

Add Mailboxes to Cora Underwriting Manager

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In Cora Underwriting Manager you can create a submission through an email sent to a specific email ID. To enable this, you need to add at least one email address to the Cora Underwriting Manager, which will be listened to while creating and processing a submission.

To configure mail boxes in Cora Underwriting Manager:

1. Create an email listener, by duplicating the UWM Email Listener Template workflow.
2. Add record to UWM Originating Emails lookup.

Configure an email listener workflow

Duplicate the UWM Email Listener Template workflow, and save it with a new name.

NOTE

Don't use or edit the original email listener.

Follow the steps below to configure your own email listener workflow in the Administration site:

1. Go to **Administration>All Workflows>UWM Email Listener**.
2. Right-click and select **Manage Versions (Active)**.
3. On pop-up window, click **Create a copy of this workflow**.
4. Give it a name, and click **Create**.
5. Click **Open Workflow**.
6. Select the UWM Email Listener activity, and in the right menu click on the ellipsis (...) near the Job Name attribute.
7. On the Job tab,
 - Type a job name.
 - Select the **Job is enabled** checkbox.
8. Click **Next**.
9. Fill in the details in the Command tab.

NOTE

- Select **Include message attachments** and **linked resources** checkbox.
- In case you want to attach the original email to the Submission as a message in *.msg format, select the **Save message content as attachment** checkbox.

10. Click **Next**.
11. On the Advance options tab, add the following details:
 - Repeats by: select Minutes.
 - Every: add 1.
12. Click **Finish**.

See [Email Listener Activity Overview](#) article for details.

Add mailboxes to Cora Underwriting Manager

As a part of process of adding mailboxes to the Cora Underwriting Manager, you need to add values to the UWM Originating Emails lookup table.

1. Go to **Administration>Lookup Tables>UWM Workbench>UWM Originating Emails**.

2. Click **Add New Record**, to create new record with the following properties:

Field	Description
ID	A unique ID for the address.
EmailAddress	The listener email address.
LOB	The dedicated Lob for this email address.

TIP

- To filter the emails received in the Listener mailbox, and find the most appropriate LoB for each of them, the end users can be given the same mailbox address with "+ customername". For example, if the listener email address is emailListener@UWM.com and the customer is HealthCare, then the mailbox address can be emailListener+HealthCare@UWM.com.

OR

- If you use multiple emails and auto-forward them to the listener, then in the UWM Originating Emails lookup table write the email address which auto-forward the emails.
- It is recommended to forward a set of maximum 10 inboxes to one mailbox.