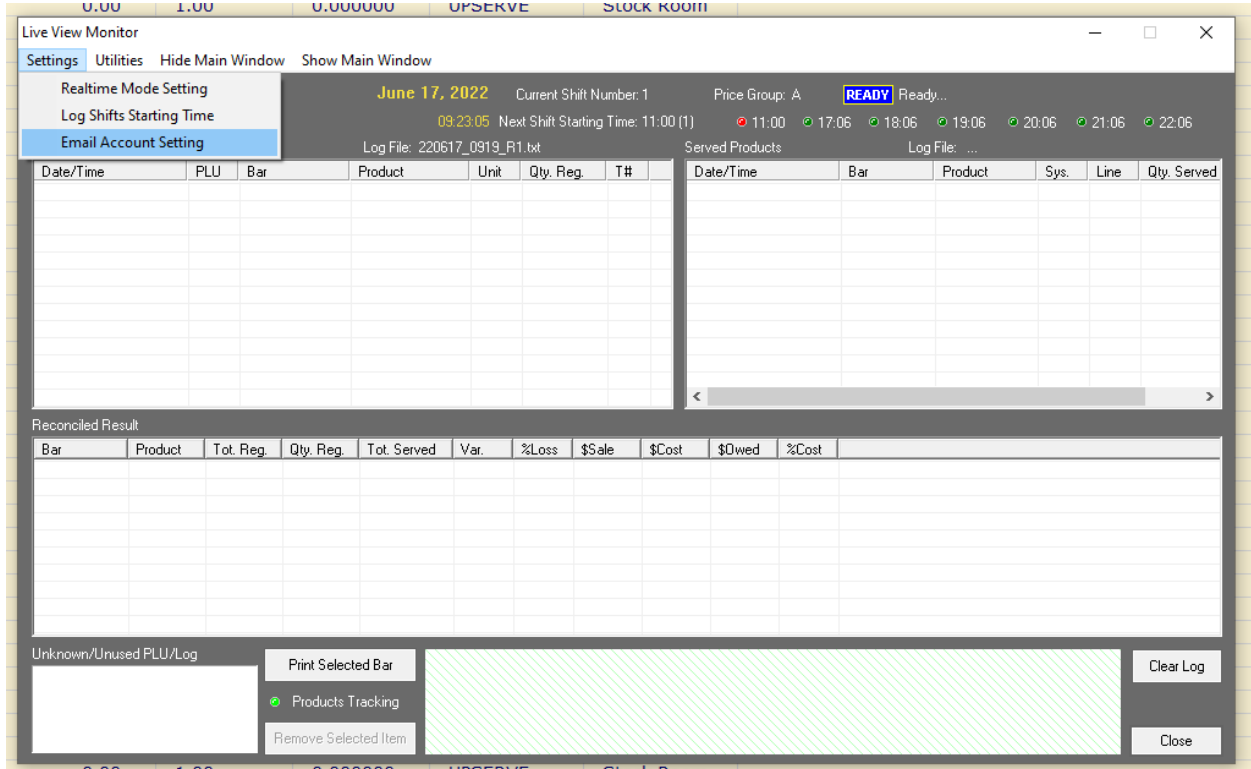


## **GMAIL SMTP SETUP 2024 with 2-Step verification**

In order to send reports by email, our Draft and Liquor manager Live software have to use an email server. In this document we use the gmail SMTP server. There are rules to follow to send reports by email for third party software using a Google Gmail account and their smtp server (Simple Mail Transfer Protocol). These rules are to enable the 2-step verification for the account sending the emails and use App passwords generated by Google.

1. You can use a Google account you already use or, you can create a new Google account that you will use only to send Liquor or Draft manager email reports.
2. **Open Notepad** for now as you will need it later anyway. If it is a new email account you will not use often, you should copy, paste and save the email address and password in a Notepad file saved to your desktop for future reference. You will also use this file to save the 16-character password generated by google for the email server. After saving it, **leave it open** until all is completed.
3. **Open google.com** on your web browser. At the top right of the screen, you will see either the Sign in icon or, the icon of someone already signed in. **Sign out** of all the accounts first to avoid confusion. Then **Sign in the account of your choice or, create the new google account.**
4. **Sign in Google** with the account you will use to send the emails from the Liquor or Draft manager software. When done, Click the **"Manage Your google Account"** button.
5. Click the **Security** option on the left.
6. **Click 2-Step verification.** Add a phone number where Google can text you to ask for authentication. You will receive a Google verification code by text. Enter the code on screen and click verify.

7. Go to the web address bar. You will see myaccount.google.com/signinoptions- .....
8. Replace by myaccount.google/**apppasswords** and press enter.
9. You can now create a new App specific password.
- 10.**Type in the App name for the password. For example: "Auper email server". Click **Create**.
11. Google will generate the 16-character App password. Copy the password and paste it in the Notepad file you opened at step 2. Save the file with a name such as Auper Email Server and Click Done. Verify it is on your desktop.
12. This password can now be used with the Gmail smtp server to send reports using the email address we used to create the App password.
13. Go to the Liquor Manager or Draft manager software. Turn On the Real-Time mode.
14. Click settings and Email Account Setting or Email Sender Settings



## Server Information:

Outgoing mail: smtp.gmail.com

Port Number 587

Check server requires authentication

Check TLS Connection

Type the Google account used to create the App password above.

Login Password: **Copy the App password from the Notepad file and paste.**

Your email address: Re-type the email address to identify who is sending the email.

Click OK.

Server Information

Outgoing mail (SMTP)

Port Number

Login Information

Server requires authentication

SSL Connection  
(Port 465 recommended)

TLS Connection  
(Port 587 recommended)

Account Name

Login Password

Your Email Address

Your Domain Name   
(Leave blank if unknown)

OK Cancel

**To test:**

Serve some beer/ liquor to have at least one event recorded in the live window.

Click **Utilities and activate new shift.**

An email should be sent if you have the option to send emails at the end of the shift checked.

