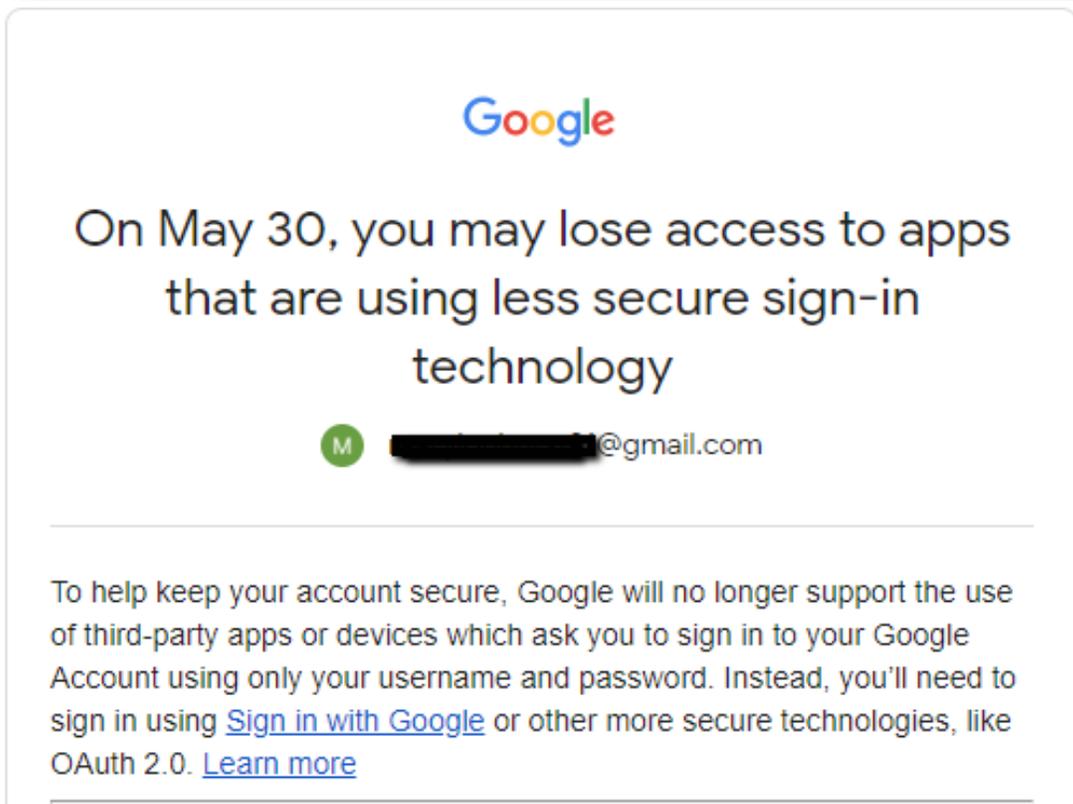




Important message for EBMS AutoSend clients using Gmail

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

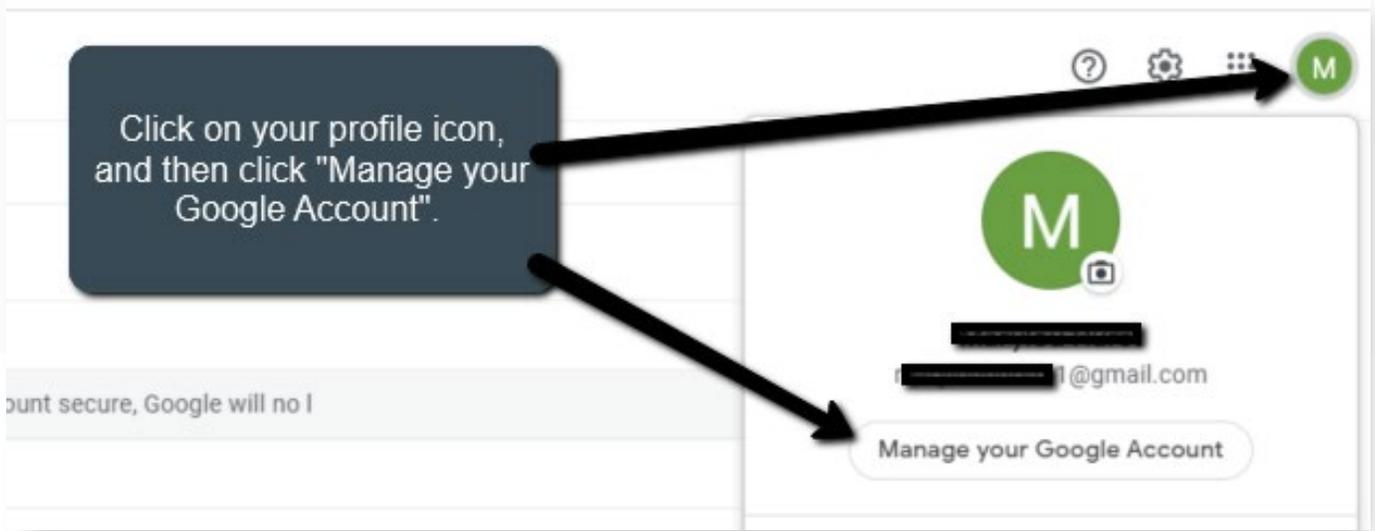
- 1) set up 2 factor authentication
