

## SMTP Email Settings Setup Guide

The SMTP settings can be configured by the admin from **System Settings > General Settings > Email**.

The screenshot shows the SMTP Email Settings configuration page. It includes the following fields and options:

- Send SMTP Email:** Radio buttons for "Yes" (selected) and "No".
- SMTP Host:** Text input field.
- SMTP Port:** Text input field.
- SMTP Username:** Text input field.
- SMTP Password:** Text input field.
- SMTP Secure:** Radio buttons for "TLS" (selected) and "SSL".
- Additional Alert E-mails:** Large text area for entering email addresses.

Below the text area is a note: *Any Additional Emails You Want To Receive The Alert Email, In Addition To The Main Store Email. (comma Separated).*

A blue button labeled "SAVE CHANGES" is located at the bottom of the form.

Fig. 1: SMTP Settings under Email tab (Admin-end)

The admin can configure these settings from any of the three different types of accounts:

1. Gmail Business Account
2. Gmail Account

### 3. Third Party Account

The settings to be configured for each of them are provided ahead in respective sections.

#### 1. Gmail Business Account

To configure SMTP settings through their Gmail Business account, the admin must follow the below steps:

- i. Admin must visit <https://accounts.google.com/signin/v2/identifier?flowName=GlifWebSignIn&flowEntry=ServiceLogin> and login into their Gmail business account using their valid credentials (Email/Phone and Password).

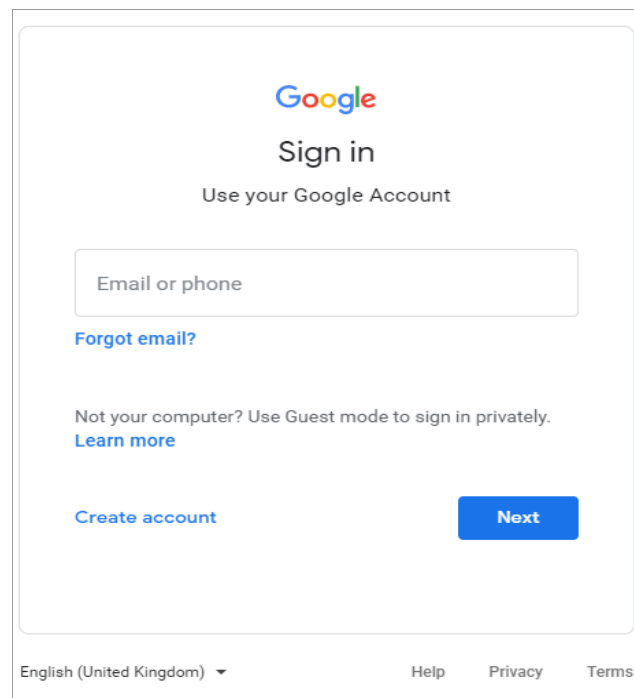


Fig. 1.1: Google Account Sign In

- ii. The admin must ensure that their Google account is secure enough so that when using the SMTP service there are no interventions. Thus, the **2-step verification** settings provided by Google must be enabled.

**NB:** If the admin wishes to proceed without enabling the '2-Step Verification' settings in their Gmail account, please skip directly to [configuring SMTP settings](#) on their dashboard.

- iii. To **enable 2-Step Verification**, the admin must:
  - Click on their profile picture provided on the top-right corner and then click on '**Manage Your Google Account**' button. This will redirect the admin to 'Home' settings page as shown in figure 1.2.

