

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.

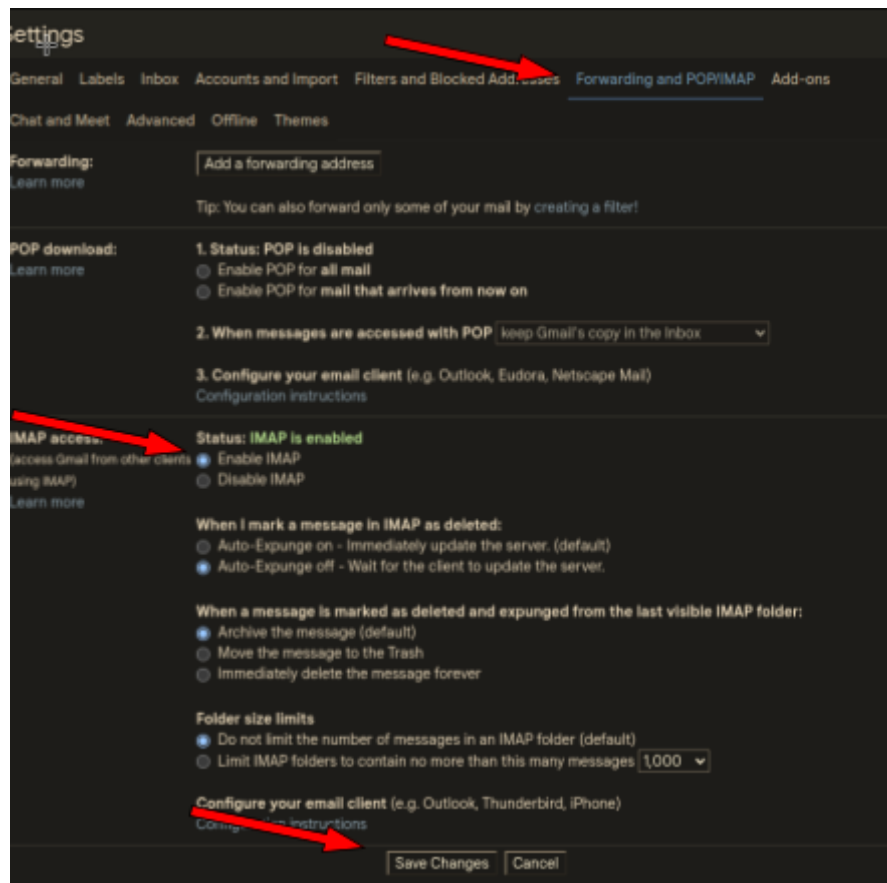
Sender Management.....	1
Turn on IMAP in the Admin console.....	1
Sign in with app passwords.....	2
Get SMTP server and port.....	4
Setup in Massive Email Sender.....	5
Prepare Email to send (eml file).....	5
Load external email list.....	6
Example of Json file.....	7
Example of using a TXT file.....	8

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

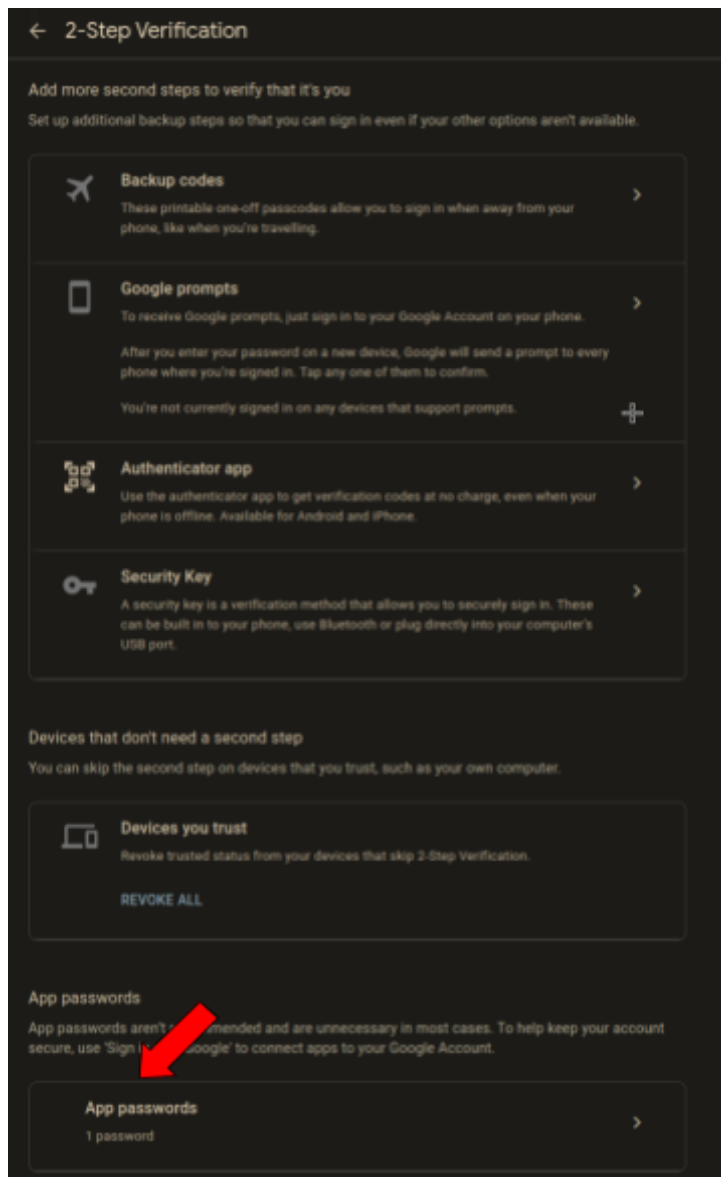
1. On your computer, open Gmail.
2. In the top right, click Settings Settings and then See all settings.
3. Click the Forwarding and POP/IMAP tab.
4. In the "IMAP access" section, select Enable IMAP.
5. Click Save Changes.



