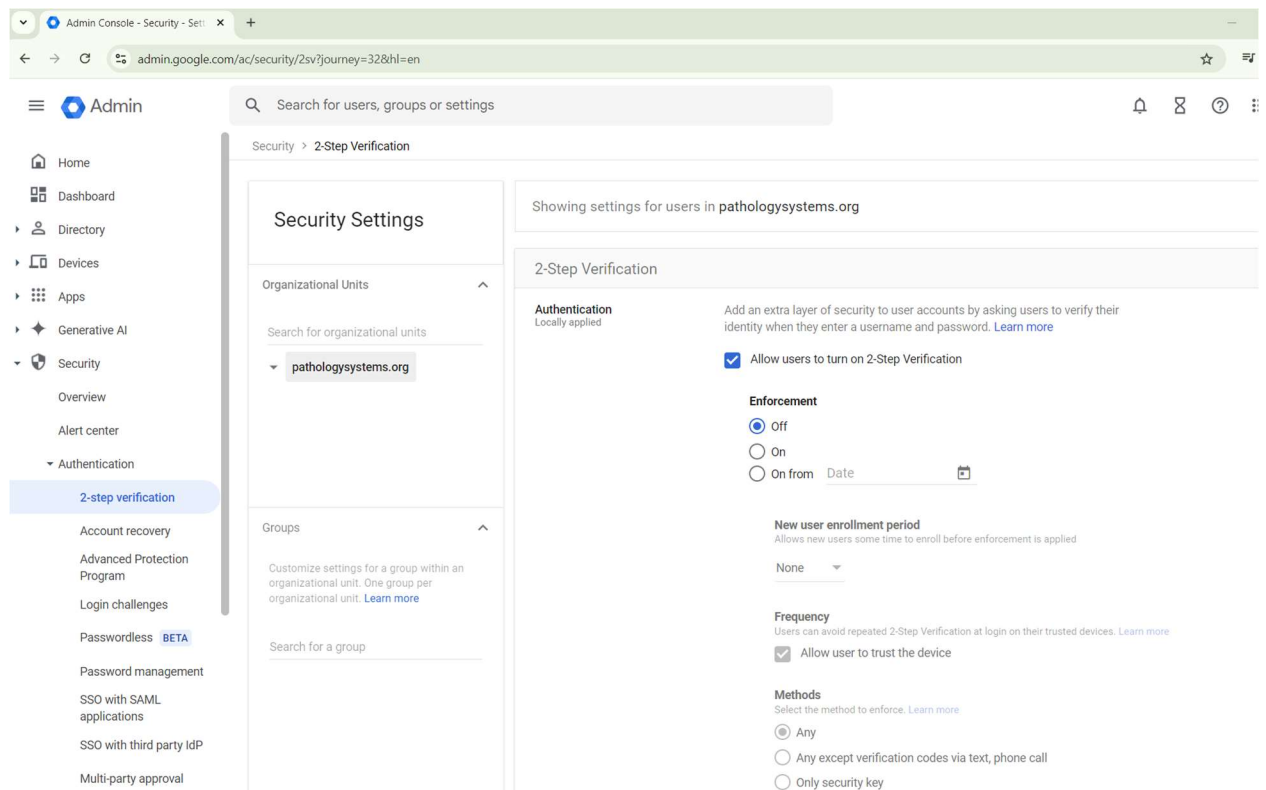
