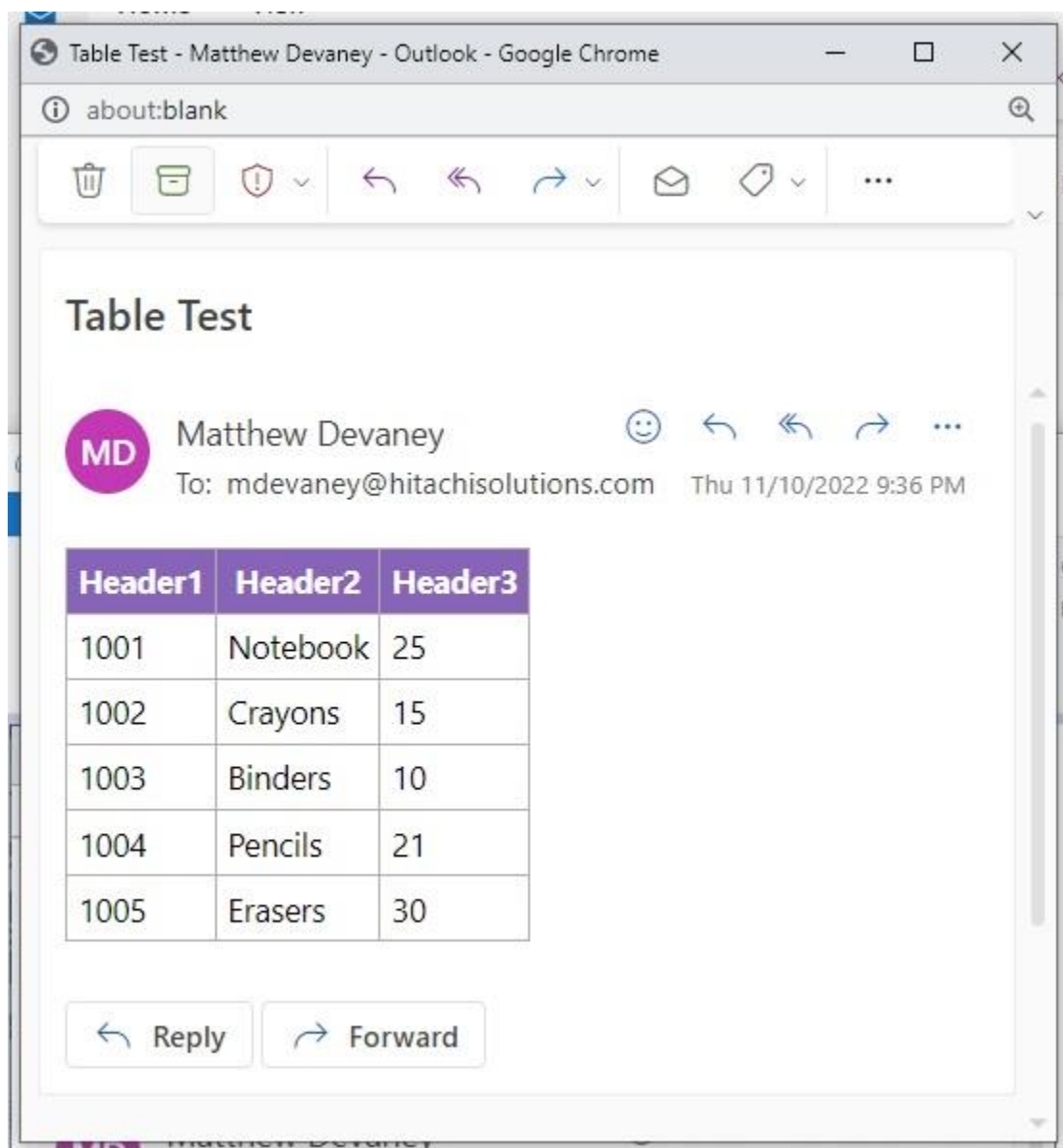


We can also format an html table with different fonts, colors, sizes, etc. with the help of an [online HTML Table generator tool](#). Using this code instead will show an HTML table with a purple header row.

```
Office365Outlook.SendEmailV2(  
    txt_EmailTo.Text,  
    txt_Subject.Text,  
    "  
    <head>  
    <style>  
        table {  
            border: 1px solid #b3adad;  
            border-collapse: collapse;  
            padding: 5px;  
        }  
  
        table th {  
            border: 1px solid #b3adad;  
            padding: 5px;  
            background: #8764b8;  
            color: #ffffff;  
        }  
  
        table td {  
            border: 1px solid #b3adad;  
            text-align: left;  
            padding: 5px;  
            background: #ffffff;  
            color: #000000;  
        }  
    </style>  
</head>  
<body>  
    <table>  
        <tr>  
            <th>Header1</th>  
            <th>Header2</th>  
            <th>Header3</th>  
        </tr>  
        "&Concat(  
            colSampleData,  
            $"<tr>  
                <td>{Header1}</td>
```

```
        <td>{Header2}</td>
        <td>{Header3}</td>
    </tr>
    "&"
</table>
</body>"
);
```

The email message now looks like this.



