

MIR-Email

User guide - version 2.3.1

A free tool from MIR-AI - mir-ai.ca/email

Send a personal email to every customer in an Excel list, from your own email address - any provider, any domain. Type your address and the program finds how to send, like Thunderbird does.

Section	What it covers
1. Quick start	The five steps from download to sent emails
2. First launch: email settings	Type your email address; the program finds the rest
3. Microsoft 365 and Outlook.com	Signing in with a work or personal Microsoft mailbox
4. Google (Gmail)	Signing in with Gmail or Google Workspace, and the warnings you may see
5. Resend	Sending from your own domain with a Resend API key
6. Any other email	Yahoo, iCloud, Zoho, web-hosting and company mailboxes: server and password
7. Preparing the Excel file	Columns, name formats, secondary emails
8. Writing and sending	Formatting, attachments, test email, sending, failure report
9. Troubleshooting	Common messages and how to fix them
10. For the administrator	Registering the app with Microsoft and Google (done once, before sharing)

Provider instructions were checked against Microsoft's and Google's official documentation on 16 October 2026. Their screens change from time to time; if a button has moved, look for the same words nearby.

1. Quick start

MIR-Email is a single file, **MIR-Email.exe**. Nothing needs to be installed. It runs on Windows 10 and Windows 11.

- 1 Copy **MIR-Email.exe** into a folder you can write to, for example your **Desktop** or **Documents** (not Program Files). Double-click it.
- 2 If Windows shows *Windows protected your PC*, click **More info** and then **Run anyway**. This appears because the program is not code-signed.
- 3 Type your email address and click **Find settings**. Then sign in, or enter your password, as the window asks (section 2).
- 4 On the **1. Email message** tab, enter the sender details, subject, failure report address and the email text. On the **2. Customer list (Excel)** tab, choose your Excel file.
- 5 Click **Send test to myself**, check the email, then click **Send to all customers**.

Which email can I use?

Any address you can send from: Gmail, Google Workspace, Microsoft 365, Outlook.com, Yahoo, iCloud, Zoho, your web host's mailboxes (cPanel, Hostinger, GoDaddy...), or a company mail server. Daily limits depend on the provider:

Microsoft 365 - about 10,000 recipients a day, 30 messages a minute. **Outlook.com** - about 300 a day.

Google (Gmail) - a personal Gmail account (about 500 emails a day) or a Google Workspace account (about 2,000 a day).

Resend - an email-sending service for larger or regular mailings from your own domain (for example offers@yourshop.com). Needs access to your domain's DNS settings; no app registration needed.

2. First launch: email settings

The first time the program opens it shows the **email settings** window. The main window only opens after the account is set up and saved; **Exit program** closes it.

- 1 Type the email address you will send from and click **Find settings** (or press Enter).
- 2 The program works out who provides that mailbox, the same way Thunderbird does: it checks well-known services, your provider's own settings file, Thunderbird's public settings database, who handles your domain's mail, and finally tries common server names. The provider and server are filled in for you.
- 3 Then do what the window asks: **Sign in with Microsoft / Google** (sections 3 and 4), paste a **Resend API key** (section 5), or enter your **password** (section 6).
- 4 Click **Test & save**. The program checks the connection and saves the settings.

Enter the email address the customer emails will be sent from and click 'Find settings'. The program works out the provider and server, like Thunderbird does. Everything is saved encrypted in MIR-Email.dat next to this program and only opens for your Windows user.

Your email address: * Find settings

Email provider: * (found automatically, or choose)

Type your email address and click 'Find settings'.

Help Privacy Policy Terms of Service Test connection **Test & save** Exit program

The email settings window on first launch.

If nothing is found, or the guess is wrong, choose the provider yourself from the **Email provider** list. **Other email (SMTP)** lets you type the server by hand.