- 2) create an “app password” specifically for EBMS.

Follow the steps below

1. Log into your Gmail account in a web browser

2. Click on your profile icon at the top right

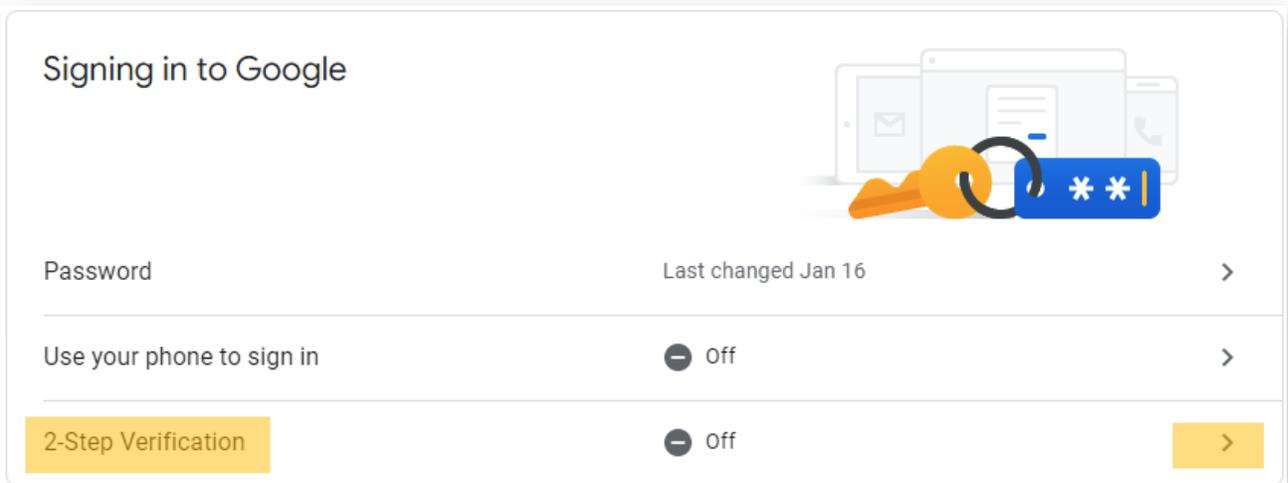
Then click "Manage your Google Account."



