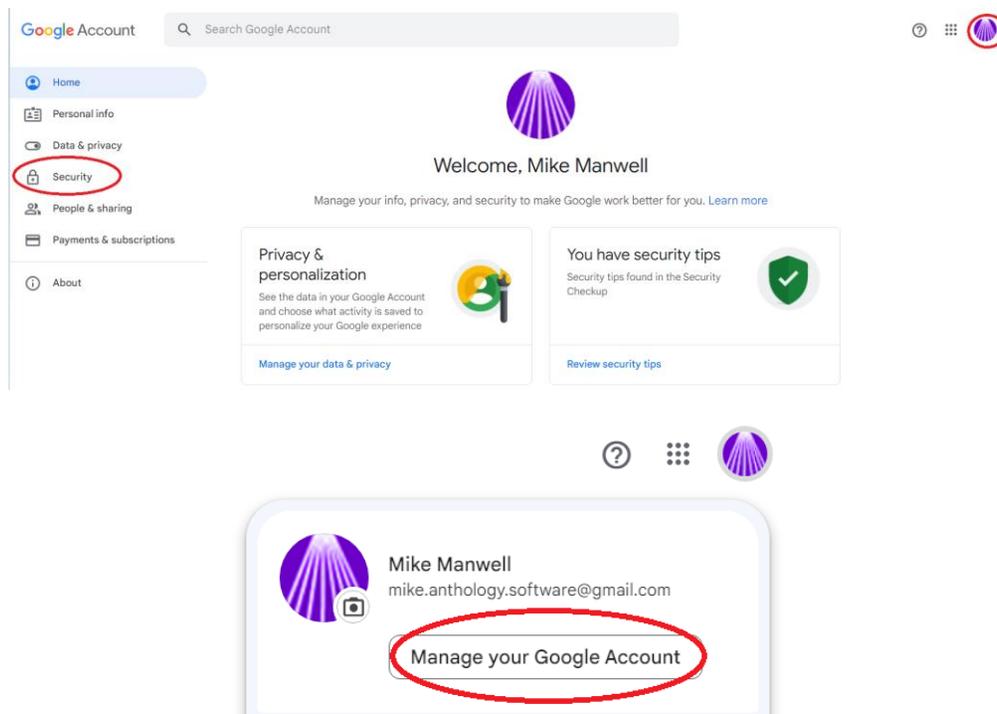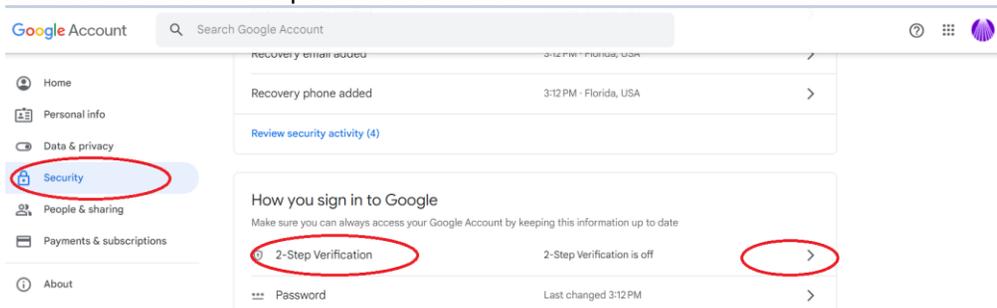Creating App Password for Gmail to use with Anthology

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"

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

4. 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

 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

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

6. Scroll all the way down to APP Passwords.

7. Click the "Select App" drop down and choose "Other (Custom Name)" and give a short meaningful name like maybe Anth2023, then click GENERATE button.

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

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