Where the settings are stored

- Your Microsoft or Google password is typed only into their own page, never into this program. The program keeps the sign-in token, Resend API key or mailbox password in a small file named **MIR-Email.dat** in the same folder as the program, **encrypted** with Windows' built-in data protection: it only opens for the same Windows user on the same PC. A copied file is useless on another PC.
- If the program's folder is read-only, the file is saved in **%APPDATA%\MIR-Email** instead.
- To share the program with a colleague, give them **only the .exe**. They sign in with their own account the first time they open it.
- To change account later, click **Edit email settings...** at the top right of the main window.
- If the window also asks for an **Application (client) ID** or a **Google client ID / secret**, the app registration was not built into your copy. Ask the person who gave you the program for these values (section 10).

3. Microsoft 365 and Outlook.com

Microsoft 365 is for a work or school mailbox (Exchange Online), for example sales@yourcompany.com. **Outlook.com / Hotmail** is for personal addresses such as name@outlook.com, @hotmail.com or @live.com (about 300 emails a day). Both sign in with Microsoft in the browser; the steps are the same.

Signing in

- 1 After **Find settings** shows **Microsoft 365** or **Outlook.com / Hotmail**, click **Sign in with Microsoft...**
- 2 In the browser, pick or enter your account and sign in as usual (including any two-step check).
- 3 The first time, Microsoft asks whether **MIR-Email** may send email from your mailbox and keep you signed in. Click **Accept**. If it says the app needs admin approval, your administrator must allow it first (section 10).
- 4 Back in the program, click **Test & save**.

Enter the email address the customer emails will be sent from and click 'Find settings'. The program works out the provider and server, like Thunderbird does. Everything is saved encrypted in MIR-Email.dat next to this program and only opens for your Windows user.

Your email address: * sales@yourcompany.com Find settings

Found: Microsoft 365. Your domain's mail is hosted by this provider.

Email provider: * Microsoft 365 (found automatically, or choose)

Account: * Sign in with another account... Signed in as sales@yourcompany.com

Click 'Sign in with Microsoft' and sign in with the work mailbox you will send from. Your Microsoft 365 admin must have 'Authenticated SMTP' turned on for that mailbox.

[Help](#) [Privacy Policy](#) [Terms of Service](#) Test connection **Test & save** Exit program

Signed in with a Microsoft 365 mailbox.

Microsoft 365 only: what your administrator must allow

- **Authenticated SMTP** must be on for the mailbox: **Microsoft 365 admin center** > **Users** > **Active users** > select the user > **Mail** > **Manage email apps** > tick **Authenticated SMTP** > **Save changes**. This is needed even with Microsoft sign-in.
- SMTP must not be switched off for the whole organisation (**Exchange admin center** > **Settings** > **Mail flow**); the mailbox setting above overrides it.
- Users must be allowed to consent to the app, or the admin grants consent once for everyone (section 10).

Good to know

Microsoft is switching off *password* sign-in for sending at the end of December 2026. MIR-Email does not use passwords - it uses Microsoft sign-in - so this change does not affect it.

Sender email must be the signed-in mailbox, or an address it has **Send As** permission for. Otherwise Microsoft refuses with *SendAsDenied* and sending stops.

Limits: **10,000 recipients a day** and **30 messages a minute**. Keep **Seconds between emails** at 2 or more (the default 3 is fine).

The sign-in stays valid while you use the program at least every 90 days. It ends when your password is changed or reset; then sign in again with **Edit email settings...**

4. Google (Gmail)

Use this for a personal Gmail address or a Google Workspace account. The program sends through Google's Gmail API with permission to **send email only**: it cannot read, change or delete your mail.

Signing in

- 1 After **Find settings** shows **Google (Gmail)** (also for Google Workspace addresses on your own domain), click **Sign in with Google...**
- 2 In the browser, choose the Google account you will send from and sign in.
- 3 If Google shows *Google hasn't verified this app*, the app has not completed Google's review yet. Only continue if you got the program from someone you trust: click **Advanced**, then **Go to ... (unsafe)**. (See the box below.)
- 4 Google lists what the app may do: *Send email on your behalf*. Click **Continue / Allow**.
- 5 Back in the program, click **Test & save**, then use **Send test to myself** to check sending.

Enter the email address the customer emails will be sent from and click 'Find settings'. The program works out the provider and server, like Thunderbird does. Everything is saved encrypted in MIR-Email.dat next to this program and only opens for your Windows user.

