

## How to use Mail Sender Tool

- Link : <http://www.gyws.org/Yoadmin/Mailer>
- Form Requirements -
  - Sender's Full Name - Write the name of the Sender
  - Sender's Email Id - Write Email id that you will use to send Mail
  - App Password - Write App Password of Email ( NOT EMAIL PASSWORD )
    - Turn on 2 Step Verification on your email
    - Add mobile number to email Account
    - Search 'Gmail App Password' on Google
    - Create an App Password
    - You can watch Youtube video about how to create App Password
  - Upload CSV - Upload a csv file containing all mail id's of receivers
    - All mail should be written in one column of the file
    - Number of mails should be less than 100
  - Subject - Write Down Subject of the mail
  - Mail Message - Write mail you want to send, you can also edit the mail ( view )
  - Bcc - Add bcc if any
  - Upload File - Upload file if any
    - Select multiple files at a time for sending multiple files
- Send - It may show an error, try pressing it twice