Email Links

Email With Links

A link to another website can be included in an email. To do this, create a new text input called *txt_WebsiteLink*.

Email Notification

To

mbaker@outlook.com

Subject

Lorem ipsum dolor

Website Link

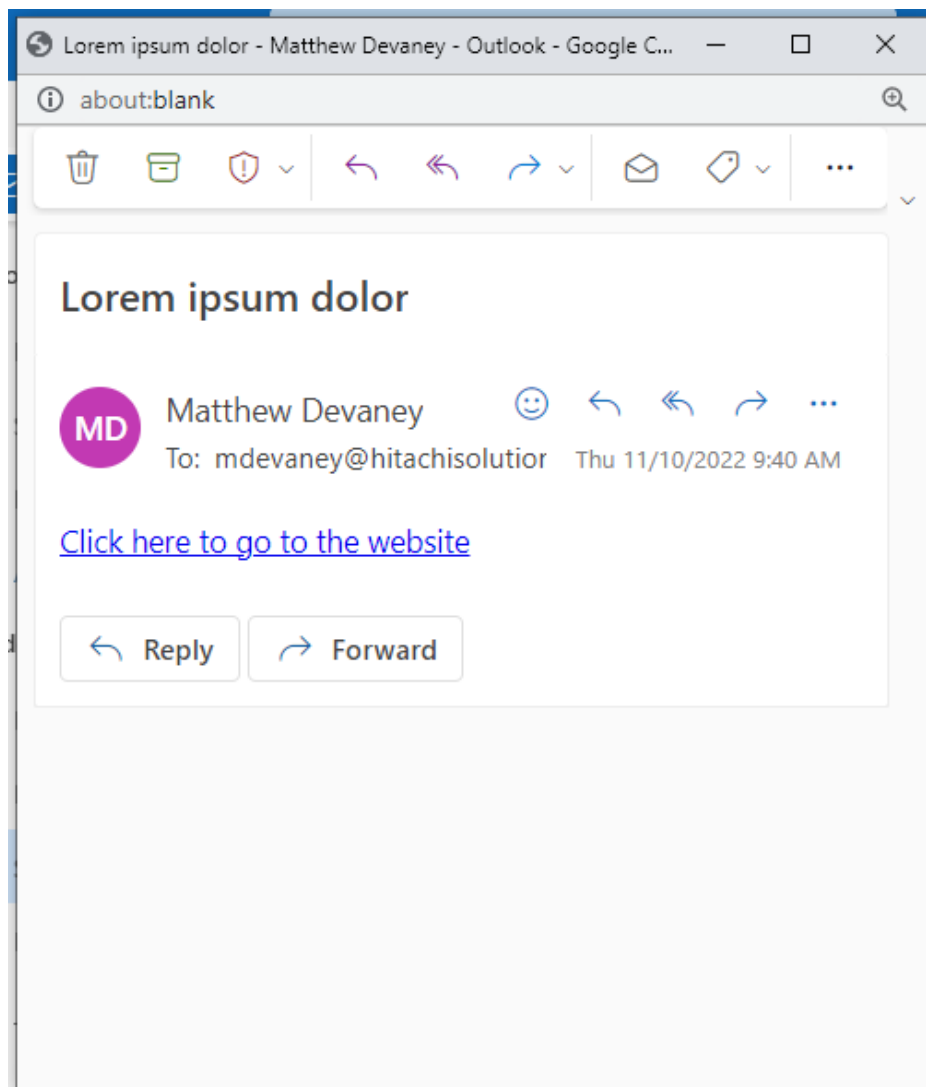
<https://www.google.com>

Send Email

Then write this code in the *OnSelect* property of the send email button. The HTML [a tag](#) defines what hyperlink will be applied to some text.

```
Office365Outlook.SendEmailV2(  
    txt_EmailTo.Text,  
    txt_Subject.Text,  
    $"<a href="{txt_WebsiteLink.Text}">Click here to go to the website</a>"  
);
```

The email message looks like this.



Email With Links Using Rich Text Control

Links can also be included in email using the rich text editor control. Add a rich text editor control to the app named `rte_BodyRichText`. Write the words from the image below into the editor then select the link button.

Email Notification

To

mbaker@outlook.com

Subject

Lorem ipsum dolor

Body

Normal | **B** | U |  |  |  |  |  | ...

Here is a link to the website [Google](#).

Send Email

Supply an URL for the link then click OK.

dy
ormal
here

Link [X]

Display Text
Google

Link Type
URL ▼

Protocol
http:// ▼

URL*
www.google.ca

OK Cancel

The text now shows a link in one of the words.