Your email address: *

Found: Google (Gmail). Your domain's mail is hosted by this provider.

Email provider: * (found automatically, or choose)

Account: * Signed in as you@yourshop.com

Click 'Sign in with Google' and sign in with the Gmail or Google Workspace account you will send from, then allow access. Limit about 500 emails/day (Google Workspace about 2,000).

[Help](#) [Privacy Policy](#) [Terms of Service](#)

Signed in with a Google account.

Google's limits for apps that are not verified yet

Until the person who distributes the program completes Google's app verification:

- every user sees the *unverified app* warning when signing in;
- at most **100 people** in total can sign in to the app;
- if the app is still in Google's **Testing** mode, only listed test users can sign in and the sign-in **expires after 7 days** (you then sign in again with **Edit email settings...**).

Google Workspace organisations can avoid the warning: the Workspace admin marks the app as **Trusted**, or the app is registered as **Internal** to that organisation (section 10).

- **Sender email:** use the signed-in address, or an address added in Gmail under **Settings > Accounts > Send mail as**. Otherwise Gmail shows the signed-in address instead.
- Limits: about **500 emails a day** for personal Gmail, about **2,000** for Google Workspace (500 during a Workspace trial). When reached, sending stops and the rest are listed in the report.
- The sign-in ends if you change your Google password, remove the app's access in your Google Account (**Security > Your connections to third-party apps & services**), or do not use the program for six months. Then sign in again.

5. Resend

Resend is an email-sending service. You send from your own domain (for example offers@yourshop.com) with an **API key** instead of a sign-in. You need access to your domain's DNS settings (where you bought the domain, or Cloudflare). No app registration is needed.

Step 1 - Add and verify your domain

- 1 Create an account at <https://resend.com> and open the **Domains** page.
- 2 Click **Add Domain**. Resend recommends a subdomain such as **mail.yourshop.com**. Choose a region and continue.
- 3 Resend shows DNS records (DKIM and SPF; types **TXT** and **MX**). Add each one at your DNS provider exactly as shown. On Cloudflare, switch proxying off for these records.
- 4 Start the verification. It often takes about 15 minutes but can take up to 72 hours. If it fails, check the records and use **Restart verification**.
- 5 Recommended after verification: add a **DMARC** record, which helps your emails reach the inbox.

Step 2 - Create an API key

- 1 Open the **API keys** page and click **Create API Key**.
- 2 Name it, for example **MIR-Email**. Choose the permission **Sending access** and, if you like, limit it to your domain.
- 3 Copy the key. It starts with **re_** and is shown **only once**.
- 4 In MIR-Email type the sender address, choose **Resend** in the **Email provider** list, paste the key into **Resend API key** and click **Test & save**.

The screenshot shows a settings window with the following fields and buttons:

- Your email address:** * offers@mail.yourshop.com **Find settings**
- Email provider:** * Resend (found automatically, or choose)
- Resend API key:** * [redacted] **Show**
- Instructions: "Create an API key at resend.com/api-keys (permission: Sending access) and paste it here. The sender email on the message tab must be on a domain verified at resend.com/domains."
- Footer: **Help** **Privacy Policy** **Terms of Service** **Test connection** **Test & save** **Exit program**

Resend needs only the API key.

- **Sender email** must be on the verified domain, for example offers@mail.yourshop.com. Otherwise Resend refuses with *domain is not verified* and sending stops.
- Customers' replies go to the sender email. If that address has no mailbox (a subdomain usually does not), replies are lost. Verify your main domain instead if you want replies.
- The free plan has a daily and a monthly quota; see Resend's pricing page or **Settings > Usage**. If a key is lost or leaked, remove it on the API keys page and create a new one.

6. Any other email

For every other provider the program sends through the provider's outgoing mail server (SMTP) with your mailbox password. **Find settings** fills in the server, port and username; you only type the password.

Enter the email address the customer emails will be sent from and click 'Find settings'. The program works out the provider and server, like Thunderbird does. Everything is saved encrypted in MIR-Email.dat next to this program and only opens for your Windows user.

Your email address: *

Found: Yahoo! Mail - smtp.mail.yahoo.com:465. Settings found in Thunderbird's public settings database.