3. Click "Security" on the left side menu

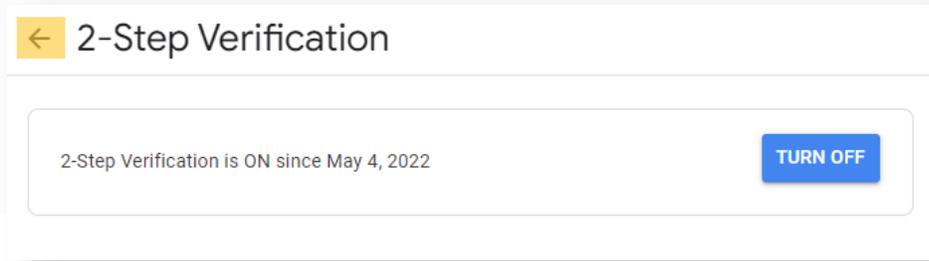
4. Scroll down until you see the "Signing in to Google" section

& Click the arrow for the 2-Step Verification option.



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

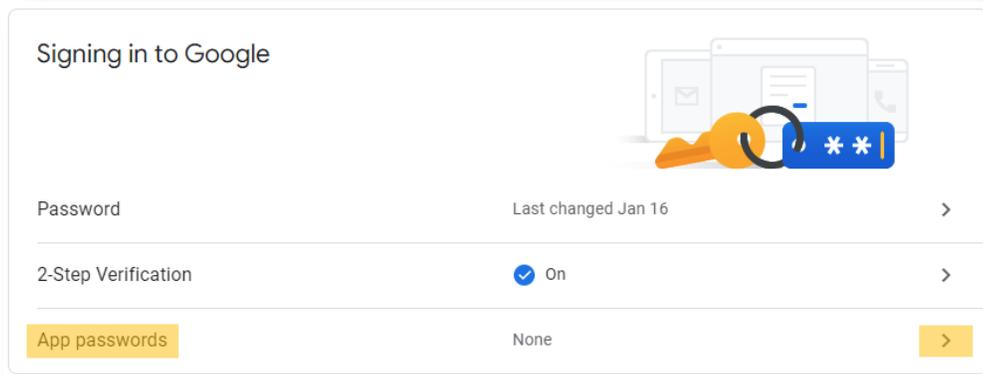
6. When that is complete, click the back button at the top of the page



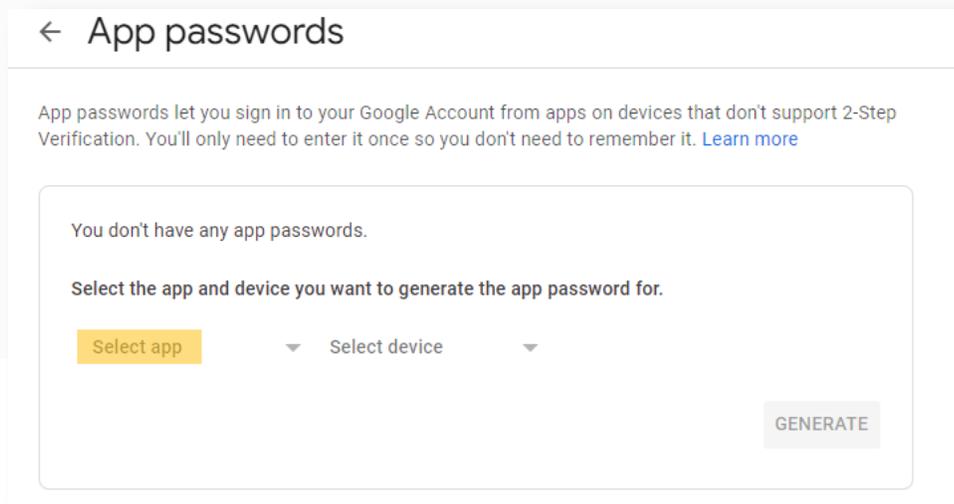
7. Scroll down until you see the “Signing in to Google” section

& then click the arrow for the App passwords option.

