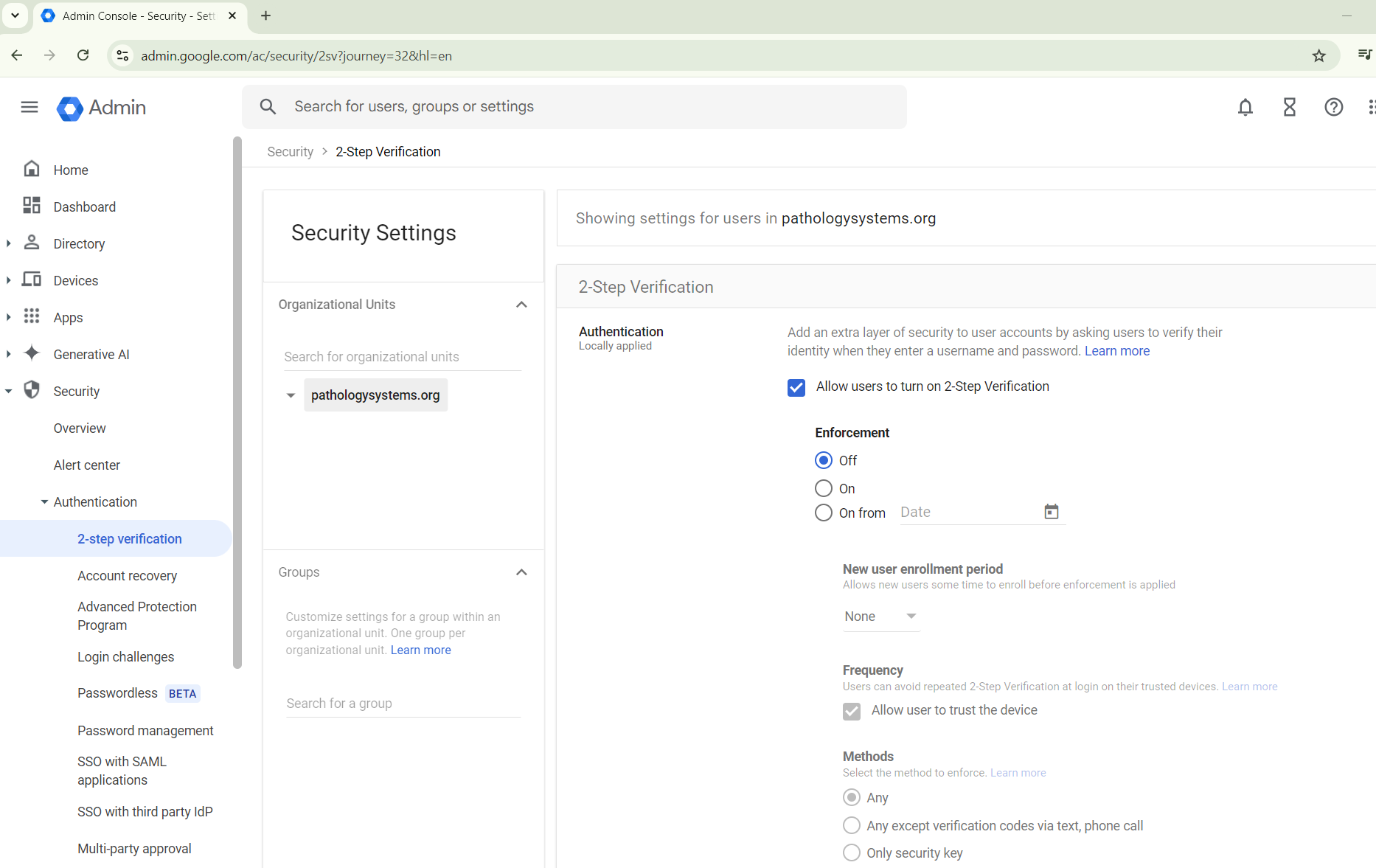
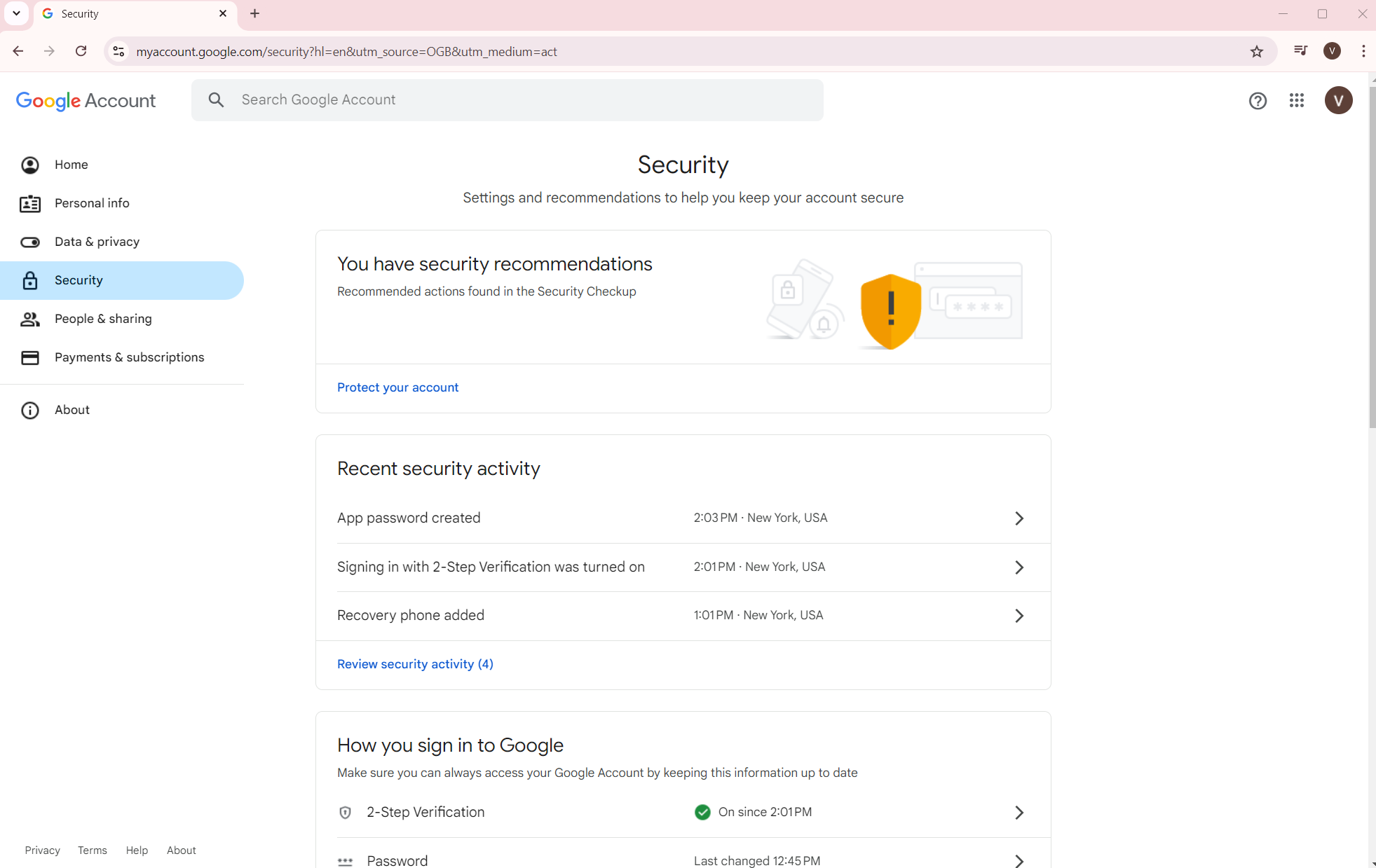
# Sending emails via Gmail server