Email provider: * (found automatically, or choose)

SMTP server: *

Port: *

Username: *

Password: * ☐ Show

Yahoo needs an app password: Yahoo Account > Account security > Generate app password.
Enter your email password, or an app password if your provider uses two-step sign-in. If the server was not found automatically, your provider's or web host's help pages list the 'outgoing (SMTP) server'.

[Help](#) [Privacy Policy](#) [Terms of Service](#)

A Yahoo address: server found automatically, with the app password hint.

Which password?

Provider	Password to use
Yahoo, AOL	An app password : Account security > Generate app password .
iCloud (@icloud.com, @me.com)	An app-specific password : account.apple.com > Sign-In and Security > App-Specific Passwords .
Zoho Mail	Your password; with two-factor sign-in an app password (Zoho Accounts > Security > App Passwords). Free accounts may not allow sending from programs.
Fastmail	An app password (Settings > Privacy & Security).
GMX, WEB.DE	Your password; first allow POP3/IMAP access in the mailbox settings.
Proton Mail	Only through the Proton Mail Bridge app (paid plans), running on this PC; use the password shown in Bridge.
Web hosting mailboxes (cPanel, Hostinger, GoDaddy, Namecheap...) and company mail servers	The mailbox password. If the server was not found, copy the outgoing / SMTP server and port from your hosting control panel (often 'Email accounts' > 'Connect devices') or ask your IT team.

- The program only uses encrypted connections: port **465** (SSL) or **587** (STARTTLS). Servers that offer neither are not supported.
- **Sender email** on the message tab should be this mailbox or an alias it is allowed to send as; most providers reject other addresses.
- Daily limits vary widely (web-hosting mailboxes are often limited to a few hundred emails a day). Check your provider's limit before a large mailing.

7. Preparing the Excel file

Use an **.xlsx** file (or .csv). The first row must contain column headings. The file may contain any other columns (ID, phone, city, notes...): only the **name**, **email** and optional **secondary email** columns are used.

Customer Name	Phone	Email	Secondary Email
SMITH, JOHN	0771234567	john.smith@example.com	
Dr. Ann Lee	0772345678	ann.lee@example.com	ann.home@example.com
mary jane perera	0773456789	mary@example.com	

- The columns are found from their headings (for example *Name*, *Customer Name*, *E-mail*, *Alternate Email*, *Email 2*) and can be changed with the drop-down lists.
- Extra spaces, line breaks and invisible characters are removed automatically.
- **First names** are worked out from many formats: *John Smith*, *SMITH, JOHN*, *Mr. John Smith*, *J. Robert Smith*, *John (Johnny) Smith* all give **John**; *john & mary smith* gives **John & Mary**. A *First Name* column is used as it is. Names that are only initials and a surname (*K. A. Perera*) use the **If no name** word, default *Customer*.
- If the primary email is missing, invalid or rejected, the secondary email is used. Rows without any usable email, and duplicate emails, are skipped and listed in the failure report.
- **Save sample template...** on the customer tab creates a ready-to-fill Excel file.

Email account: Google (Gmail) - signed in as you@yourshop.com [Edit email settings...](#) [Help](#) [Privacy](#) [Terms](#)

1. Email message ✓ 2. Customer list (Excel) ✓

Choose Excel file... customers.xlsx (4 rows, 6 columns) [Save sample template...](#)

Name column: Customer Name Email column: Email Secondary email column: Secondary Email

Only these columns are used; any other columns in the file are ignored. The secondary email is tried when the primary one is missing, invalid or rejected.

4 customers ready to receive the email.

Row	First name (used)	Name in file	Email	Secondary email
2	John	SMITH, JOHN	john.smith@example.com	
3	Ann	Dr. Ann Lee	ann.lee@example.com	ann.home@example.com
4	Mary	mary jane perera	mary@example.com	
5	Kamal	Kamal Silva	kamal.s@example.com	

[Reset this step](#)

Seconds between emails: 3 [Send test to myself](#) [Send to all customers](#) [Stop](#) [Reset all steps](#)

All steps complete. Ready to send.

The customer list tab shows the first name that will be used for each row.

