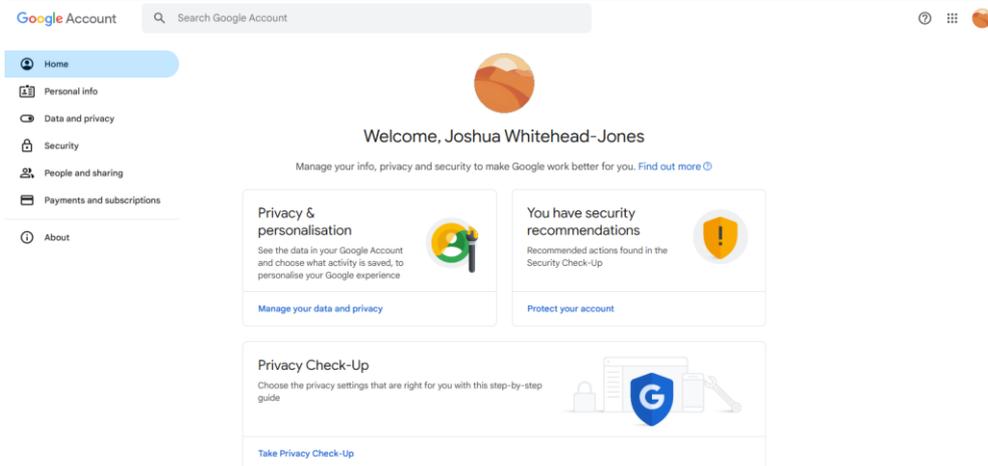


# Enabling app passwords to send emails

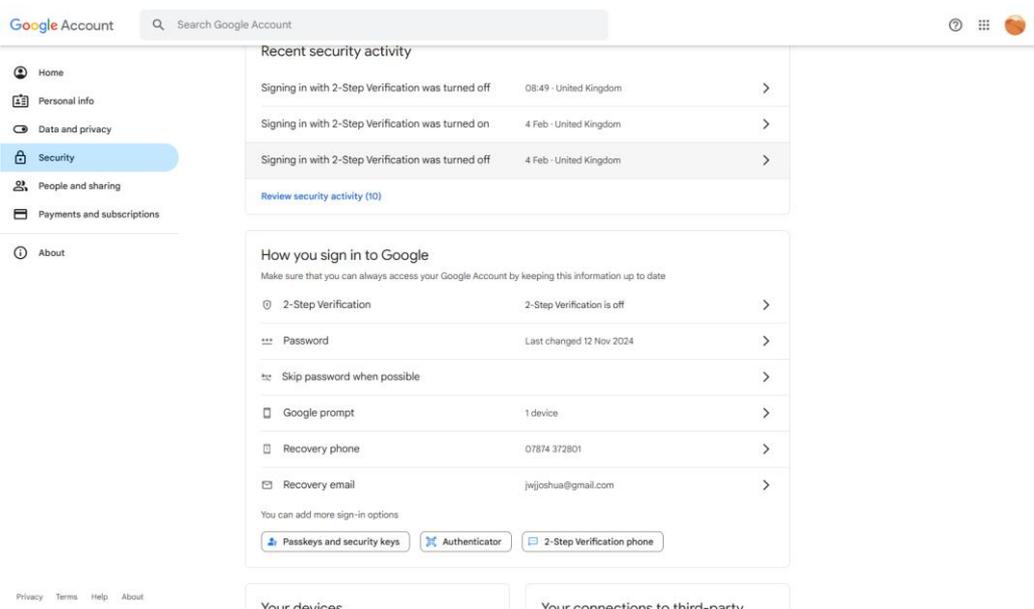
This document outlines how you can enable an app password to send email through the Annapurna system. This document applies just to Gmail and Google Workspace users.

## 1. Navigate to <https://accounts.google.com/>



**Make sure you are signed into the correct account here.**

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



## 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]

← 2-Step Verification

##### Turn on 2-Step Verification

Prevent hackers from accessing your account with an additional layer of security.