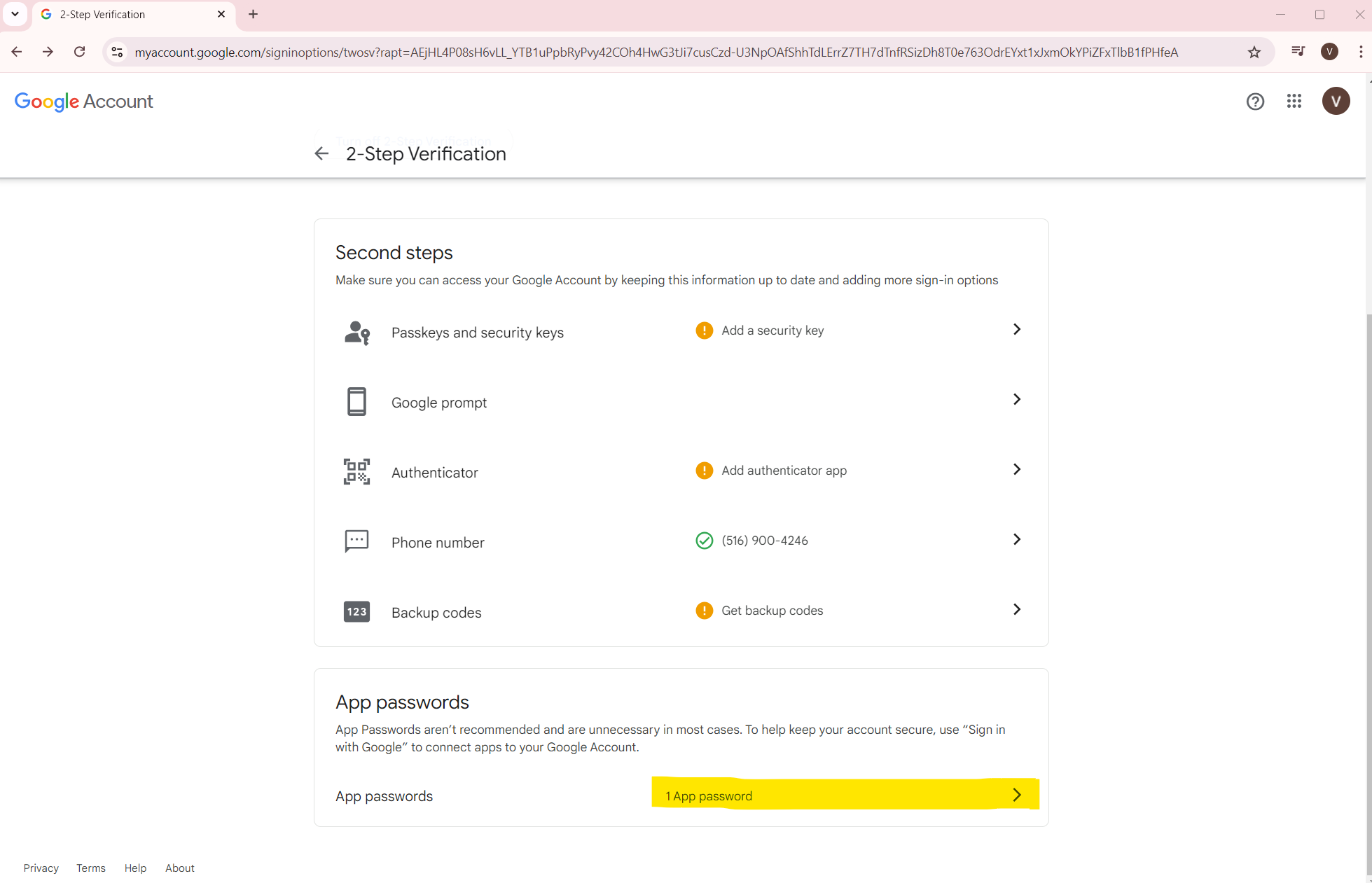
1. Create a Google account
2. Enable 2-Step Verification
3. As an admin enable “2-step verification” under ‘Authentication” for a group