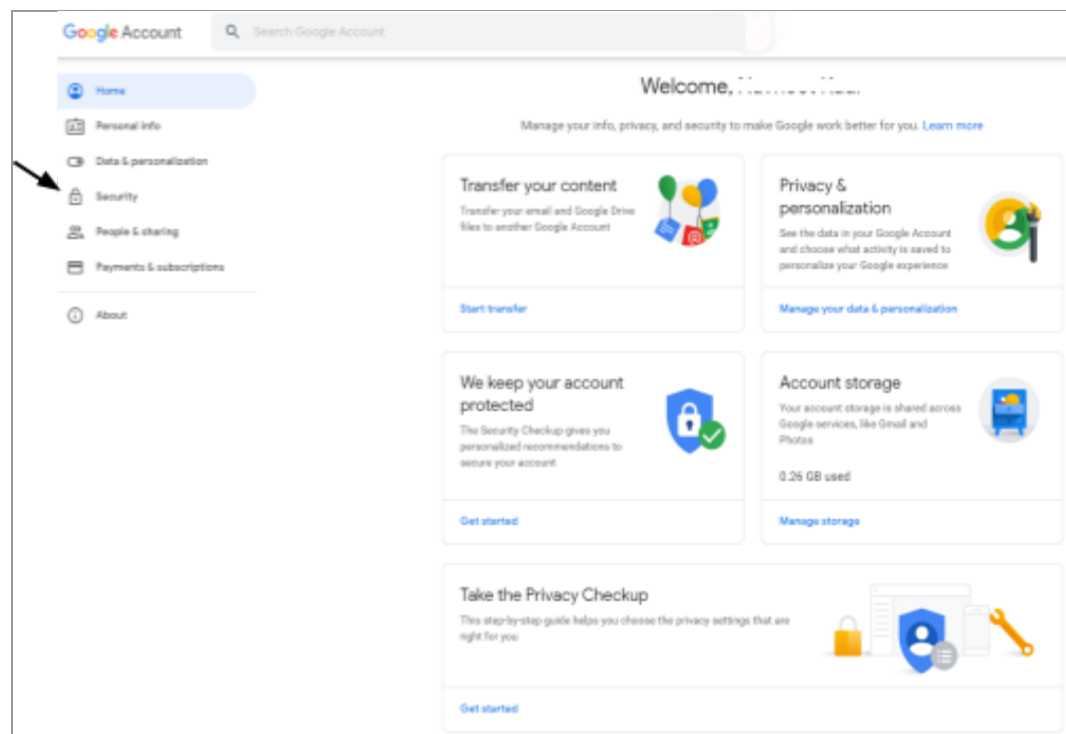


Fig. 1.2: Gmail Home Settings

- The admin must click on '**Security**' from the side-navigation bar which will redirect them to the security settings page as shown in figure 1.3.

- This page displays the '**2-step Verification**' settings as marked in figure 1.3.

