

Massive Email Sender Guide

This document contains instructions on how to use Massive Email Sender. Most email providers would have similar instructions to set up authorization using a third-party email client. Following will be using gmail as an example.

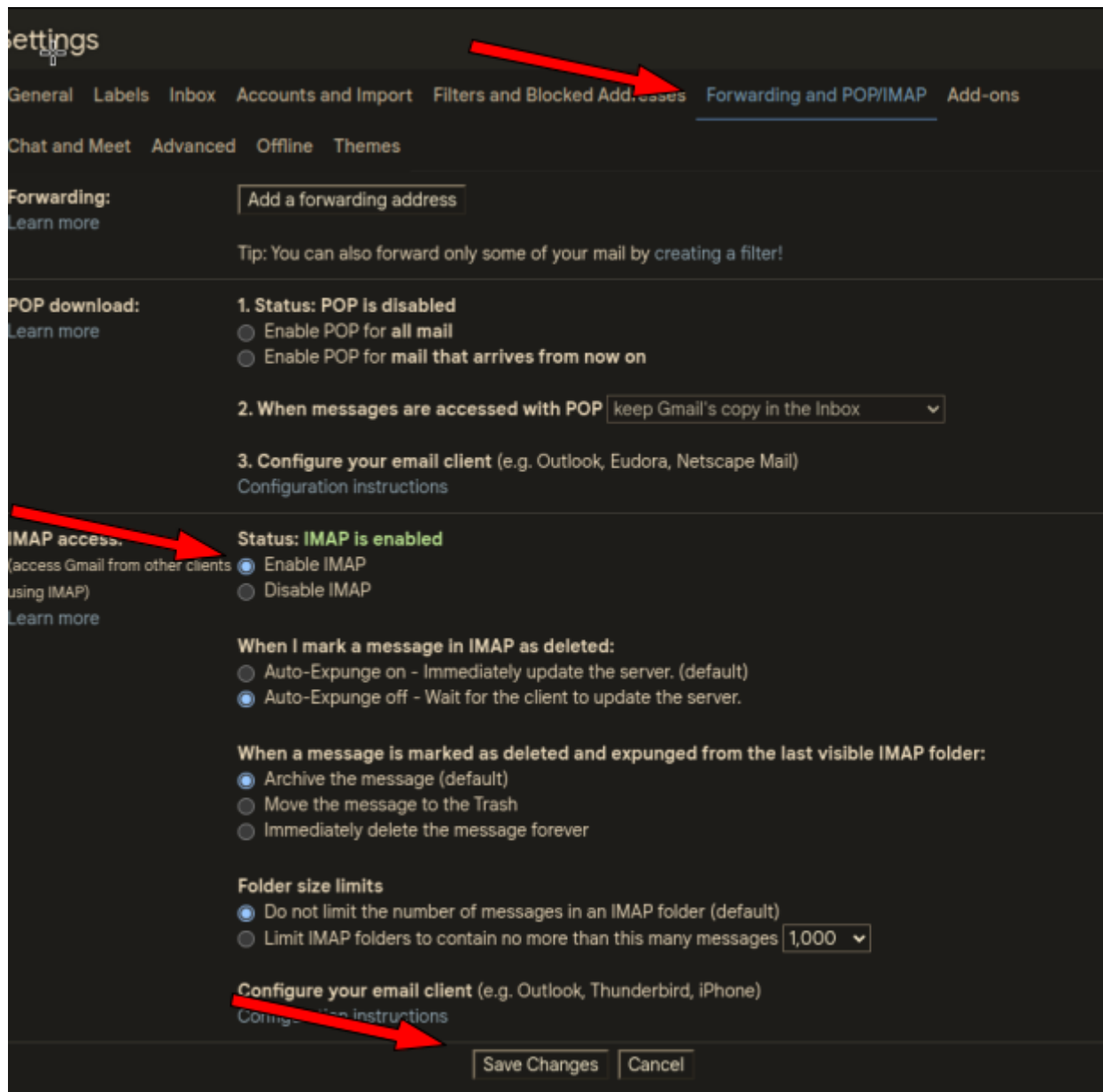
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Sender Management