Sign in with app passwords

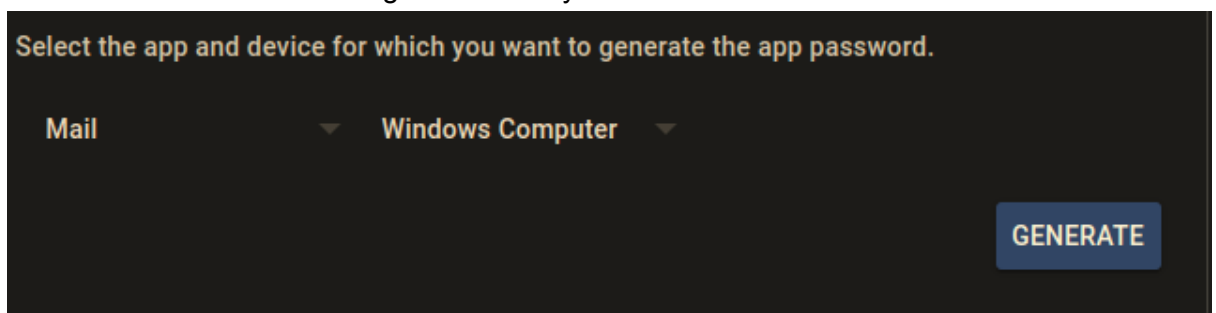
Google doesn't allow you to use username and password to login to the account directly. Therefore an "App passwords" is needed when using a Massive Email Sender. Important: To create an app password, you need 2-Step Verification on your Google Account. If you use 2-Step-Verification and get a "password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