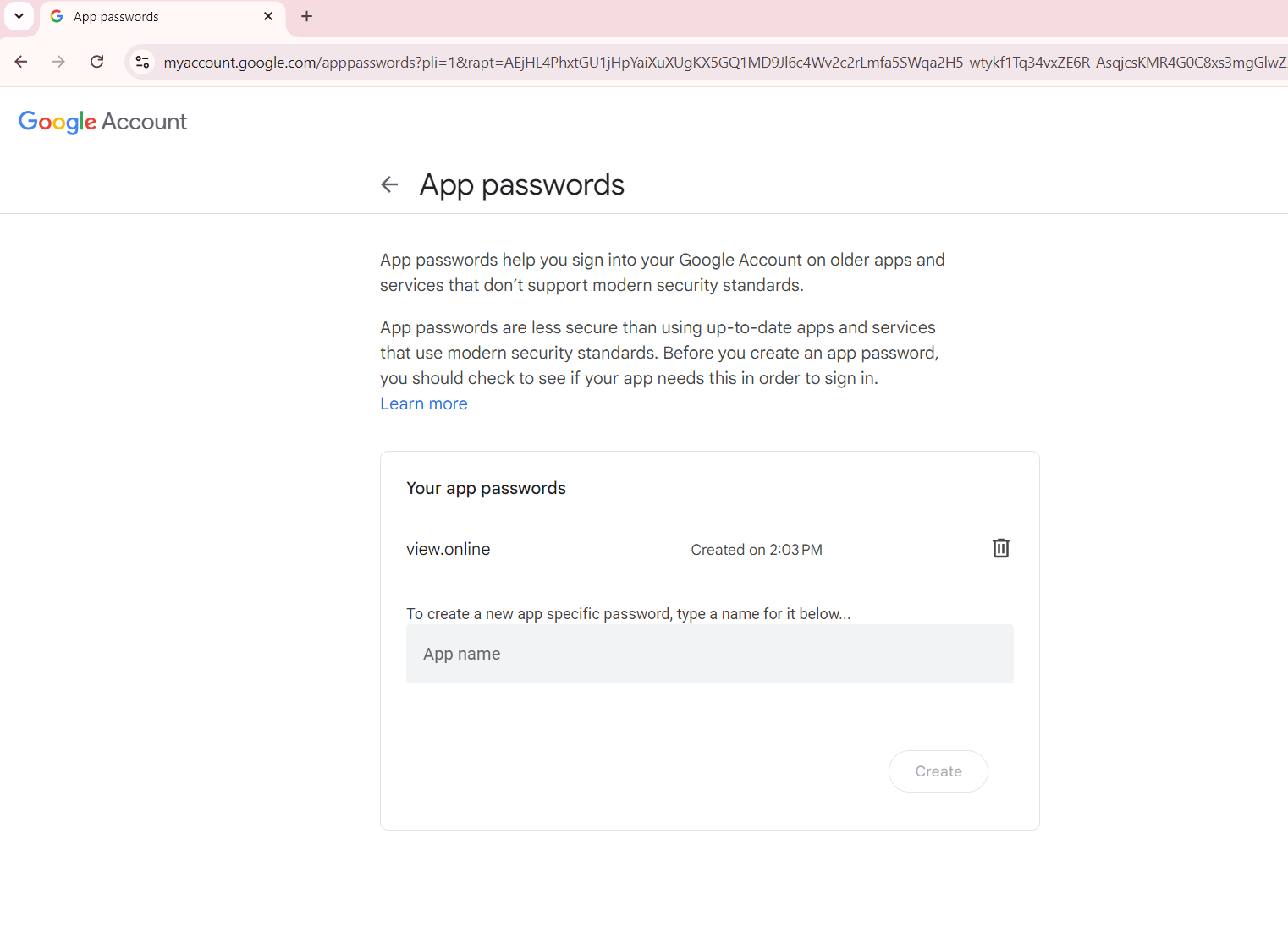
1. Log in to a user account that will be used as an email address
2. Go “Manage your Google Account” page