Email Notification

To

mbaker@outlook.com

Subject

Lorem ipsum dolor

Body

Normal | **B** / U |   |   | ...

Here is a link to the website [Google](#).

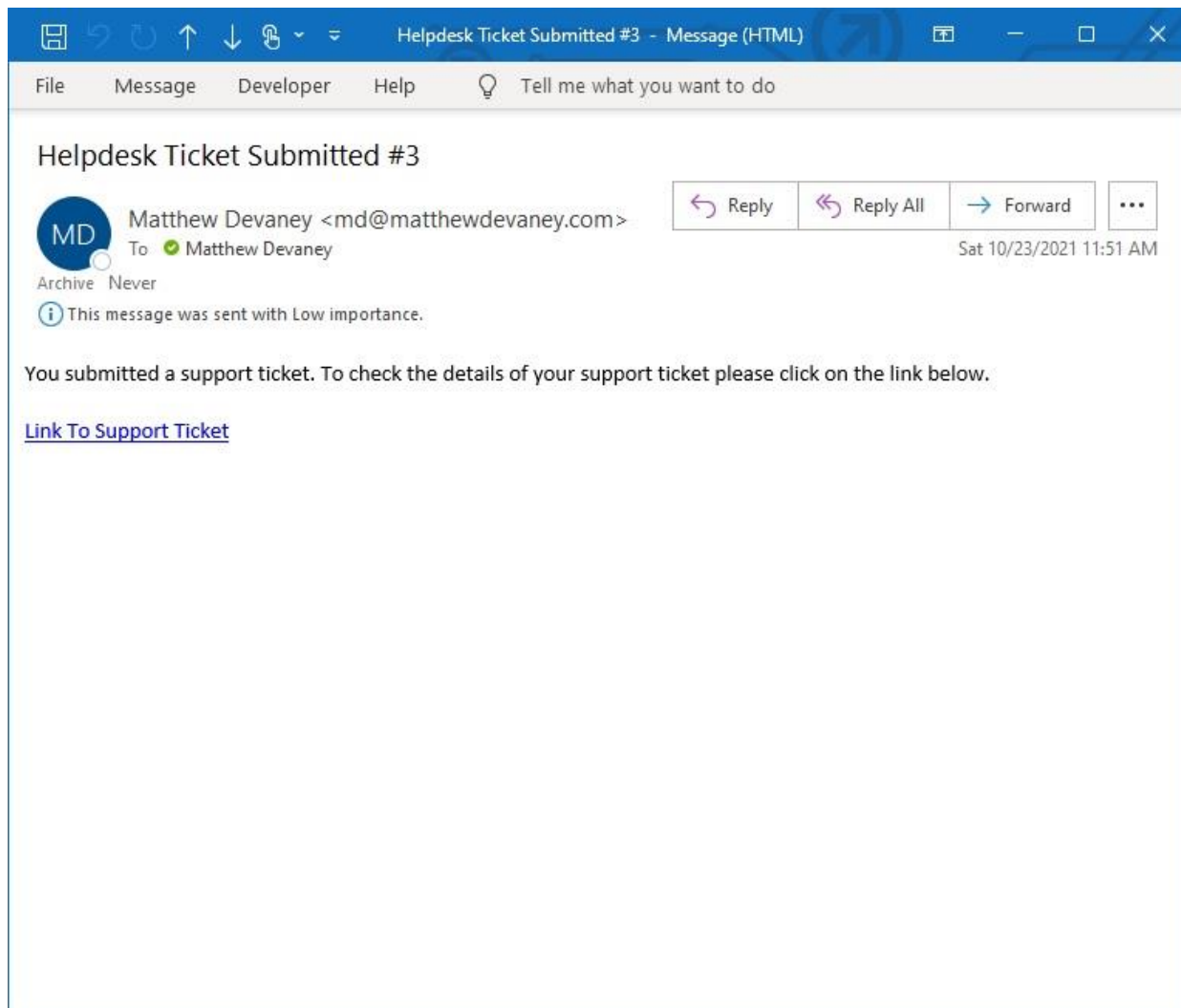
Send Email

Use this code in the *OnSelect* property of the Send Email button to send a message with a link in it.

```
Office365Outlook.SendEmailV2(  
    txt_EmailTo.Text,  
    txt_Subject.Text,  
    rte_BodyRichText.HtmlText  
);
```

Email With Deep Links To Power Apps

Deep links are a type of hyperlink that sends an user to Power Apps and opens a specific record or screen. They can be embedded in an email. In this example, the user clicks on a link to open the support ticket in Power Apps.



When the app opens it shows the details of the support ticket. A full tutorial on how to setup a [deep links in an email message](#) can be found here.

Create A Support Ticket

Title

Internet Is Down

Issue Type

Internet

Description

I can't connect to the internet with my laptop