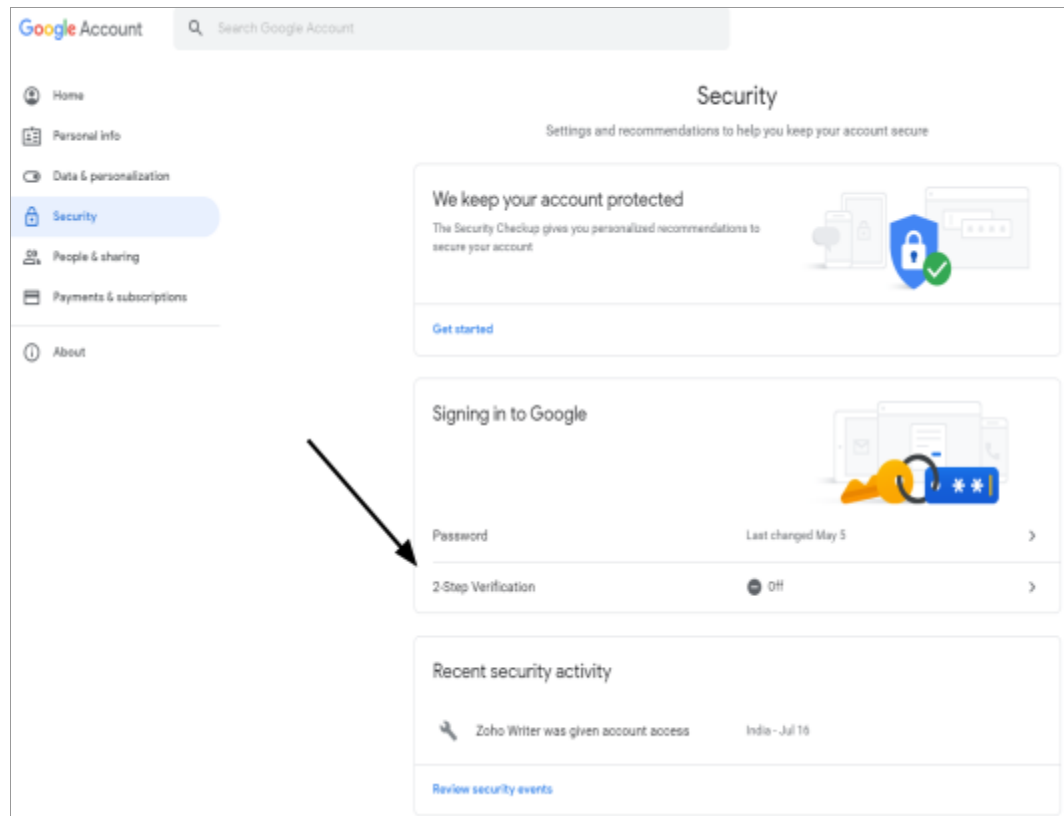


Fig. 1.3: 'Security' Settings Page

- The admin must click on the arrow provided on the extreme right of these settings which will