1. Click on “2-Step Verification”
2. On the bottom of the page click "App passwords"



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



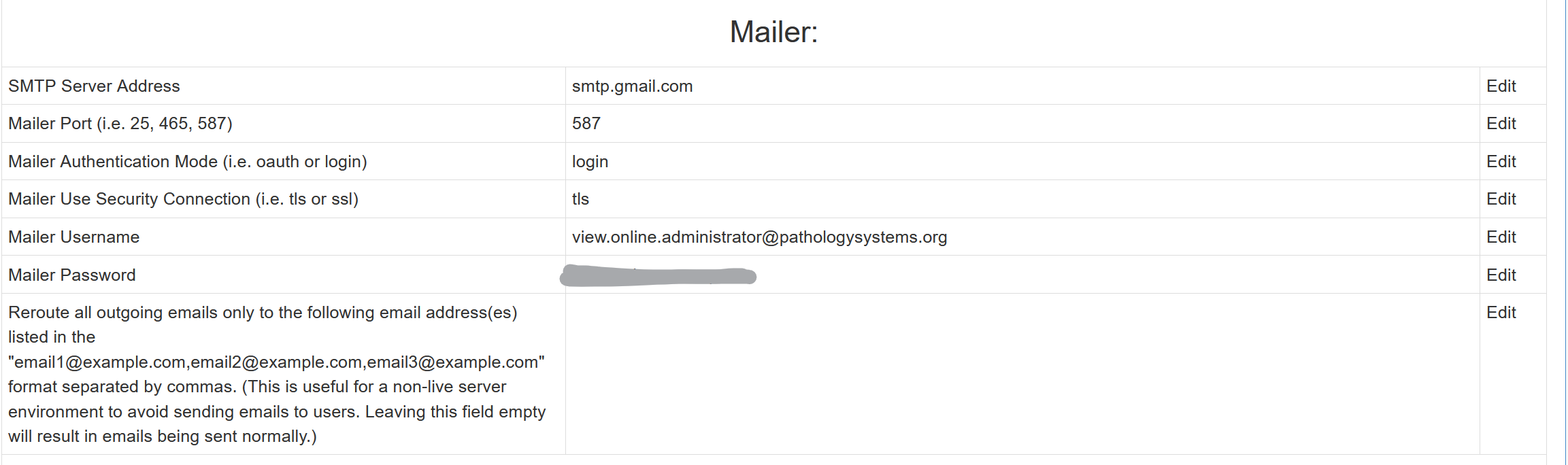
1. Use this password along with the Gmail user name to sent emails.
2. In the site settings specify SMTP Server Address, Mailer Port, Mailer Username, Mailer Password.