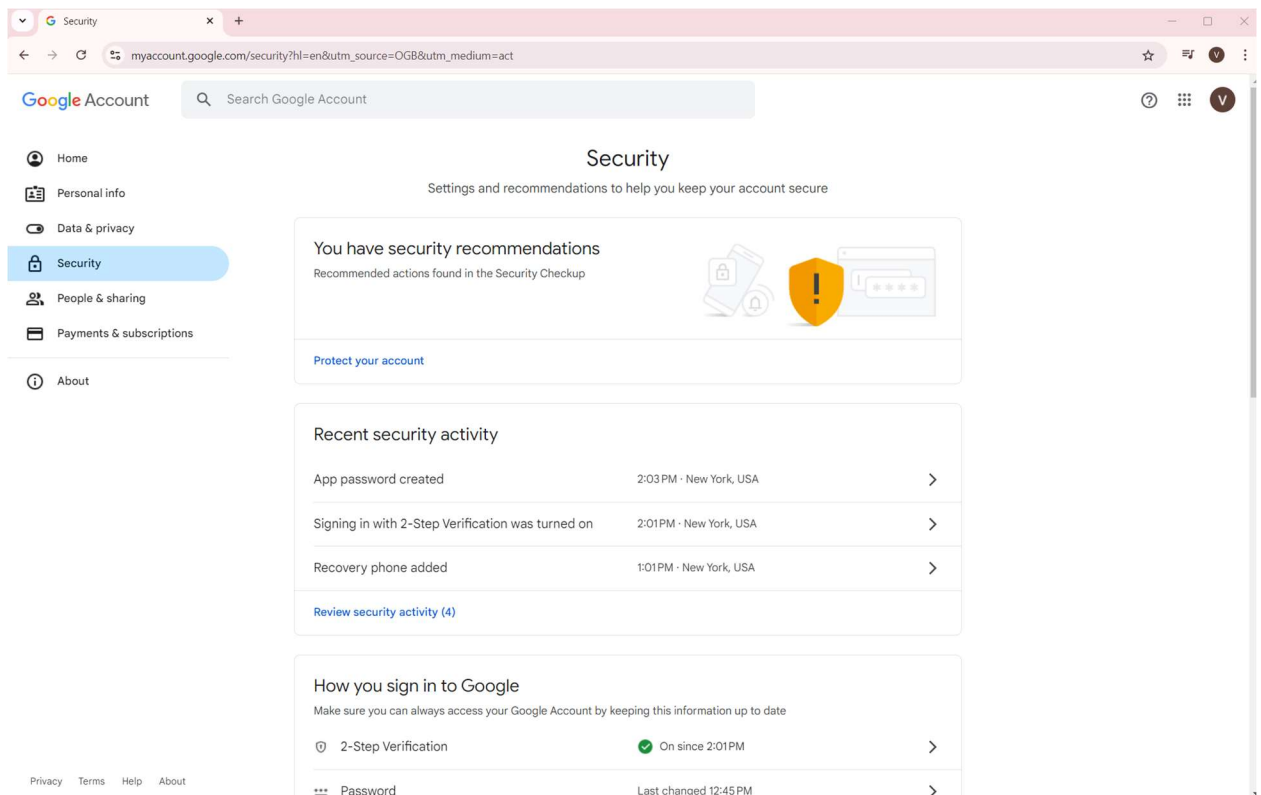