Unless you're signing in with a passkey, you'll be asked to complete the most secure second step available on your account. You can update your second steps and sign-in options any time in your settings. [Go to security settings](#) ⇨



Turn on 2-Step Verification

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

You're now protected with 2-Step Verification



When signing in you'll be asked to complete the most secure second step, so make sure this info is always up to date

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

The screenshot shows the Google Account Security page. The search bar contains 'app passwords'. The search results are displayed in a list. The first result, 'App passwords Security', is highlighted with a red box. The left sidebar shows the navigation menu with 'Security' selected. The right sidebar shows the account information.

#### 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](#)

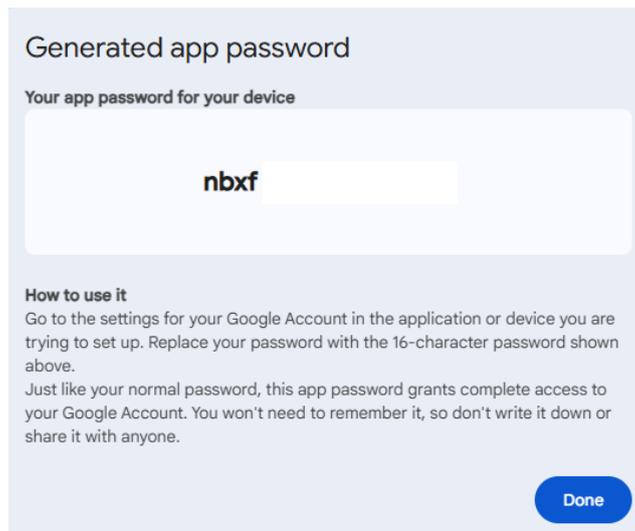
You don't have any app passwords.

To create a new app-specific password, type a name for it below...