redirect them to the '**2-Step Verification**' settings page as shown in figure 1.4.

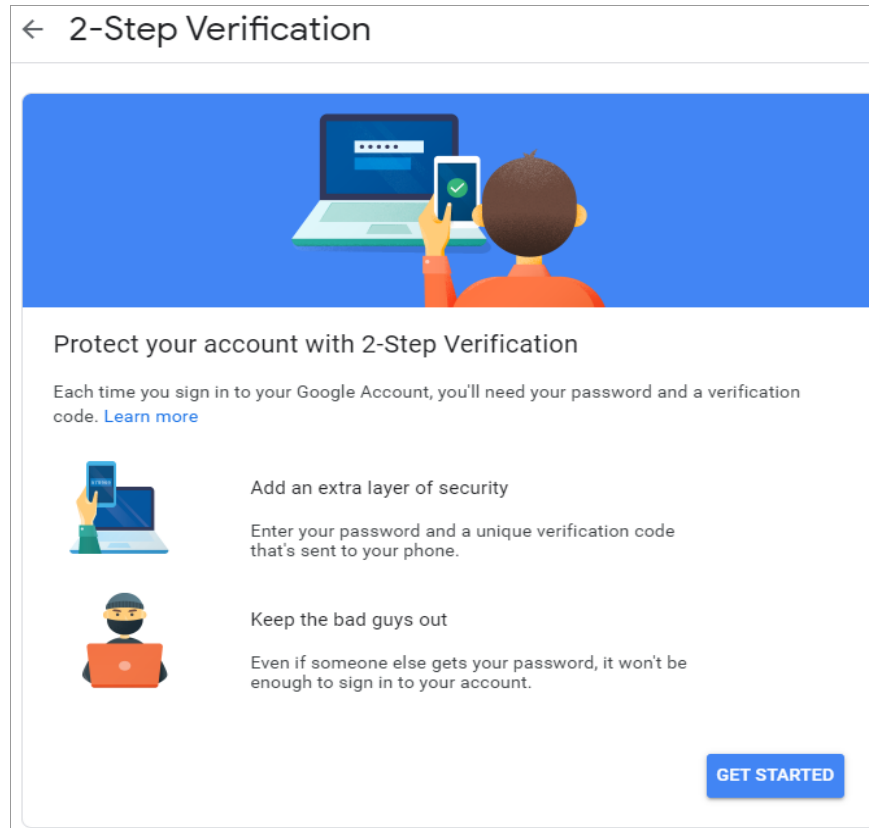
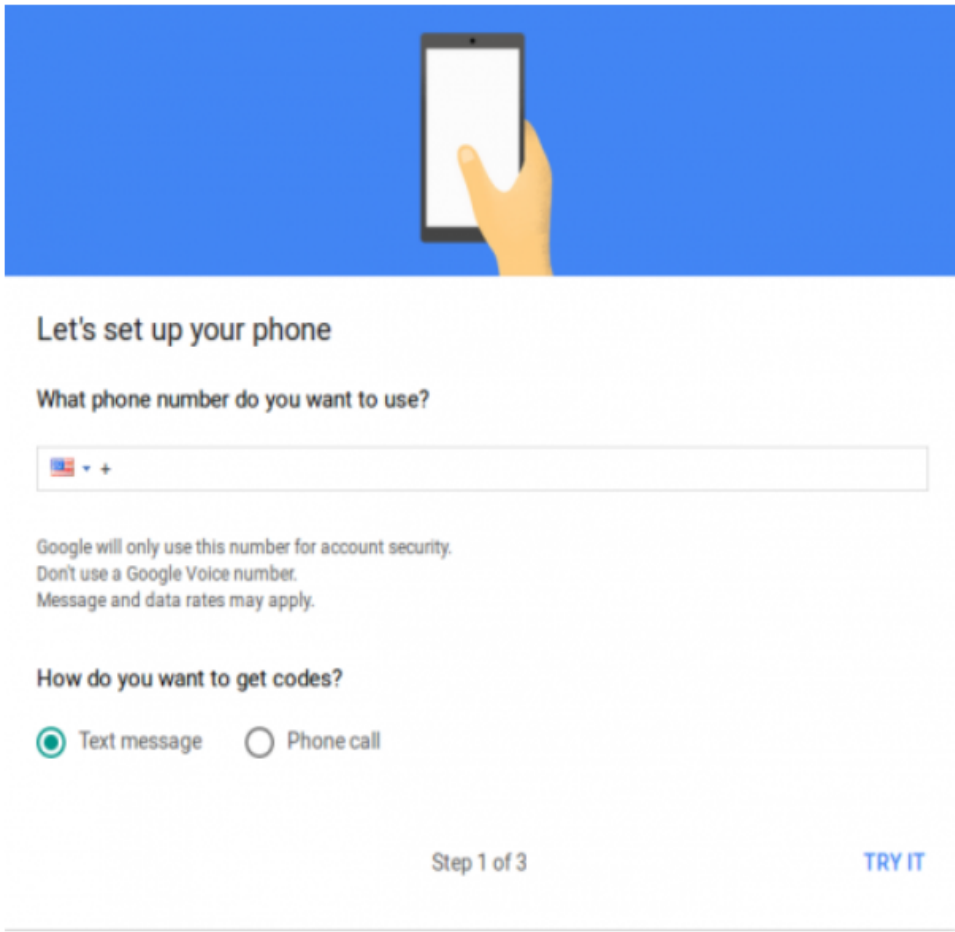