Turn on IMAP in the Admin console

To let users sync Gmail with third-party mail clients, turn on IMAP in the Admin console by following the steps

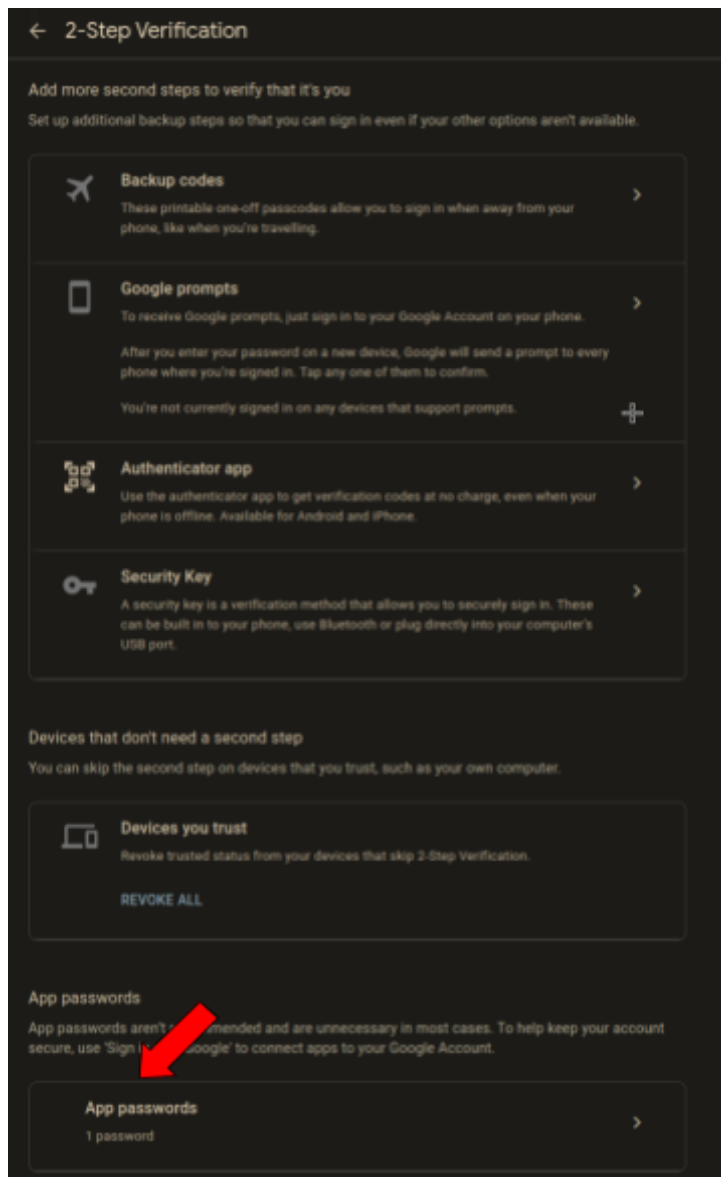
1. On your computer, open Gmail.
2. In the top right, click Settings Settings and then See all settings.
3. Click the Forwarding and POP/IMAP tab.
4. In the "IMAP access" section, select Enable IMAP.
5. Click Save Changes.