Sending emails via Gmail server

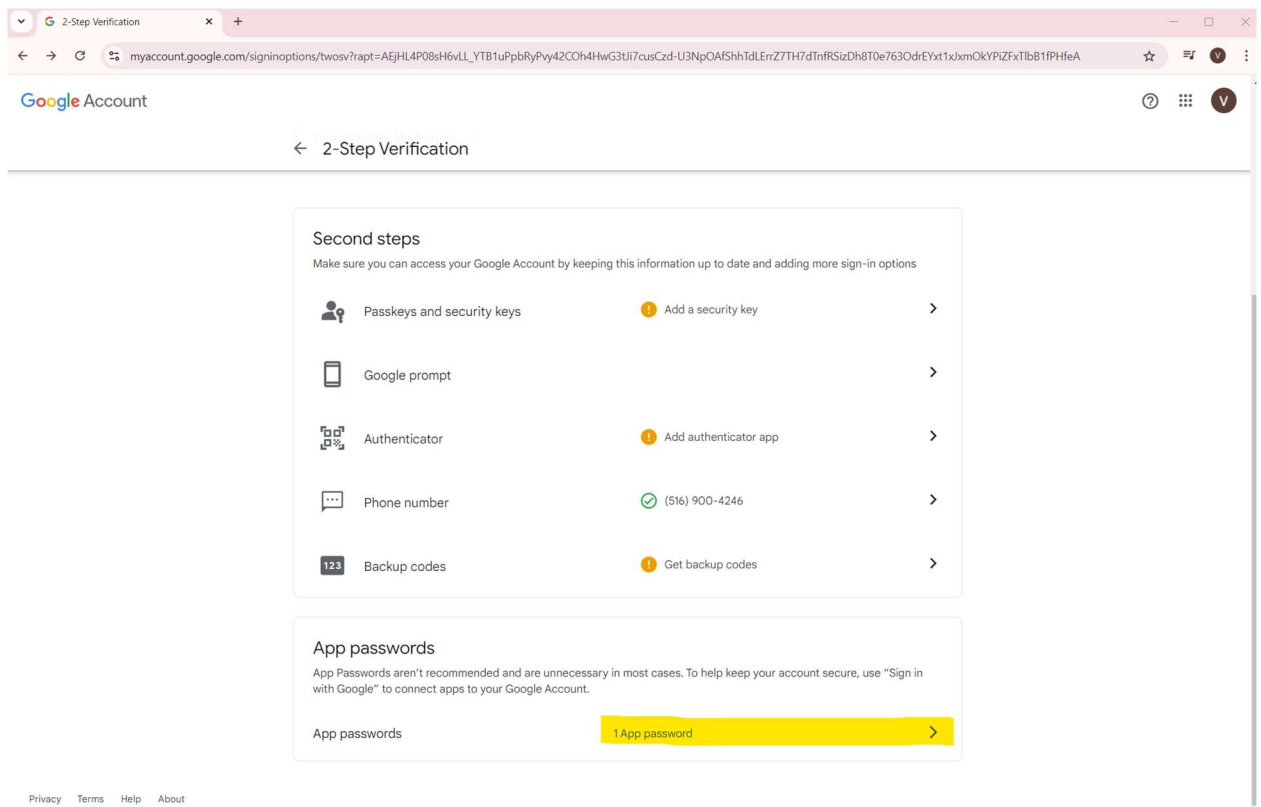
- 1) Create a Google account
- 2) Enable 2-Step Verification
 - a) As an admin enable “2-step verification” under ‘Authentication’ for a group