Fig. 1.4: '2-Step Verification' Settings Page

The admin must then click on the '**Get Started**' button to proceed on to the next step.

- The '**Let's Set Up Your Phone**' settings page will appear as shown in figure 1.5 on which the admin must enter their phone number and then select if they wish to receive the verification code either by '**SMS**' or '**Phone Call**'.



Let's set up your phone

What phone number do you want to use?

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

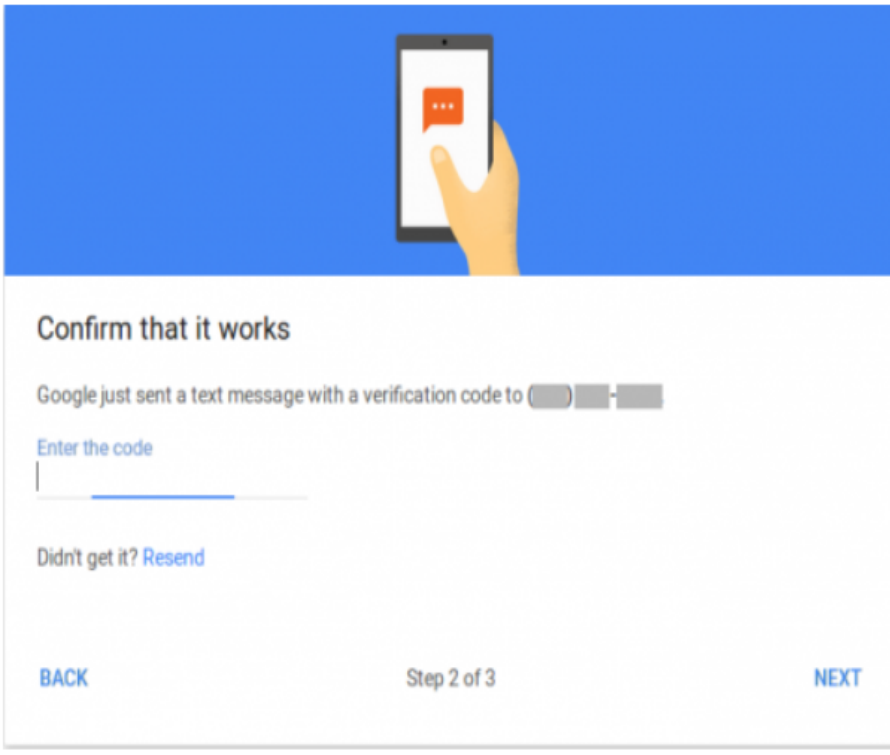
How do you want to get codes?

Text message  Phone call

Step 1 of 3 [TRY IT](#)

Fig. 1.5: 'Let's Set Up Your Phone' page

- Clicking on the 'Try It' button will redirect the admin to 'Confirm That It Works' page as shown in figure 1.6, on which the admin must enter the verification code forwarded to them.



Confirm that it works

Google just sent a text message with a verification code to [redacted]

Enter the code

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

[BACK](#) Step 2 of 3 [NEXT](#)

Fig. 1.6: 'Confirm That It Works' Page

- Entering the verification code and clicking on '**Next**' will redirect the admin to the '**Confirmation**' page as shown in figure 1.7.

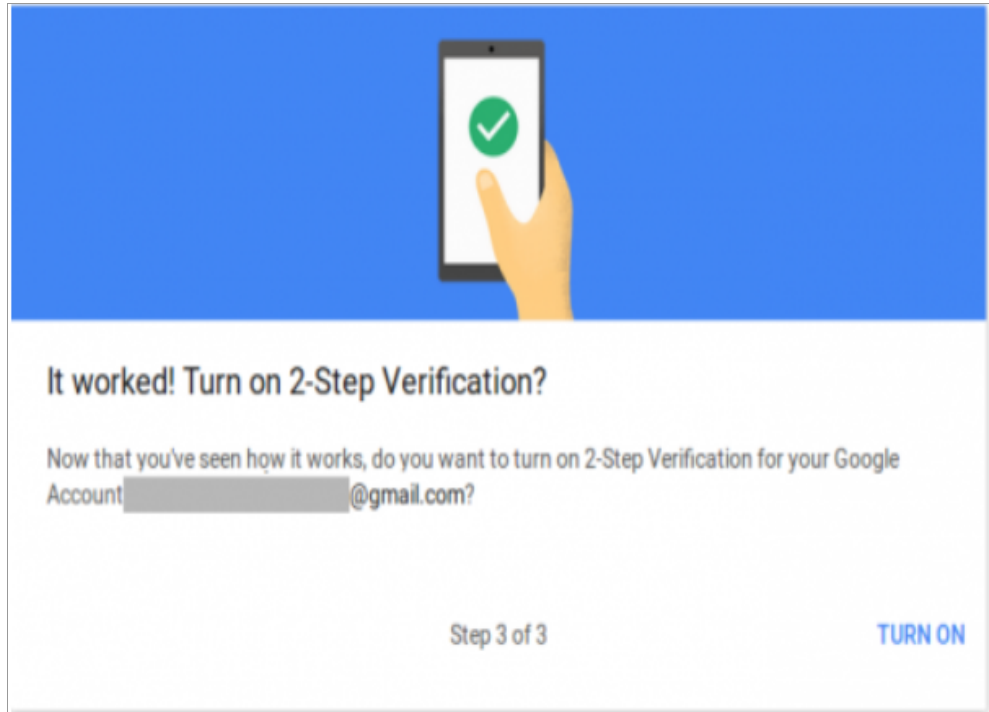


Fig. 1.7: Confirmation Page

The admin must click on the '**Turn On**' button to finish enabling the '**2-Step Verification**' settings.

