

## Important message for EBMS AutoSend clients using Gmail

If you use Gmail for your email provider, you likely received a notice from Google recently that states you may "lose access to apps that are using less secure sign-in technology."



This will bring a halt to your AutoSend usage, unless you set up 2 factor authentication and an app password for EBMS.

Again, this only applies to Gmail users.

To continue using your Gmail address to run AutoSend from EBMS, you will need to do two things

1) set up 2 factor authentication

2) create an "app password" specifically for EBMS.

## Follow the steps below

1. Log into your Gmail account in a web browser

2. Click on your profile icon at the top right

Then click "Manage your Google Account."



- 3. Click "Security" on the left side menu
- 4. Scroll down until you see the "Signing in to Google" section
  - & Click the arrow for the 2-Step Verification option.

Signing in to Google		
Password	Last changed Jan 16	>
Use your phone to sign in	Off	>
2-Step Verification	• Off	>

5. Follow the prompts to set up the 2 factor verification

6. When that is complete, click the back button at the top of the page

	2-Step Verification
TURN OFF	-Step Verification is ON since May 4, 2022
TURN OFF	-Step Verification is ON since May 4, 2022

7. Scroll down until you see the "Signing in to Google" section

& then click the arrow for the App passwords option.

You will be prompted to enter your password again

Signing in to Google		
Password	Last changed Jan 16	>
2-Step Verification	🥑 On	>
App passwords	None	>

8. Click on "Select app" and choose "Other" from the drop down menu

App pass	words		
App passwords let you Verification. You'll only	sign in to your Google Account fron need to enter it once so you don't ne	n apps on devices that don't supp eed to remember it. Learn more	ort 2-Step
You don't have any Select the app and	app passwords. device you want to generate the ap	p password for.	
Select app	✓ Select device	r	
		GEN	ERATE

9. Enter "EBMS" and click Generate

< App pas	swords	
App passwords let you Verification. You'll onl	sign in to your Google Account from apps on devices need to enter it once so you don't need to remember	s that don't support 2-Step it. Learn more
You don't have any	app passwords.	
Select the app and	device you want to generate the app password for.	
EBMS	×	
		GENERATE

## 10. Copy the password that is generated

This password is unique to your account and will be different than the one in the image below

	Your app password for your device
Copy this password.	yqex xytf mknc tbtf
	How to use it
nail	Go to the settings for your Google Account in
securesally@gmail.com	the application or device you are trying to set up. Replace your password with the 16-
assword	character password shown above.
••••	password grants complete access to your
	Google Account. You won't need to remember

## 11.Go to EBMS>File>AutoSend Options

Paste the password into the password field

Default E-mail Settings         User Settings will override these global defaults, if configured         Export Folder:       C:\EBMS\Autosend         Mail Server:       smtp.gmail.com         From Address:       securesally@gmail.com         SMTP Port:       587         Ise Authentication for sending E-mails through SMTP         User Name:       securesally@gmail.com         Password:       ●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●●	eneral	Diagnostic Settings	User Settings	Auto Send Modes	E-mail Now			
User Settings will override these global defaults, if configured Export Folder: C:\EBMS\Autosend Mail Server: smtp.gmail.com From Address: securesally@gmail.com SMTP Port: 587 Exchange Port - 25 Gmail - 587 Use Authentication for sending E-mails through SMTP User Name: securesally@gmail.com Vuse SSL/TLS encryption Override mode setting: 'Document will be printed if [contact] has no Auto E-mail/Fax entry'	Def	ault E-mail Settings						
Export Folder: C:\EBMS\Autosend Mail Server: smtp.gmail.com From Address: securesally@gmail.com SMTP Port: 587 Exchange Port - 25 Gmail - 587 Use Authentication for sending E-mails through SMTP User Name: securesally@gmail.com Password: ••••••••••••••••••••••••••••••••••••		User	Settings will ov	erride these global o	defaults, if co	nfigured		
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User Name: securesally@gmail.com Password: ••••••••••••••••••••••••••••••••••••		🗹 Use Authenticatio	n for sending E-	mails through SMTP				
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		Email address:						

12.Click to close the window

& Say yes to saving your changes

13. And you're good to go!

If you have questions or need assistance with the above process

Please send us an email at <a href="mailto:support@eaglebusinesssoftware.com">support@eaglebusinesssoftware.com</a> or give us a call at 717-442-3247 x2