

# Admin- SMTP Email Settings Setup Guide

The SMTP settings are to be configured by the admin from System Settings > General Settings > Email.

Reviews	Send SMTP Email	Ves No
Third Party API		
Email	SMTP Host	
Media	SMTP Port	
Subscription		
Referral	SMTP Username	
Sharing	SMTP Password	
System	SMTD Secure	
Live Chat	SWIF Secure	
PPC Management	Additional Alert E-mails	
Server		
		Any Additional Emails You Want To Receive The Alert Email, In Addition To The Main Store Email. (comma Separated).
		SAVE CHANGES

Fig. 1: SMTP Settings under Email tab (Admin-end)

The admin can configure these settings from any of the three different types of accounts:

- 1. Gmail Business Account
- 2. Gmail Account
- 3. Third Party Account

The settings to be configured for each of them are provided ahead in respective sections.



## **1. Gmail Business Account**

To configure SMTP settings through their Gmail Business account, the admin must follow the below steps:

 Admin must visit <u>https://accounts.google.com/signin/v2/identifier?flowName=GlifWebSignIn&fl</u> <u>owEntry=ServiceLogin</u> and login into their Gmail business account using their valid credentials (Email/Phone and Password).

Goo	gle		
Sigr	n in		
Use your Goo	gle Account		
Email or phone			
Forgot email?			
Not your computer? Use Guest Learn more	t mode to sign i	n privately.	
Create account	1	Next	

#### Fig. 1.1: Google Account Sign In

ii. The admin must ensure that their Google account is secure enough so that when using the SMTP service there are no interventions. Thus, the 2-step verification settings provided by Google must be enabled.



**NB:** If the admin wishes to proceed without enabling the '**2-Step Verification**' settings in their Gmail account, please skip directly to <u>configuring SMTP</u> <u>settings</u> on their dashboard.

- iii. To enable 2-Step Verification, the admin must:
  - Click on their profile picture provided on the top-right corner and then click on 'Manage Your Google Account' button. This will redirect the admin to 'Home' settings page as shown in figure 1.2.

Google Account Q. Search Google Account		
Home	Welcome,	
E Personal info	Manage your info, privacy, and security to	make Google work better for you. Learn more
	Transfer your content Transfer your ensel and Google Drive Next to ensether Google Account	Privacy & personalization See the data in your Google Account and choose what activity is saved to personalize your Google experience
U ABOUL	We keep your account protected The Secretly Checkup gives you personalized recommendations to secure your account.	Account storage Your account storage is shared across Geogle services, like Ginual and Photos 0.25 GB used
	Get started	Manage storage
	Take the Privacy Checkup This stephysite patie helps you choose the privacy setting right for you	ge flut av
	Get started	

#### Fig. 1.2: Gmail Home Settings

- The admin must click on '**Security**' from the side-navigation bar which will redirect them to the security settings page as shown in figure 1.3.
- This page displays the '2-step Verification' settings as marked in figure 1.3.



Google Account Q	Search Google Account		
Home		Security	
E Personal info	Settings and rec	ommendations to help you keep your account secure	
Data & personalization		1920a (m. 1920a) (m. 1920a)	
G Security	We keep your account prot The Security Checkup styles you personal	tected	
음, People & sharing	secure your account	Û.	
Payments & subscriptions			
() About	Giet started		
	Signing in to Google		
	Password	Last changed May 5	**I ,
	2-Step Verification	• 0#	>
	Recent security activity		
	🔧 Zoho Writer was given accou	nt access India - Jul 16	
	Review security events		

#### Fig. 1.3: 'Security' Settings Page

• The admin must click on the arrow provided on the extreme right of these settings which will redirect them to the '**2-Step Verification**' settings page as shown in figure 1.4.



← 2-Step Ver	ification
Protect your acc	count with 2-Step Verification
Each time you sign in t code. <mark>Learn more</mark>	o your Google Account, you'll need your password and a verification
	Add an extra layer of security Enter your password and a unique verification code that's sent to your phone.
ä	Keep the bad guys out Even if someone else gets your password, it won't be enough to sign in to your account.
	GET STARTED

Fig. 1.4: '2-Step Verification' Settings Page

The admin must then click on the '**Get Started**' button to proceed on to the next step.

 The 'Let's Set Up Your Phone' settings page will appear as shown in figure 1.5 on which the admin must enter their phone number and then select if they wish to receive the verification code either by 'SMS' or 'Phone Call'.