- iv. Once the '**2-Step Verification**' settings are enabled, the admin can proceed further. In the next step, the admin needs to generate an '**App Password**' which will be used as well for the SMTP integration, so [Click Here](#) to visit the '**Google App Passwords**' page to generate an App Password. The admin will be redirected to the 'App Passwords' page as shown in figure 1.8.



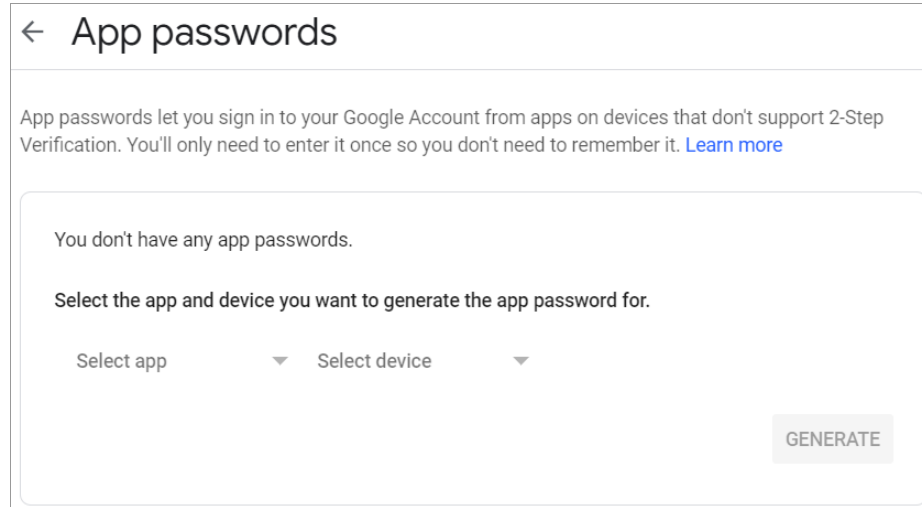


Fig. 1.8: 'App Passwords' Page

- v. Then, the admin must select the app from the drop-down choice and choose '**Other (Custom name)**' as marked in figure 1.9.

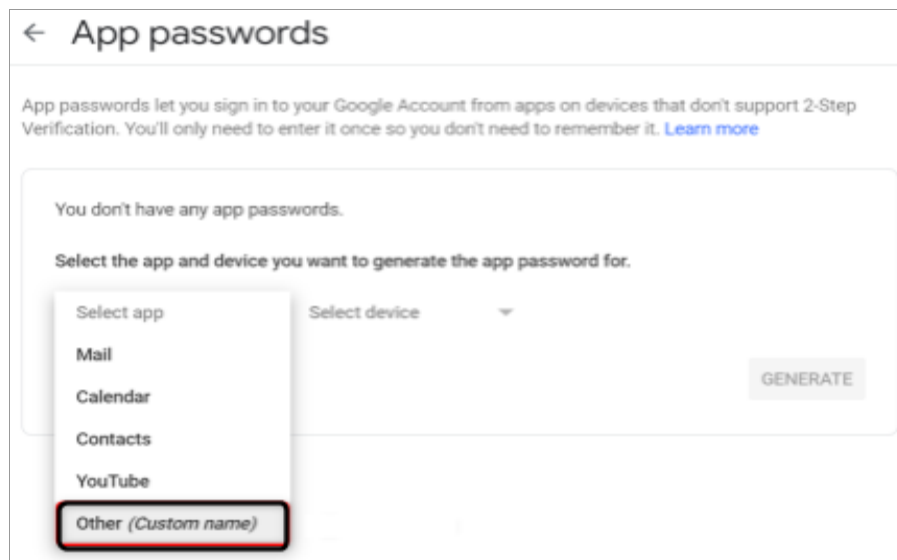


Fig. 1.9: 'Select the App' step

- vi. The admin must then enter the name of their choice to their app password and then click on the '**Generate**' button as marked in figure 1.10.

