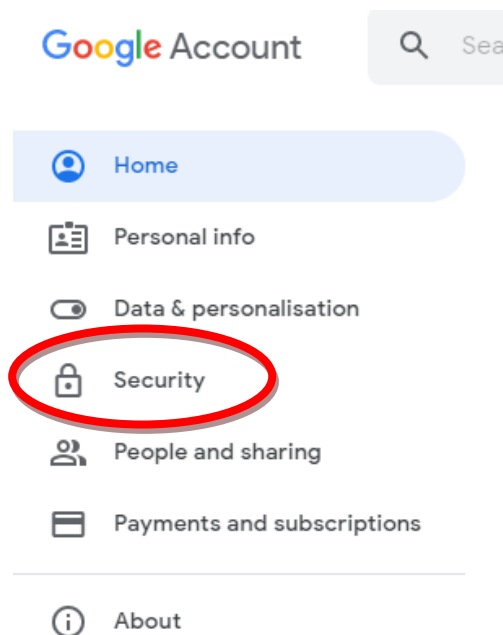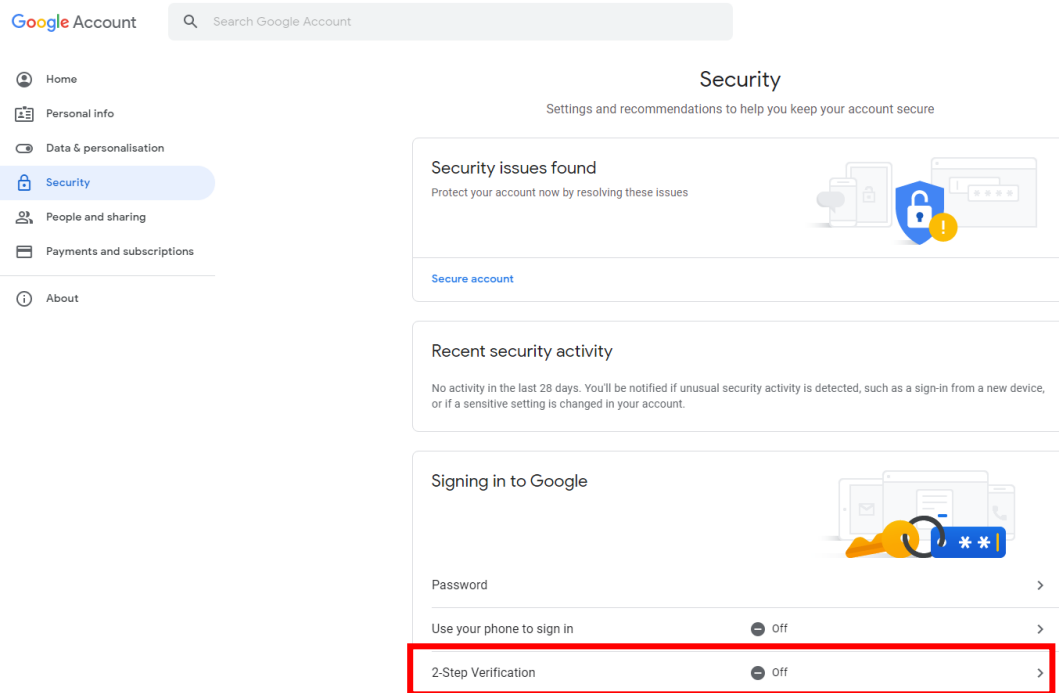# Application guide

