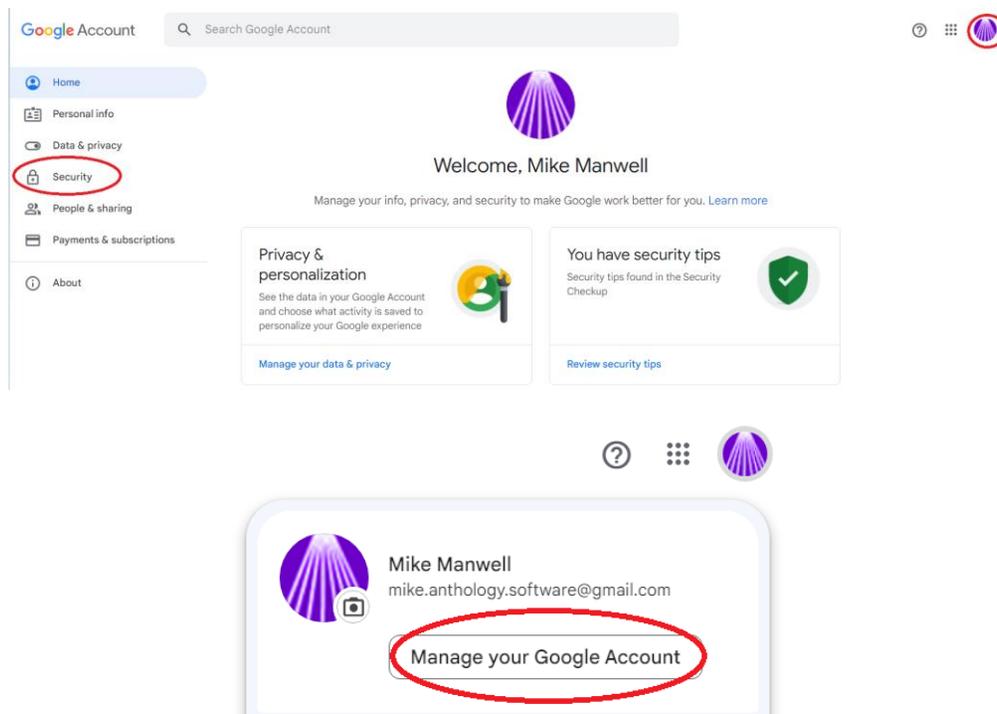




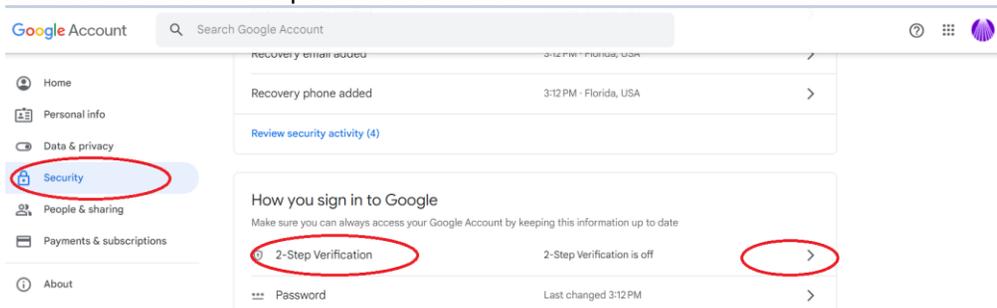
Creating App Password for Gmail to use with Anthology

As of May 30th, 2022, Google will require all third-party apps (including Anthology) to create an app specific password for security purposes.

1. In your browser, sign into your Gmail account that Anthology sends from. You should see your small circle logo near top right corner- click on to get the option for “Manage your Google account.”



2. On the left should be an option for “SECURITY”





Creating App Password for Gmail to use with Anthology

- The 2-Step authentication must be enabled for the next steps.

← 2-Step Verification

Protect your account with 2-Step verification

Prevent hackers from accessing your account with an additional layer of security. When you sign in, 2-Step verification helps make sure your personal information stays private, safe and secure.