8. Writing and sending

The email message tab

- **Sender email** and **Sender name** (required) - who the customers see the email from. Follow the rule shown under the field.
- **Subject** and **Greeting line** - the greeting defaults to *Dear {first_name}*, *{first_name}*, *{name}* and *{email}* are replaced for each customer, in the subject and in the body.
- **Failure report to** (required) - your own address. It receives the failure report and the test email.
- **Email body** - the toolbar offers bold, italic, underline, strike-through (Ctrl+B / Ctrl+I / Ctrl+U), text size, text and highlight colour, left / center / right alignment, bullet and numbered lists and links. Select text first, or choose a format and start typing.
- **Attachments - Add files...** attaches files to every email. Keep the total under 18 MB. Program files (.exe, .bat, .js and similar) are refused because email providers block them.
- **Preview in browser** shows the email exactly as the first customer will receive it.

The screenshot shows the 'Email message' tab in the MIR-Email interface. It includes fields for 'Sender email', 'Sender name', 'Subject', 'Failure report to', 'Greeting line', and 'Email body'. The 'Email body' contains a sample message: 'We are happy to share our **October offers** with you. • Free delivery on all orders • 20% off selected items. See the attached price list. Thank you, Your Shop'. Below the body is an 'Attachments' section showing 'Price list.pdf (175.8 KB)'. At the bottom, there are buttons for 'Send test to myself', 'Send to all customers', and 'Stop', along with a 'Seconds between emails' dropdown set to 3. A status bar at the bottom indicates 'All steps complete. Ready to send.'

The email message tab. Each tab shows a tick when it is complete.

Sending

- 1 **Send test to myself** sends one email, marked [TEST], to the failure report address. Check how it looks.
- 2 **Send to all customers** becomes clickable only when both tabs are complete; the orange line under the buttons tells you what is missing. Confirm the question to start.
- 3 Keep **Seconds between emails** at 3 or more; sending too fast can get emails marked as spam or blocked by the provider. **Stop** halts after the current email. **Reset this step** clears one tab, **Reset all steps** clears both (your sign-in is kept).

After sending

- If anything went wrong (an address was rejected, a row was skipped, a secondary email was used, or sending stopped early), a **failure report** is emailed to the **Failure report to** address with the Excel row, name, both emails and the reason, plus a spreadsheet (CSV) of the same list.
- A full report of every customer, **send_report_<date>.csv**, is saved next to your Excel file.
- Some wrong addresses are only rejected later by the customer's email server, which then sends a *delivery failed* message to the sender address. Check that inbox after a large mailing.

9. Troubleshooting

Message or problem	What to do
The browser does not open, or nothing happens after signing in	Click the sign-in button again. Sign-in must be finished within 5 minutes. A firewall or security program must allow the program to receive the sign-in on this PC (address localhost / 127.0.0.1).
<i>Google hasn't verified this app</i>	Expected until the app is verified (section 4). Continue only if you trust the source of the program.
<i>Need admin approval / has not been allowed (consented)</i>	Your Microsoft 365 or Google Workspace administrator must allow the app (section 10).
<i>The saved sign-in is no longer valid</i>	The sign-in expired, was removed, or your password changed. Click Edit email settings... and sign in again. With Google in Testing mode this happens every 7 days.
<i>SMTP sending (Authenticated SMTP) is turned off (5.7.139)</i>	Microsoft 365: the admin turns on Authenticated SMTP for the mailbox (section 3).
<i>The provider does not allow sending as this sender email</i>	Use the signed-in address, a Gmail Send mail as alias, or (Microsoft 365) an address the mailbox has Send As permission for.
Resend: <i>domain is not verified</i> , or the login is rejected	The sender email must be on a domain verified in Resend; a rejected login means the API key is wrong or deleted - create a new one (section 5).
Other email: sign-in rejected (535) or server not reachable	Use an app password where the provider needs one, the full address as username, and the SMTP server and port (465 / 587) from your provider or hosting panel (section 6).
<i>The Gmail API is not enabled</i>	The administrator enables the Gmail API in the Google Cloud project (section 10).
<i>Gmail sending limit reached</i>	The daily limit was reached. Wait up to 24 hours; the emails that were not sent are listed in the report.
<i>Could not reach the email server / sign-in server</i>	Check the internet connection. Company firewalls may block the connection.
<i>The saved email settings could not be opened</i>	The settings file was saved by another Windows user or on another PC. Sign in again.
<i>Windows protected your PC</i>	Click More info > Run anyway .