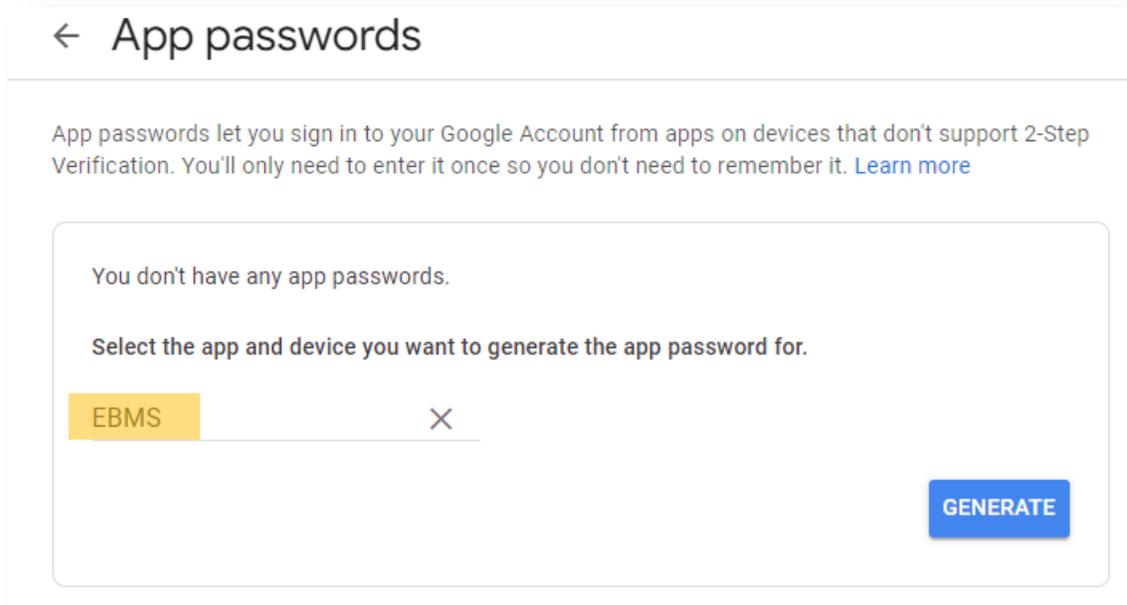
You will be prompted to enter your password again