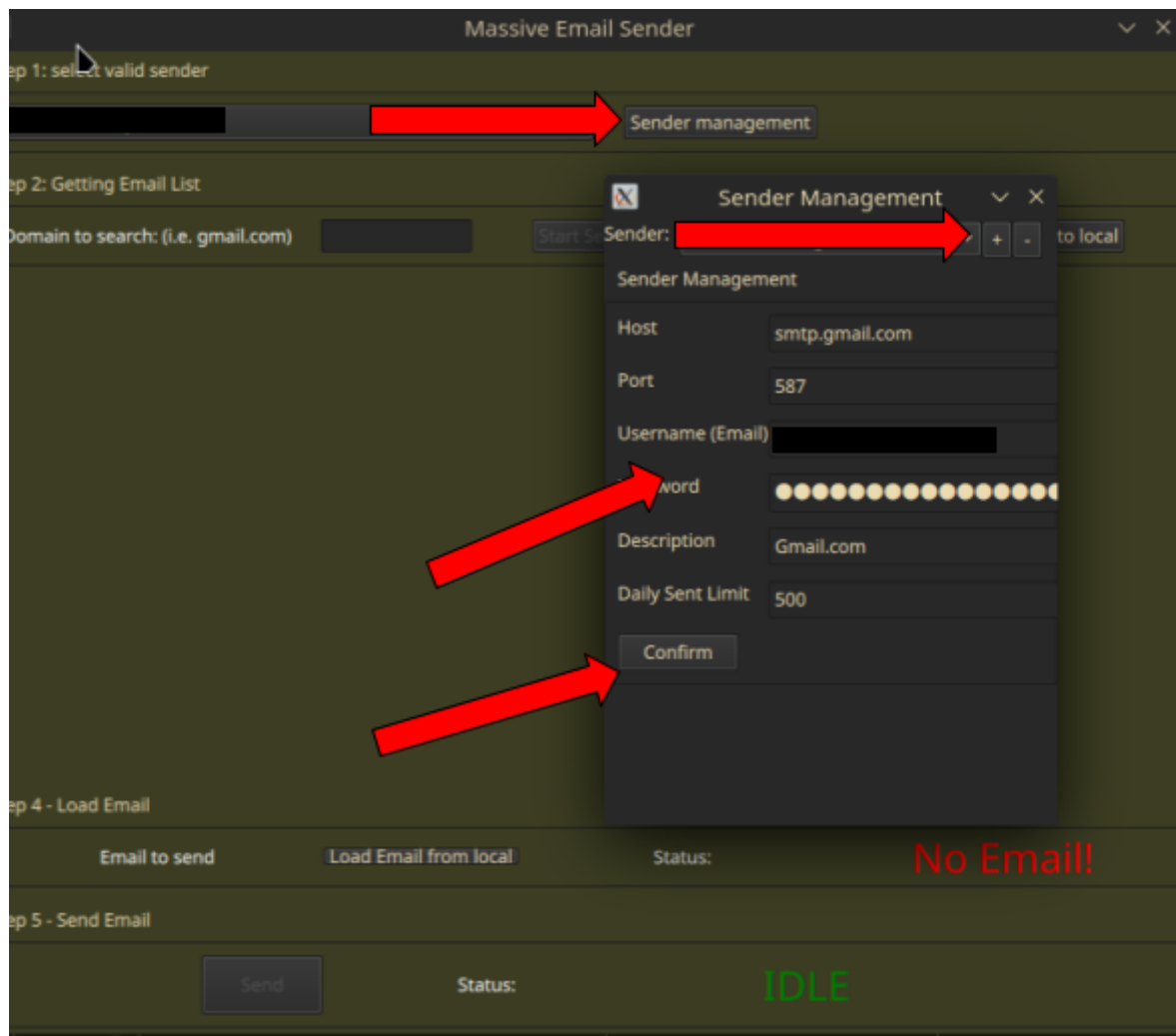
- Your Google Account has 2-Step Verification set up only for security keys.
- You're logged into a work, school, or another organization account.
- Your Google Account has Advanced Protection.

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



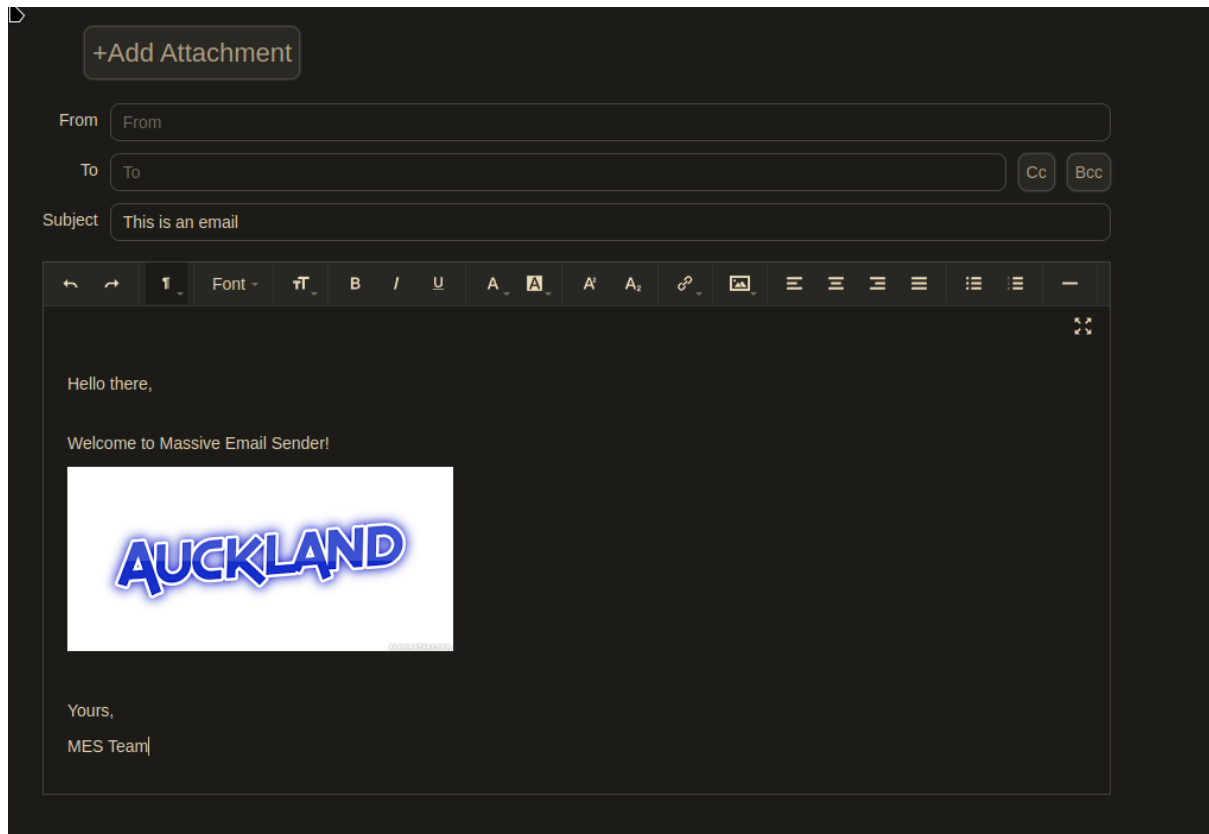
1. Open Massive Email Sender
2. Click "Sender Management"
3. Can create a new one by clicking "+" or edit the exist
4. Fill Host, Port, username, password with information found above.
5. Click "Confirm"
6. Click "x" on Sender management.
7. Select your new email in dropdown box
8. Done