Sign in with app passwords

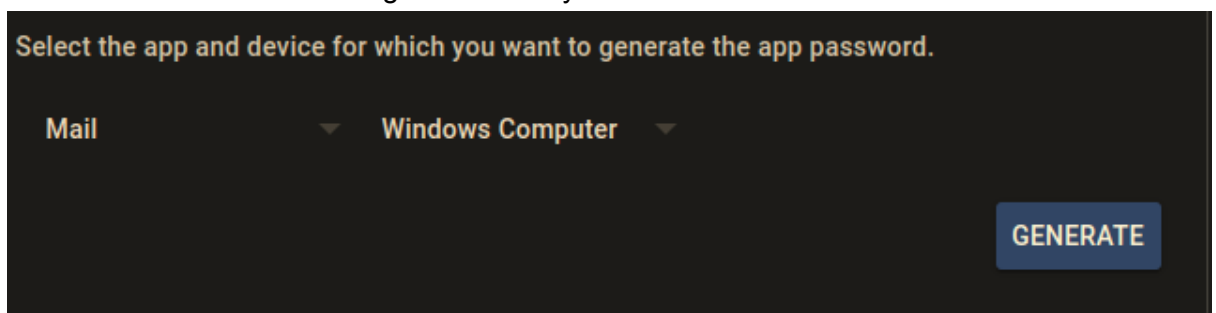
Google doesn't allow you to use username and password to login to the account directly. Therefore an "App passwords" is needed when using a Massive Email Sender. Important: To create an app password, you need 2-Step Verification on your Google Account. If you use 2-Step-Verification and get a "password incorrect" error when you sign in, you can try to use an app password.

1. Go to your Google Account (<https://myaccount.google.com/>).
2. Select Security.
3. Under "Signing in to Google," select 2-Step Verification.
4. At the bottom of the page, select App passwords.



5.

6. Enter a name that helps you remember where you'll use the app password.
7. Select Generate.
8. To enter the app password, follow the instructions on your screen. The app password is the 16-character code that generates on your device.



- 9.
10. Select Done.

If you've set up 2-Step Verification but can't find the option to add an app password, it might be because:

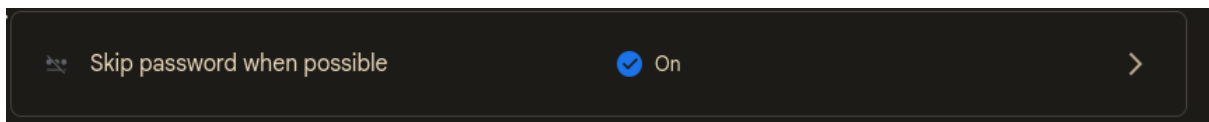
- Your Google Account has 2-Step Verification set up only for security keys.
- You're logged into a work, school, or another organization account.
- Your Google Account has Advanced Protection.

Enable Skip password when possible

You'll be able to sign in securely with just a passkey.

If you're enrolled in the Advanced Protection Programme, you will only be able to skip your password with your passkey.