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

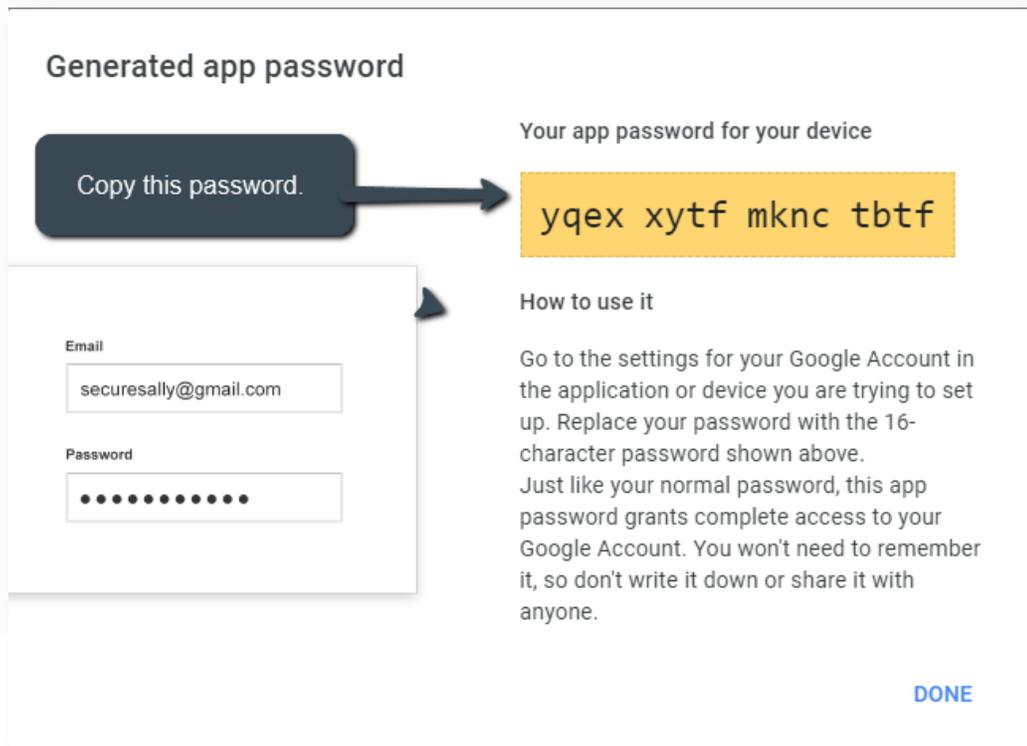


9. Enter "EBMS" and click Generate



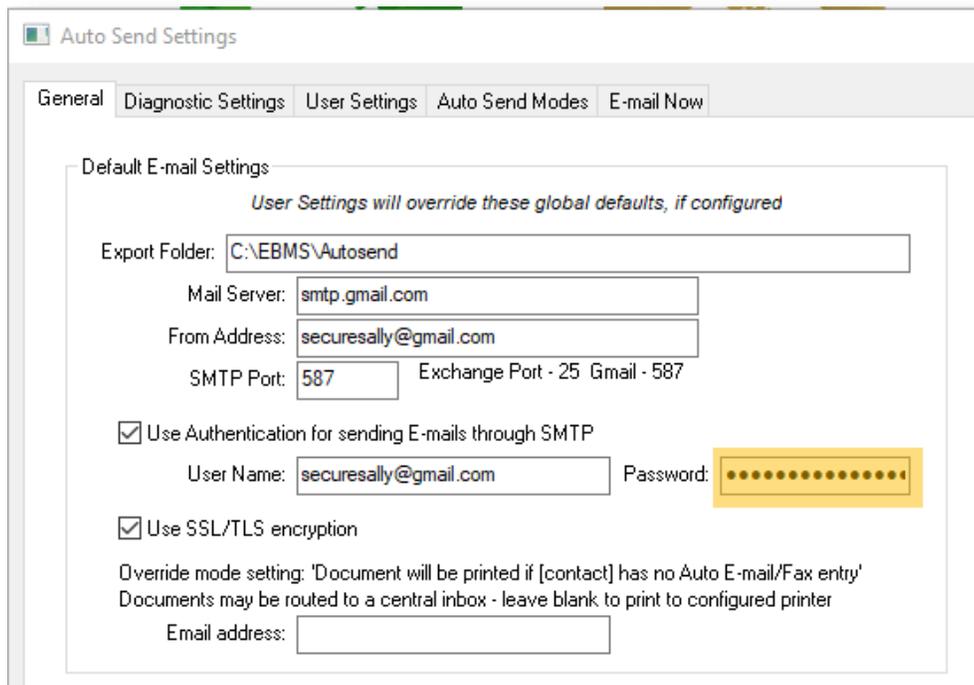
10. Copy the password that is generated

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



11. Go to EBMS>File>AutoSend Options

Paste the password into the password field



The screenshot shows the 'Auto Send Settings' dialog box with the 'General' tab selected. The 'Default E-mail Settings' section is highlighted, with a note that 'User Settings will override these global defaults, if configured'. The settings are as follows:

- 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: [Redacted]
- Use SSL/TLS encryption
- Override mode setting: 'Document will be printed if [contact] has no Auto E-mail/Fax entry'
- Documents may be routed to a central inbox - leave blank to print to configured printer
- Email address: [Empty field]

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 support@eaglebusinesssoftware.com or give us a call at 717-442-3247 x2