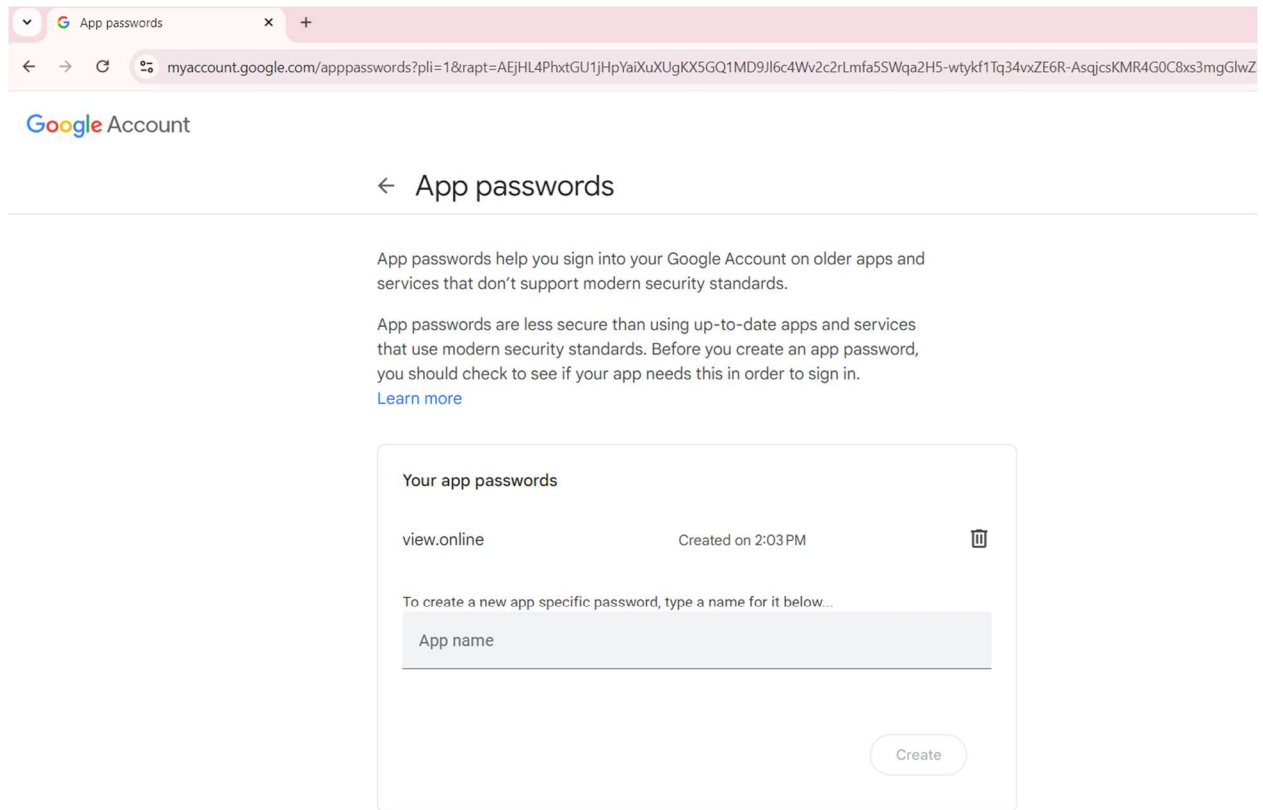
- 3) Log in to a user account that will be used as an email address
- 4) Go “Manage your Google Account” page



- 5) Click on "2-Step Verification"
- 6) On the bottom of the page click "App passwords"



7) Create new App passwords and save it. The password will not be shown again.



- 8) Use this password along with the Gmail user name to sent emails.
- a) In the site settings specify SMTP Server Address, Mailer Port, Mailer Username, Mailer Password.

SMTP Server Address: smtp.gmail.com

Mailer Port: 587

Mailer Username will be your Gmail account: for example,

view.online.administrator@pathologysystems.org

Mailer Password will be the App Password generated above, for example “dfmg hhjs rwjk ywlm”

Mailer:		
SMTP Server Address	smtp.gmail.com	Edit
Mailer Port (i.e. 25, 465, 587)	587	Edit
Mailer Authentication Mode (i.e. oauth or login)	login	Edit
Mailer Use Security Connection (i.e. tls or ssl)	tls	Edit
Mailer Username	view.online.administrator@pathologysystems.org	Edit
Mailer Password		Edit
Reroute all outgoing emails only to the following email address(es) listed in the "email1@example.com,email2@example.com,email3@example.com" format separated by commas. (This is useful for a non-live server environment to avoid sending emails to users. Leaving this field empty will result in emails being sent normally.)		Edit

9) The mailer configuration can be tested on this page:

<https://view.online/c/wcm/pathology/directory/send-a-test-email/>

Send a test email

https://view.online/c/wcm/pathology/directory/send-a-test-email/

Home List Current List Previous Add Employment dates Download

Search Admin

Email(s) (email1, email2, email3 ...): oli2002@med.cornell.edu

CC (email1, email2, email3 ...):

User(s) (cwid1, cwid2, cwid3 ...):

Submit Query

ORDER © 2024 Cornell University.

Pathology and Laboratory Medicine Department at Weill Cornell Medicine.

This Google page can be used as a reference how to create app password:

<https://knowledge.workspace.google.com/kb/how-to-create-app-passwords-000009237>