<https://myaccount.google.com/u/1/security?pagelid=none>



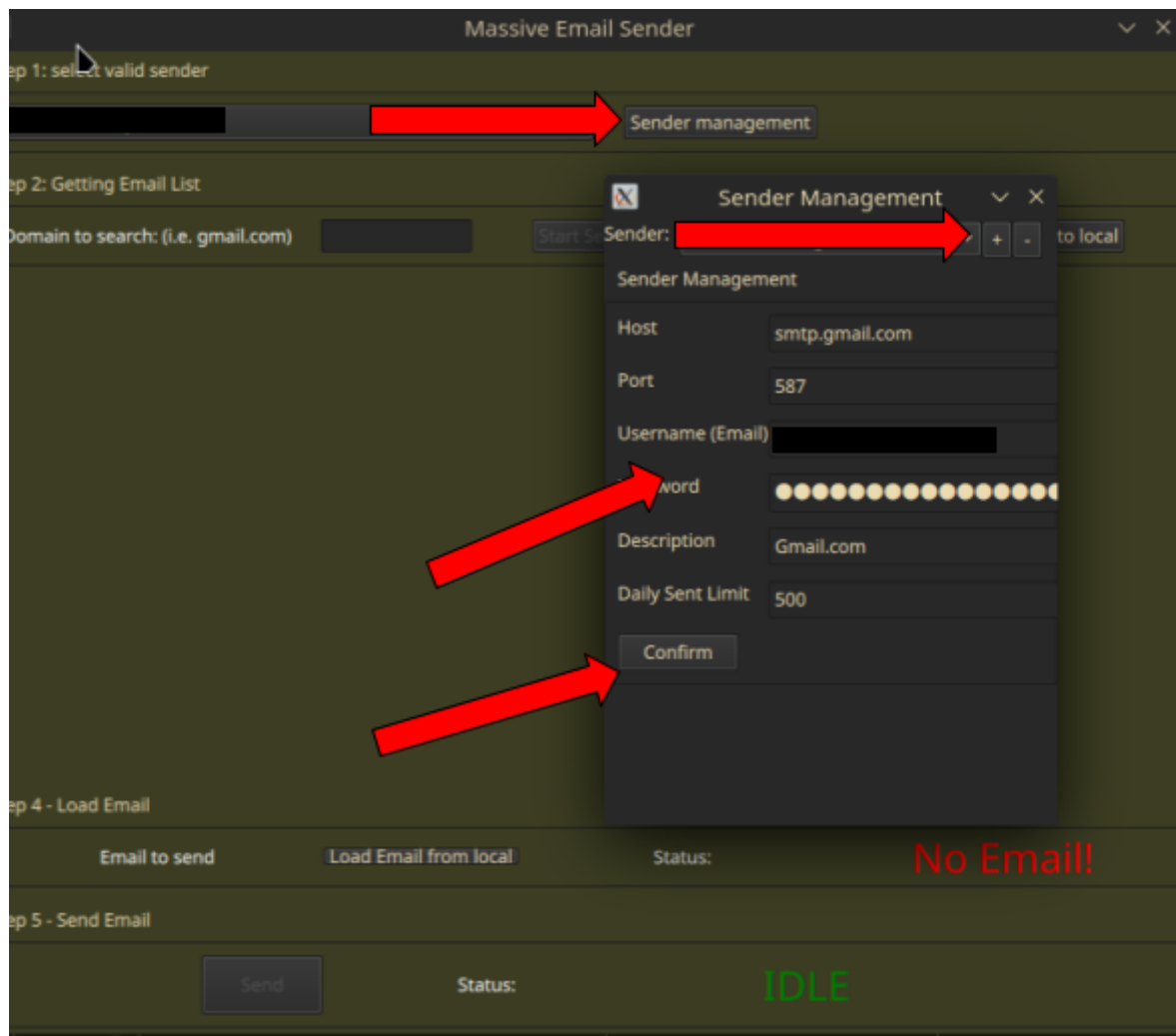
Get SMTP server and port

This information can be acquired by using searching engine, i.e. For Gmail,

<https://support.google.com/mail/answer/7126229?hl=en#zippy=%2Cstep-change-smtp-other-settings-in-your-email-client>

Incoming Mail (IMAP) Server	imap.gmail.com Requires SSL: Yes Port: 993
Outgoing Mail (SMTP) Server	smtp.gmail.com Requires SSL: Yes Requires TLS: Yes (if available) Requires Authentication: Yes Port for SSL: 465 Port for TLS/STARTTLS: 587