1. This Application works only for gmail accounts.
2. As login name and password you use your name of email address and genarated key password. In order to do genarate your key password for email you need to set up 2-Step Verification. If you dont know how you can follow these steps.
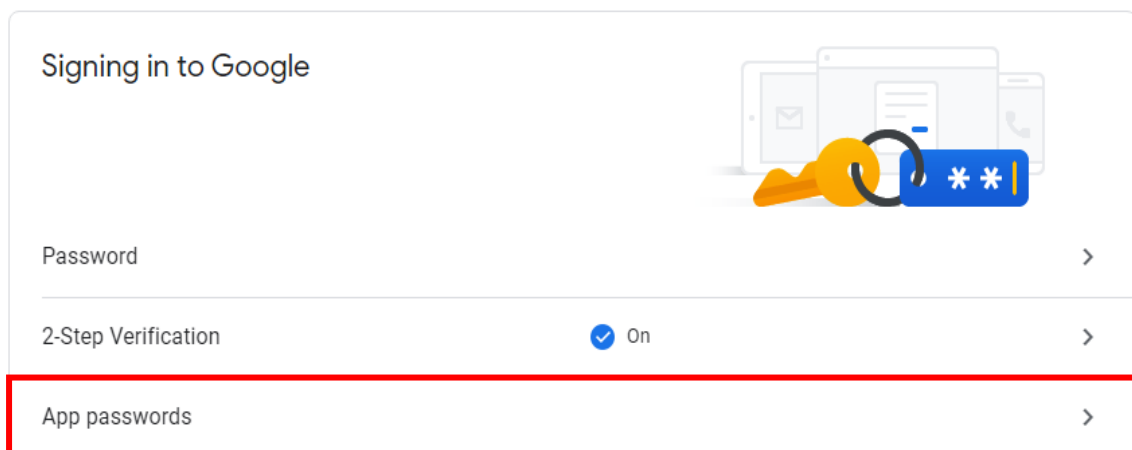

a) In top-right corcner click on your icon and then on **Manage your Google Account**

b) After you clicked on **Manage your Google Account** in top-left side you will see **this menu** then click on **Security**

c) There you can set up your **2-Step Verification**

d) After you set up your **2-Step Verification** you will see new option to create **App passwords**
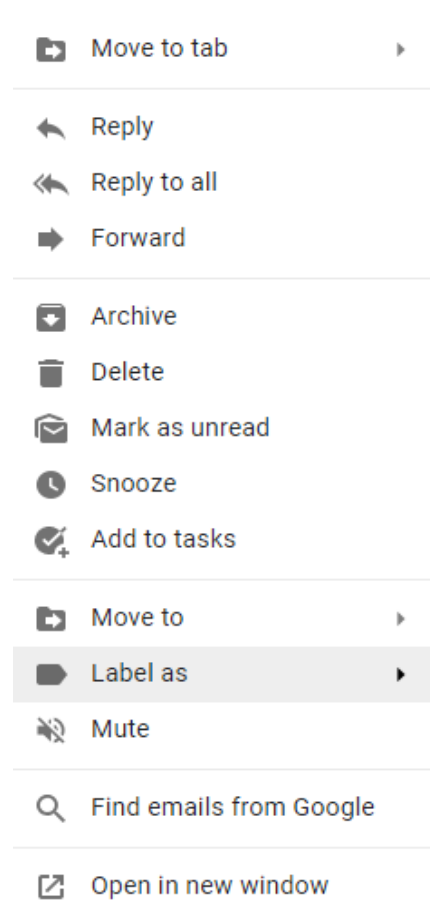
Select the app and device for which you want to generate the app password.

Select app ▼ Select device ▼

GENERATE

e) After you click on **App passwords** you can choose name and device of app and then **generate** the password

3. Last thing you need to do is **label(tag)** your emails.

↪ Move to tab ▶

↩ Reply
↩ Reply to all
➡ Forward

↓ Archive
🗑 Delete
✉ Mark as unread
🕐 Snooze
✅ Add to tasks

↪ Move to ▶
🏷 Label as ▶
🔇 Mute

🔍 Find emails from Google

↗ Open in new window

a) After you right-click on mail in your **inbox** you will see this menu, here you can select **Label as** to tag email. You will see some pre-made ones or you can create your owns.