Let's set up your phone What phone number do you want to use?	
<b>•••</b> • •	
Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply.	
How do you want to get codes?	
Text message     Phone call	
Step 1 of 3	TRYIT

Fig. 1.5: 'Let's Set Up Your Phone' page

Clicking on the 'Try It' button will redirect the admin to 'Confirm That It
 Works' page as shown in figure 1.6, on which the admin must enter the verification code forwarded to them.



Confirm that it wo Google just sent a text me Enter the code	orks essage with a verification code to ()	-
Didn't get it? Resend		

#### Fig. 1.6: 'Confirm That It Works' Page

• Entering the verification code and clicking on '**Next**' will redirect the admin to the '**Confirmation**' page as shown in figure 1.7.



It worked! Turn or	2-Step Verification?	
Now that you've seen how Account	wit works, do you want to turn on 2-Step Verific @gmail.com?	ation for your Google
	Step 3 of 3	TU

### Fig. 1.7: Confirmation Page

The admin must click on the '**Turn On**' button to finish enabling the '**2-Step Verification**' settings.

iv. Once the '2-Step Verification' settings are enabled, the admin can proceed further. In the next step, the admin needs to generate an 'App Password' which will be used as well for the SMTP integration, so <u>Click Here</u> to visit the 'Google App Passwords' page to generate an App Password. The admin will be redirected to the 'App Passwords' page as shown in figure 1.8.



← App pas	swords		
App passwords let you Verification. You'll only	sign in to your Google Accoun need to enter it once so you do	t from apps on device on't need to remember	es that don't support 2-Step r it. <mark>Learn more</mark>
You don't have any Select the app and	app passwords. device you want to generate tl	ne app password for.	
Select app	<ul> <li>Select device</li> </ul>	~	
			GENERATE

Fig. 1.8: 'App Passwords' Page

v. Then, the admin must select the app from the drop-down choice and choose'Other (Custom name)' as marked in figure 1.9.

← App passv	vords	
App passwords let you sig Verification. You'll only ne	n in to your Google Account from apps o ed to enter it once so you don't need to re	on devices that don't support 2-Step emember it. Learn more
You don't have any ap	p passwords.	
Select the app and de	vice you want to generate the app passw	vord for.
Select app	Select device 🔍	
Mail		OFNEDATE
Calendar		GENERATE
Contacts		
YouTube		
Other (Custom nan	se)	

#### Fig. 1.9: 'Select the App' step

vi. The admin must then enter the name of their choice to their app password and then click on the '**Generate**' button as marked in figure 1.10.



App passwords	
App passwords let you sign in to your Google Account fro Verification. You'll only need to enter it once so you don't n	m apps on devices that don't support 2-Step eed to remember it. Learn more
You don't have any app passwords.	
Select the app and device you want to generate the ap	op password for.
X	1
	GENERATE

#### Fig. 1.10: Create App Name

vii. Once the app password is generated, the admin needs to save it for later for which the admin can read '**How to Use It**' instructions provided on this page as shown in figure 1.11.

Generated app password	
	Your app password for your device
Enall	How to use it Go to the settings for your Google Account in
Password	the application or device you are trying to set up. Replace your password with the 16- character password shown above.
	Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone.
	DONE

Fig. 1.11: 'Generated App Password' Page

Admin must finish creating the app password by clicking on the '**Done**' button.



- viii. Now, the admin must go to their dashboard (<u>refer figure 1</u>) to configure the SMTP settings from their Gmail Business Account. The settings to be configured are:
  - SMTP Host: smtp.gmail.com
  - SMTP Port (TLS): 587.
  - **SMTP Port (SSL):** 465.
  - SMTP Username: Valid Gmail address.
  - SMTP Password: Valid Gmail password.
  - SMTP Secure: Select one among 'TLS' and 'SSL' as per required.

## 2. Gmail

The admin can configure the SMTP settings from their Gmail Account.

- A. To proceed with enabling '2-Step Verification': Follow steps to 'Enable 2-Step Verification' and 'Create App Password'. Then proceed with configuring the settings provided below.
- B. To proceed with disabling the '2-Step Verification': Configure the settings provided below.

The settings to be configured for such an account are:

- SMTP Host: smtp.gmail.com
- **SMTP Port (TLS):** 587.
- **SMTP Port (SSL):** 465.
- SMTP Username: Valid Gmail address.
- SMTP Password: Valid Gmail password.
- **SMTP Secure:** Select one among 'TLS' and 'SSL' as per required.