Privacy and security

- You type your Microsoft or Google password only on their own page. The program stores the sign-in token or Resend API key, encrypted, on your PC, and uses it only to send the emails you start.
- With Google the program can only send email; it cannot read your mailbox. With Microsoft it can only send through SMTP.
- To remove the program's access at any time: Google Account > **Security** > third-party connections; Microsoft: **myapps.microsoft.com** or your administrator.
- Only send to customers who have agreed to receive email from you, and include a way to unsubscribe in marketing emails.

Sources (checked 16 October 2026): Microsoft Learn (OAuth for SMTP, Entra app registration, authenticated SMTP, Exchange Online limits), Google for Developers and Google Cloud Help (OAuth for desktop apps, unverified apps, Gmail limits), Resend documentation (SMTP, API keys, domains).

10. For the administrator: registering the app

Microsoft and Google only let a program request sign-in after it has been registered with them (Resend and other email providers need no registration). Do this **once**, before sharing the program. You need the program's source (`mir_email.py`) and Python to rebuild the exe.

Microsoft Entra (for Microsoft 365)

- 1 Sign in to <https://entra.microsoft.com> and go to **Entra ID > App registrations > New registration**.
- 2 Name: **MIR-Email**. Supported account types: **Any Entra ID Tenant + Personal Microsoft accounts** so that both work mailboxes and Outlook.com / Hotmail addresses can sign in (or **Multiple Entra ID tenants** for work mailboxes only, or **Single tenant only** for your own organisation).
- 3 Redirect URI: platform **Public client/native (mobile & desktop)**, value <http://localhost>. Click **Register**. (Later: **Authentication > Add a platform > Mobile and desktop applications** shows the same setting.) No client secret is needed.
- 4 Copy the **Application (client) ID** from the **Overview** page. For a single-tenant app also copy the **Directory (tenant) ID**.
- 5 **API permissions > Add a permission > Microsoft Graph > Delegated permissions**: add **SMTP.Send** (and keep **offline_access**, **openid**, **profile**, **email**). Optionally click **Grant admin consent** so users are not asked.
- 6 In each organisation that uses it, the mailbox needs **Authenticated SMTP** turned on (section 3).

Google Cloud (for Gmail)

- 1 In <https://console.cloud.google.com> create a project, then open **APIs & Services > Library**, find **Gmail API** and click **Enable**.
- 2 Open **Google Auth Platform > Branding** (click **Get started** if asked): app name, support email. Audience: **External** for personal Gmail users and other organisations, or **Internal** if only your own Google Workspace organisation will use it (no verification, no user cap).
- 3 **Data Access > Add or Remove Scopes**: add <https://www.googleapis.com/auth/gmail.send> (and **openid**, **email**).
- 4 **Clients > Create Client > Application type Desktop app > Create**. Copy the **Client ID** and **Client secret**.
- 5 **Audience**: while in **Testing**, add each user under **Test users** (up to 100; their sign-in lasts 7 days). Click **Publish app for In production**; until Google verifies the app (brand verification, privacy policy, a demo video and a justification for the gmail.send scope) users see the unverified warning and the project is limited to 100 users in total.
- 6 Google Workspace admins can trust the app for their users: Admin console > **Security > Access and data control > API controls > Manage App Access**.

Build the registrations into the exe

Open `mir_email.py`, fill in `MS365_CLIENT_ID` (and `MS365_TENANT` for a single-tenant app), `GOOGLE_CLIENT_ID` and `GOOGLE_CLIENT_SECRET` near the top of the *OAuth sign-in* section, then run `build.bat`. Users of that exe then only see the provider and the sign-in button. Without this step, each user must enter the IDs in the setup window. Google does not treat a desktop app's client secret as confidential, but do not publish it unnecessarily.