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.

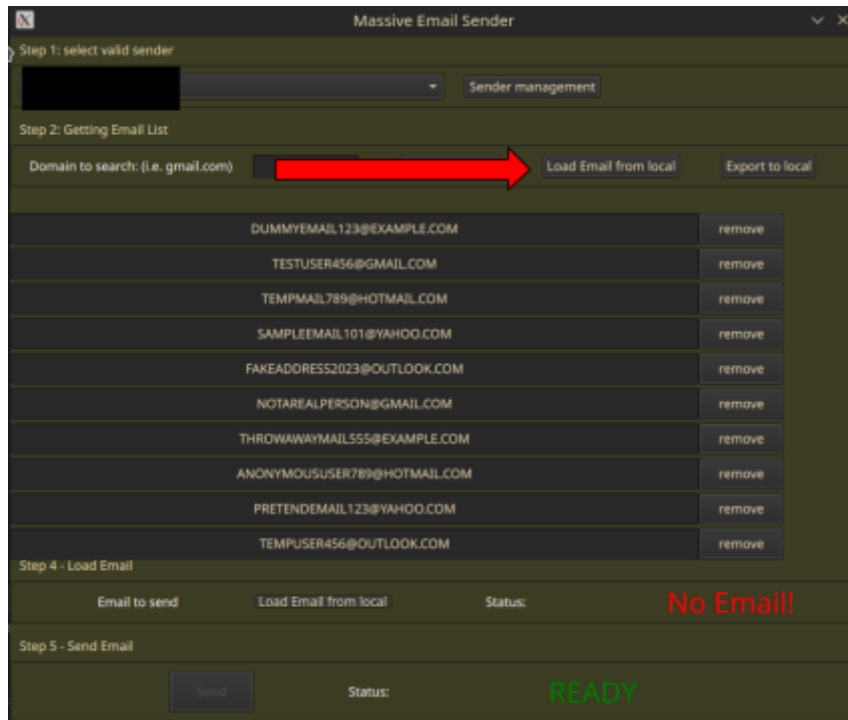


The screenshot displays the email composition interface of the Massive Email Sender (MES) application. At the top, there is a '+Add Attachment' button. Below it are input fields for 'From' (containing 'From'), 'To' (containing 'To'), and 'Subject' (containing 'This is an email'). To the right of the 'To' field are 'Cc' and 'Bcc' buttons. A rich text editor toolbar is positioned above the main body area, featuring icons for undo, redo, bold, italic, underline, text color, background color, font size, link, unlink, bulleted list, numbered list, and indent. The email body contains the text 'Hello there,' followed by 'Welcome to Massive Email Sender!'. Below this text is a placeholder image of the 'AUCKLAND' logo, which is a blue and white stylized text graphic. At the bottom of the body, the text 'Yours, MES Team' is visible.

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 Email from local" button



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":
"a92174cfb59f38e33a4fc9f785bdaf8d",
          "email_times": 1
        }
      ]
    },
    {
      "email_address": "jane.smith@example.com",
      "name": "Jane Smith",

```

```

        "source": "Referral",
        "phone": "555-5678",
        "already_sent": [
            {
                "email_hash_md5":
"fb4a7eb5933a1e6d648697c5bcfd682",
                "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