 **Security made easy**
In addition to your password, 2-Step verification adds a quick second step to verify that it's you.

 **Use 2-Step verification for all your online accounts**
2-Step verification is a proven way to prevent widespread cyberattacks. Turn it on wherever it's offered to protect all your online accounts.


Safer with Google

[Get started](#)

- You will need to set up your 2-Step verification if you have not done so before. Enter a Phone number for the verification code to be sent to or use the call option.
If you have 2-Step verification set up move on to step 5

← 2-Step Verification

Let's set up your phone

What phone number do you want to use?

 +1123-456-7890

Google will only use this number for account security.
Don't use a Google Voice number.
Message and data rates may apply.

How do you want to get codes?

Text message Phone call

[Show more options](#)

Step 1 of 3 [NEXT](#)



Creating App Password for Gmail to use with Anthology

4-1. Enter the code that was texted or provided in the call.

← 2-Step Verification



Confirm that it works

Google just sent a text message with a verification code to
[Enter the code](#)

Didn't get it? [Resend](#)

[BACK](#) Step 2 of 3

4-2 you should get confirmation the code worked.

← 2-Step Verification



It worked! Turn on 2-Step Verification?

Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account mike.anthology.software@gmail.com?

Step 3 of 3 [TURN ON](#)



Creating App Password for Gmail to use with Anthology

- Go back to the main account "Security" screen and click the 2-Step Verification again.

Google Account Search Google Account

- Home
- Personal info
- Data & privacy
- Security**
- People & sharing

How you sign in to Google

Make sure you can always access your Google Account by keeping this information up to date

2-Step Verification	On since 3:36 PM	>
Password	Last changed 3:12 PM	>

- Scroll all the way down to APP Passwords.

2-Step Verification

Devices that don't need a second step

You can skip the second step on devices you trust, such as your own computer.

Devices you trust

Revoke trusted status

Scroll ALL the way down to APP Passwords

REVOKE ALL

App passwords

App Passwords aren't recommended and are unnecessary in most cases. To help keep your account secure, use "Sign in with Google" to connect apps to your Google Account.

App passwords	None	>
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- Click the "Select App" drop down and choose "Other (Custom Name)" and give a short meaningful name like maybe Anth2023, then click GENERATE button.



Creating App Password for Gmail to use with Anthology

← App passwords

App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)

Name	Created	Last used
96332	Mar 3	4:49 PM
96331	Mar 1	Mar 1
testapr62023	Apr 6	--

Select the app and device you want to generate the app password for.

Select app: Mail, Calendar, Contacts, YouTube, Other (Custom name)

Select device: [Dropdown]

GENERATE

Choose the "OTHER (Custom Name)" option, give a short name and click GENERATE button

A new window will appear showing in yellow block the string of characters. Copy that string and paste into Tools | Options | Email tab | SMTP Password field. If typing in, do not add spaces

Generated app password

Your app password for your device

oyac oeaw stgn jpvo

How to use it

Go to the settings for your Google Account in the application or device you are trying to set up. Replace your password with the 16-character password shown above. Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone.

DONE

8. This next step is important!

Copy the 16-digit code from this page and paste it into Notepad®. When you do, you'll see something like this: wlgqqgzlixnfgmgo if you paste this into the password field in Anthology – it will not work. You need to break it apart like this: aera wlgq qgzl ixnf gmgo. Now you can cut this value from Notepad and paste into the password field.

9. From the Anthology main menu.

- Open Tools | Options -> Email
- Locate the SMTP Password field and paste/write in the new password. "remember the step above" the password needs to broke apart.
- F10 Save. Close and restart Anthology

Options

General Addresses Cash Register CO/BF POs Accounging WebStore Credit Cards UDF

External Data Email

Use Outlook for sending email

Sender name and address: yourAccount@gmail.com

SMTP server name: smtp.gmail.com

Port: 587

Use SSL:

SMTP user name: yourAccount@gmail.com

SMTP password: aera wlgq qgzl ixnf gmgo

Test email

F1 Help F10 Save