SMTP Server Address: smtp.gmail.com

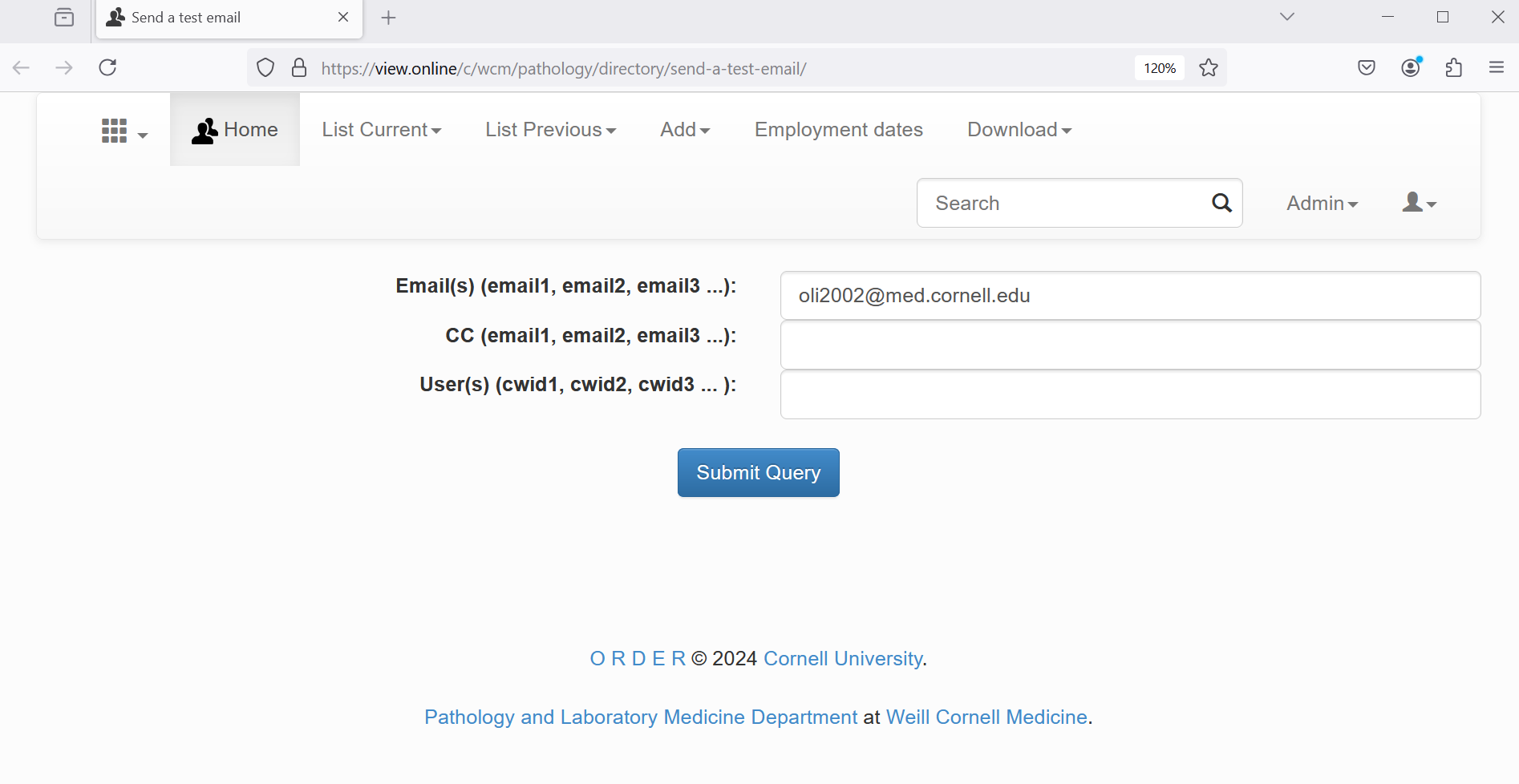
Mailer Port: 587

Mailer Username will be your Gmail account: for example, [view.online.administrator@pathologysystems.org](mailto:view.online.administrator@pathologysystems.org)

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



1. The mailer configuration can be tested on this page: <https://view.online/c/wcm/pathology/directory/send-a-test-email/>



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