Setup in Massive Email Sender



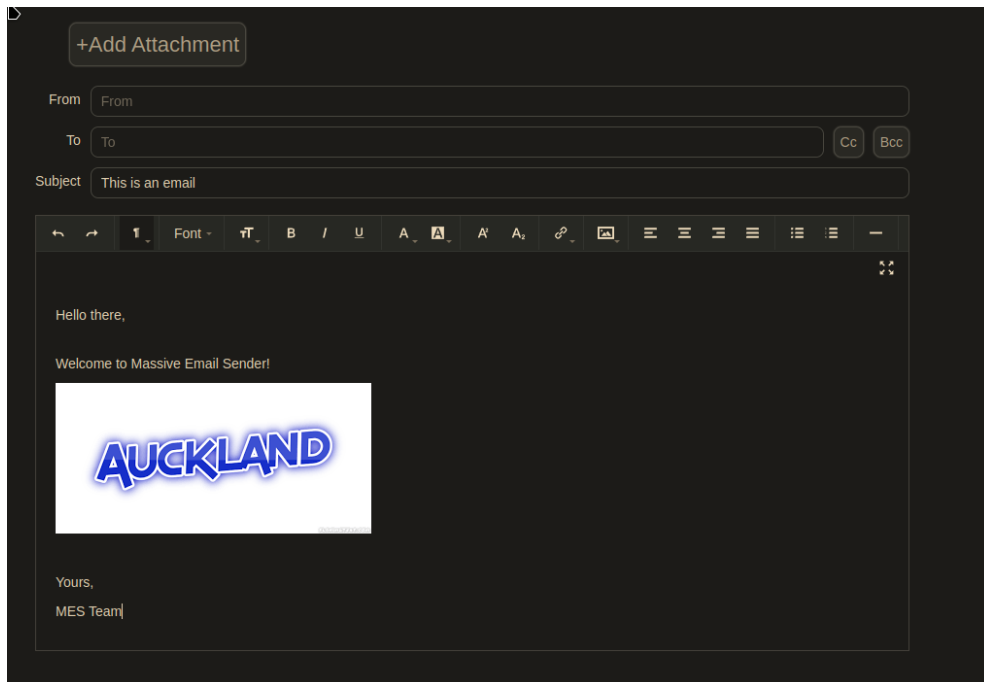
1. Open Massive Email Sender
2. Click "Sender Management"
3. Can create a new one by clicking "+" or edit the exist
4. Fill Host, Port, username, password with information found above.
5. Click "Confirm"
6. Click "x" on Sender management.
7. Select your new email in dropdown box
8. Done

NOTES: Description and daily sent limit can be empty

Prepare Email to send (eml file)

Can use online tool to generate a email template, this eml file contains the actual content of email, link are here <https://products.aspose.app/email/editor/eml>

Fill in Subject and body, click download as EML file. Links, attachment and pictures are supported.

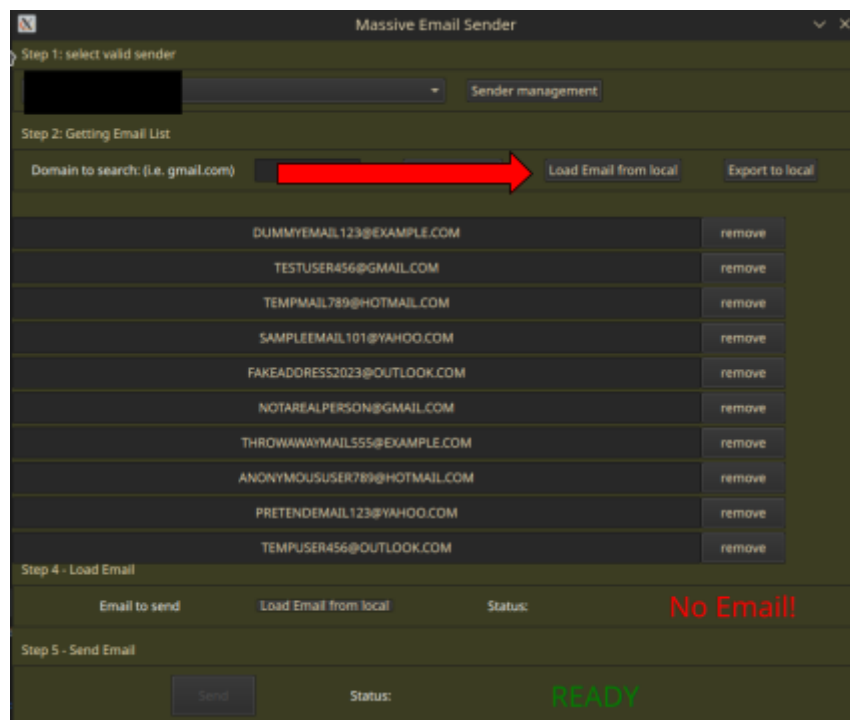


The screenshot shows the email composition window. At the top, there is a '+Add Attachment' button. Below it are fields for 'From', 'To', 'Cc', 'Bcc', and 'Subject'. The 'Subject' field contains the text 'This is an email'. Below the fields is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, font color, background color, text color, text size, font family, text alignment, list, link, unlink, undo, redo) and a 'Font' dropdown. The email body contains the text 'Hello there,' followed by 'Welcome to Massive Email Sender!'. Below this text is a placeholder image of the word 'AUCKLAND' in a stylized blue font. At the bottom of the body, it says 'Yours, MES Team'.