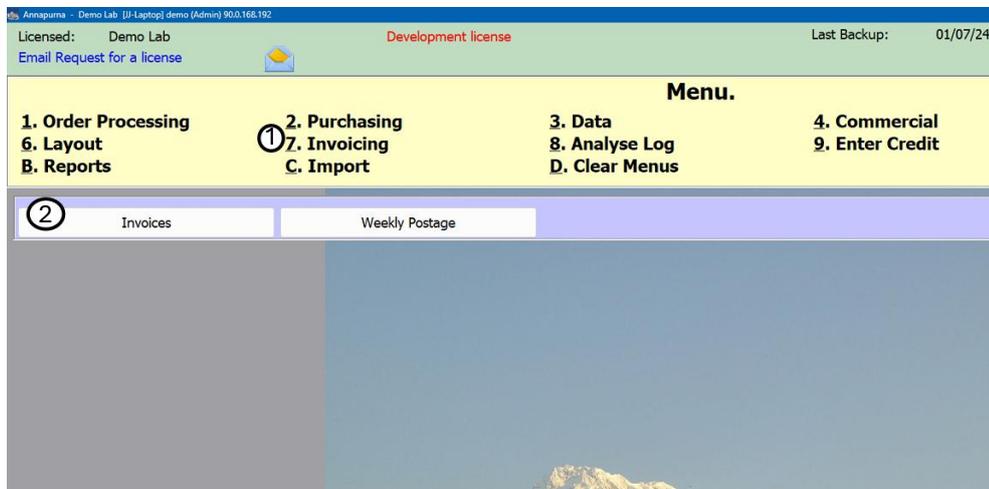
App name  
Annapurna

Create

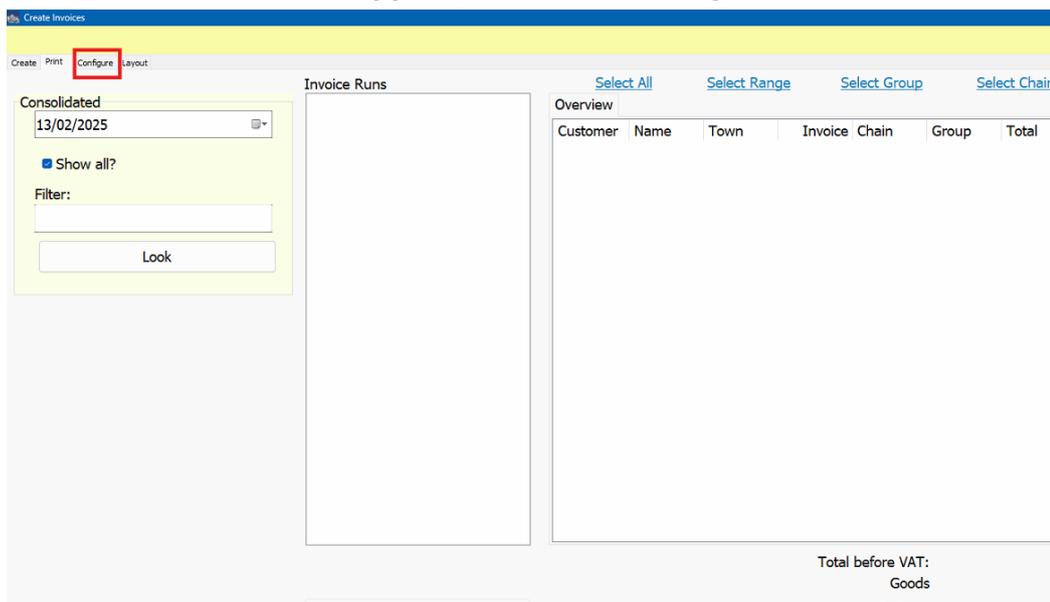
8. It will display the App Password, copy this to your clipboard and click [Done]



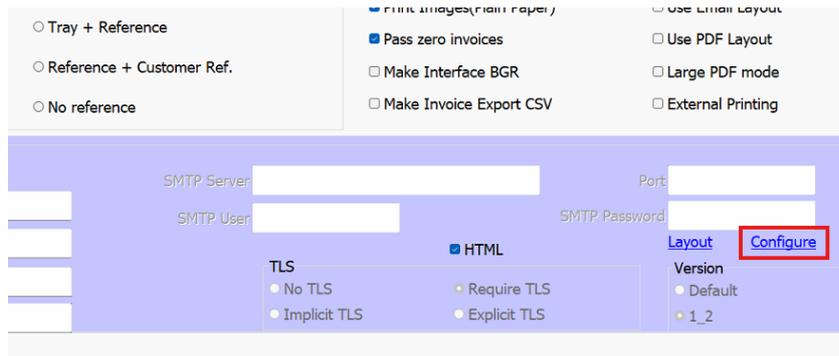
9. Navigate to Annapurna, click on '7. Invoicing' and then [Invoices]



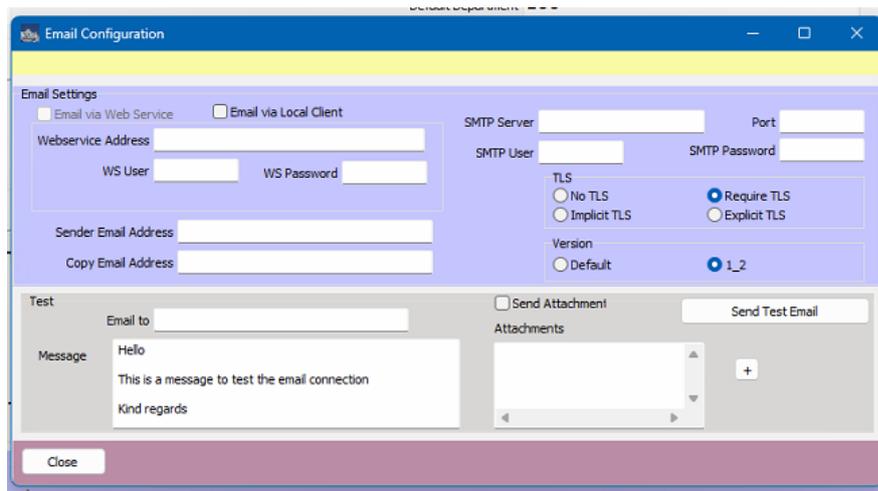
10. The 'Create Invoices' screen will appear, select the 'Configure' tab



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



12. The 'Email Configuration' will appear



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

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



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]