Enabling app passwords to send emails

This document outlines how you can enable an app password to send email through the Annapurna system. This document applies just to Gmail and Google Workspace users.

1. Navigate to https://accounts.google.com/

한 Personal info D Data and privacy 국 Security	Welcome, Jos	hua Whitehead-Jones	
People and sharing	Manage your info, privacy and security	to make Google work better for you. Find out more ①	
Payments and subscriptions	Privacy &	You have security	
D About	personalisation See the data in your Google Account and choose what activity is saved, to personalise your Google experience	Recommended actions found in the Security Check-Up	
	Manage your data and privacy	Protect your account	
	Privacy Check-Up Choose the privacy settings that are right for you with guide	this step-by-step	
	Take Privacy Check-Up		

2. Go to the Security tab on the right hand side, and scroll down to the '*How you sign in to Google*' section.

	Recent security activity			
Home Personal info	Signing in with 2-Step Verification was turned off	08:49 - United Kingdom	>	
Data and privacy	Signing in with 2-Step Verification was turned on	4 Feb - United Kingdom	>	
Security	Signing in with 2-Step Verification was turned off	4 Feb - United Kingdom	>	
People and sharing Payments and subscriptions	Review security activity (10)			
About	How you sign in to Google Make sure that you can always access your Google Acco	unt by keeping this information up to date		
	② 2-Step Verification	2-Step Verification is off	>	
	···· Password	Last changed 12 Nov 2024	>	
	tt: Skip password when possible		>	
	Google prompt	1 device	>	
	Recovery phone	07874 372801	>	
	 Recovery email You can add more sign-in options. 	jwjjoshua@gmail.com	>	
	Authenticat	or 2-Step Verification phone		

3. If '2-Step Verification is on' the skip to point 6. If it is off, select '2-Step Verification'

4. You will be taken to another screen, select [Turn on 2-Step Verification]



5. A screen will appear like this once '2-Step Verification' has been turned on



6. Navigate back to the main page, in the search bar search for 'App Passwords'



7. Enter a name for the App Password and select [Create]

← App passwords

App passwords help you sign in to your Google Account on older apps and services that don't support modern security standards. App passwords are less secure than using up-to-date apps and services that use modern security standards. Before you create an app password, you should check to see if your app needs this in order to sign in. Learn more

You don't have any app passwords.
To create a new app-specific password, type a name for it below...
App name
Annapurna
Create

8. It will display the App Password, copy this to your clipboard and click [Done]



9. Navigate to Annapurna, click on '7. Invoicing' and then [Invoices]

Licensed: Demo Lab Email Request for a license	Development lic	ense	Last Backup: 01/07/2
1. Order Processing 6. Layout B. Reports	2. Purchasing 7. Invoicing <u>C</u> . Import	Menu. 3. Data 8. Analyse Log D. Clear Menus	4. Commercial 9. Enter Credit
2 Invoices	Weekly Postage		
		1997 x	

10. The 'Create Invoices' screen will appear, select the 'Configure' tab

🚳 Create I

Create Print Configure Layout							
	Invoice Runs	Selec	t All	Select Range	Select Group		Select Chain
Consolidated		Overview					
13/02/2025		Customer	Name	Town	Invoice Chain	Group	Total
Show all?							
Filter:							
Look							
					Total before VAT	:	
					Good	s	
	en en rectore rela				Deliver	v	

11. At the bottom of the screen there is a section called '*Email Settings*' click on the '*Configure*' link

○ Tray ○ Refer ○ No re	 Tray + Reference Reference + Customer Ref. No reference 		Print Integes(Hamil Faper) Pass zero invoices Make Interface BGR Make Invoice Export CSV		Use PDF Layout Layout Large PDF mode External Printing		
	SMTP Server SMTP User	TLS • No TLS • Implicit TLS	HTML Require TL Explicit TL3	Port SMTP Password S	Layout Version O Default 9 1_2	Configure	

12. The 'Email Configuration' will appear

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🚳 Email Con	figuration				-		×
Email Settings Email via Webservice	Web Service Email via Local Client Address WS User WS Password	SMTP Server SMTP User		SMTP	Port Password Require TL	s	
Sender E Copy E	mail Address		O Implicit TLS Version O Default	0	Explicit TLS	5	
Test	Email to	Send / Attachme	Attachment ents		Send Tes	t Email	
Message	Hello This is a message to test the email connection Kind regards	4		A V Þ	+		
Close							

13. Enter the SMTP Settings for Gmail in the relevant fields.

SMTP Server	smtp.gmail.com		
Port	587		
SMTP User	Enter your email address		
SMTP Password	Enter your app password that you copied		
TLS	Require TLS		
Version	Default		
Sender Email Address	Enter your email address		



It is best practice to send a Test Email to make sure the email is set up correctly. Simply, enter an email in the '*Email to*' in the Test section and select [Send Test Email]