Load external email list

An customized email list can be used if parsing results are unsatisfied. Currently supports two file formats, **JSON** and **TXT**. Both files can be edit but TXTs are more user friendly.

Click “Load EML file from local” button



The screenshot shows the 'Massive Email Sender' application window. It has a dark theme. The interface is divided into several sections. The top section is 'Step 1: select valid sender' with a dropdown menu and a 'Sender management' button. The middle section is 'Step 2: Getting Email List' with a 'Domain to search: (i.e. gmail.com)' field and two buttons: 'Load Email from local' (highlighted with a red arrow) and 'Export to local'. Below this is a table of email addresses with a 'remove' button next to each. The bottom section is 'Step 4 - Load Email' with 'Email to send' and 'Load Email from local' buttons, and a 'Status:' field showing 'No Email!'. The very bottom section is 'Step 5 - Send Email' with a 'Send' button and a 'Status:' field showing 'READY'.

Email Address	Action
DUMMYEMAIL123@EXAMPLE.COM	remove
TESTUSER456@GMAIL.COM	remove
TEMPMAIL789@HOTMAIL.COM	remove
SAMPLEEMAIL101@YAHOO.COM	remove
FAKEADDRESS2023@OUTLOOK.COM	remove
NOTAREALPERSON@GMAIL.COM	remove
THROWAWAYMAIL555@EXAMPLE.COM	remove
ANONYMOUSUSER789@HOTMAIL.COM	remove
PRETENSEMAIL123@YAHOO.COM	remove
TEMPUSER456@OUTLOOK.COM	remove

Example of Json file

only needs to edit **email_address** field

```
{
  "email_list": [
    {
      "email_address": "john.doe@example.com",
      "name": "John Doe",
      "source": "Website",
      "phone": "555-1234",
      "already_sent": [
        {
          "email_hash_md5":
"a43298d7b072eca56a1908de1a4c112d",
          "email_times": 2
        },
        {
          "email_hash_md5":
"e92174cfb59f38e33a4fc9f785bdaf8d",
          "email_times": 1
        }
      ]
    },
    {
      "email_address": "jane.smith@example.com",
      "name": "Jane Smith",
      "source": "Referral",
      "phone": "555-5678",
      "already_sent": [
        {
          "email_hash_md5":
"fbc4a7eb5933a1e6d648697c5bcfd682",
          "email_times": 3
        },
        {
          "email_hash_md5":
"0a8c4f0a12edcf3b8dd536e4da24edc9",
          "email_times": 1
        },
        {
          "email_hash_md5":
"e57a47a9ce17c9740bb9a1c9a5c2200a",
          "email_times": 2
        }
      ]
    }
  ],
}
```

```

    {
      "email_address": "mark.wilson@example.com",
      "name": "Mark Wilson",
      "source": "Event",
      "phone": "555-9012",
      "already_sent": [
        {
          "email_hash_md5":
"1a2b5d9403a13c1343453d486d23a72e",
          "email_times": 2
        }
      ]
    }
  ]
}

```

Example of using a TXT file

```

dummyemail123@example.com
testuser456@gmail.com
tempmail789@hotmail.com
sampleemail101@yahoo.com
fakeaddress2023@outlook.com
notarealperson@gmail.com
throwawaymail555@example.com
anonymoususer789@hotmail.com
pretendemail123@yahoo.com
tempuser456@outlook.com

```