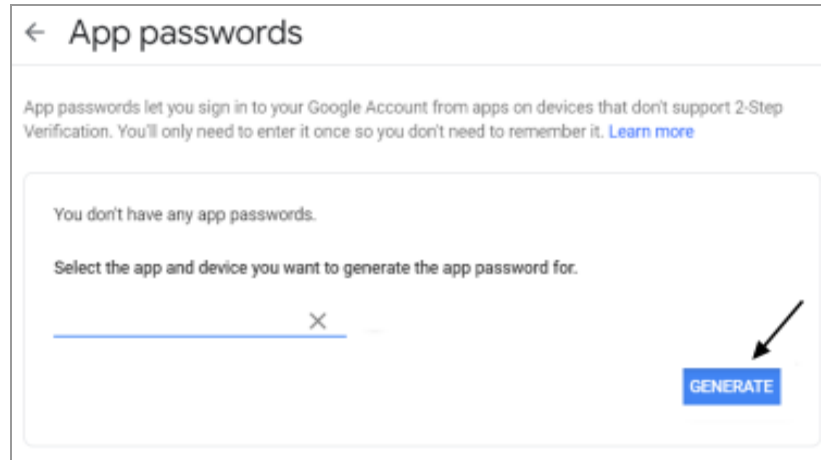


Fig. 1.10: Create App Name

- vii. Once the app password is generated, the admin needs to save it for later for which the admin can read '**How to Use It**' instructions provided on this page as shown in figure 1.11.

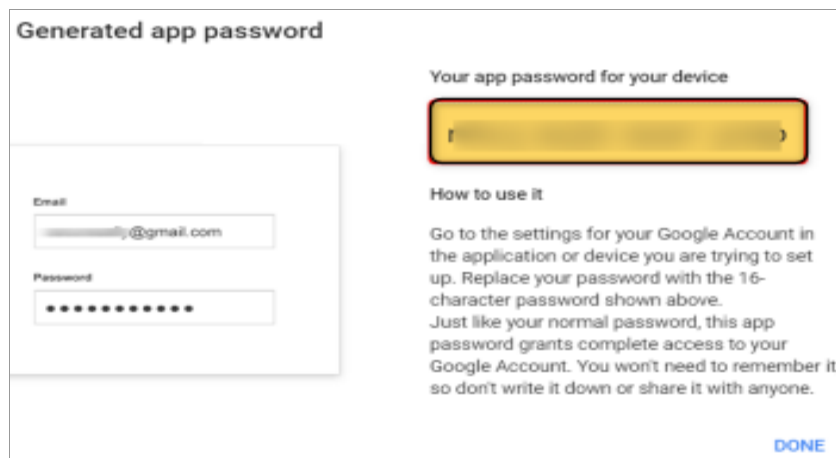


Fig. 1.11: 'Generated App Password' Page

Admin must finish creating the app password by clicking on the '**Done**' button.

- viii. Now, the admin must go to their dashboard ([refer figure 1](#)) to configure the SMTP settings from their Gmail Business Account. The settings to be configured are:

- **SMTP Host:** smtp.gmail.com
- **SMTP Port (TLS):** 587.
- **SMTP Port (SSL):** 465.
- **SMTP Username:** Valid Gmail address.
- **SMTP Password:** Valid Gmail password.
- **SMTP Secure:** Select one among 'TLS' and 'SSL' as per required.

## 2. Gmail

The admin can configure the SMTP settings from their Gmail Account.

- To proceed with enabling '2-Step Verification':** Follow steps to '[Enable 2-Step Verification](#)' and '[Create App Password](#)'. Then proceed with configuring the settings provided below.
- To proceed with disabling the '2-Step Verification':** Configure the settings provided below.

The settings to be configured for such an account are:

- **SMTP Host:** smtp.gmail.com
- **SMTP Port (TLS):** 587.
- **SMTP Port (SSL):** 465.
- **SMTP Username:** Valid Gmail address.
- **SMTP Password:** Valid Gmail password.
- **SMTP Secure:** Select one among 'TLS' and 'SSL' as per required.