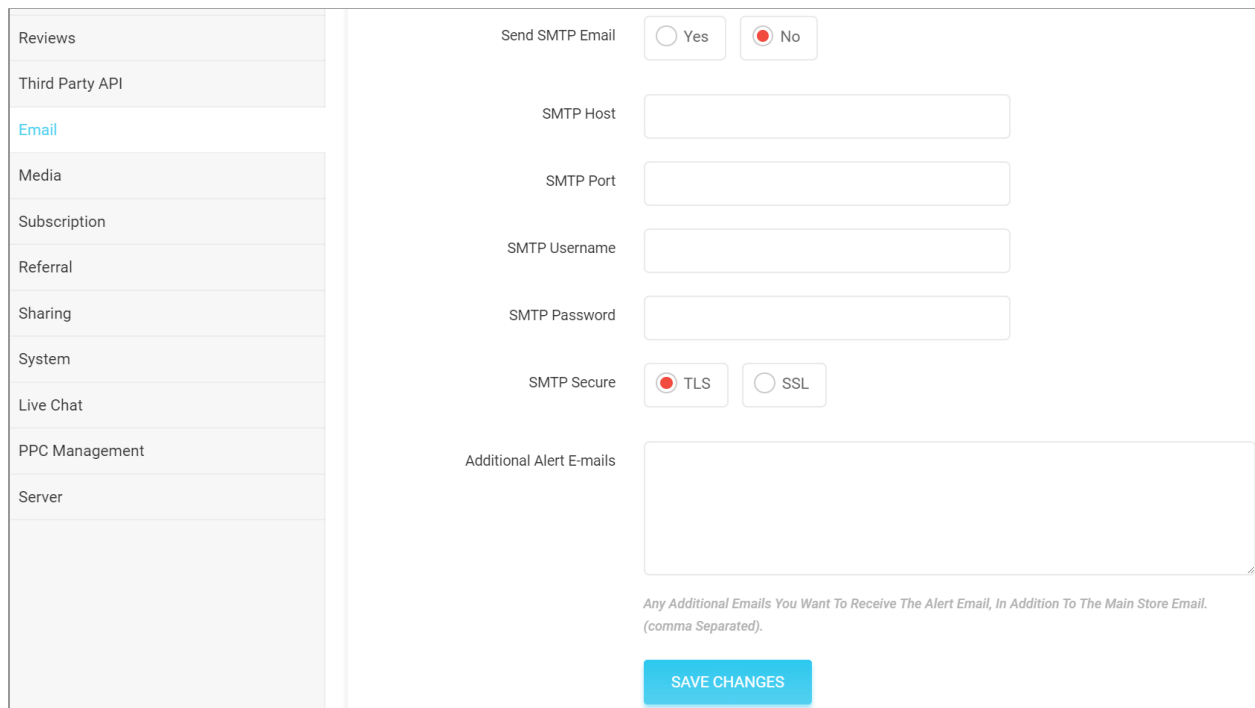


SMTP Email Settings Setup Guide

The **SMTP** settings are to be configured under **System Settings > General Settings > Email**.



The screenshot shows the 'Email' settings page in the Yo!Coach admin interface. On the left is a sidebar menu with options: Reviews, Third Party API, Email (highlighted), Media, Subscription, Referral, Sharing, System, Live Chat, PPC Management, and Server. The main content area contains the following settings:

- Send SMTP Email:** Radio buttons for Yes (unselected) and No (selected).
- 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 (unselected).
- Additional Alert E-mails:** Text area for entering email addresses, with a note: "Any Additional Emails You Want To Receive The Alert Email, In Addition To The Main Store Email. (comma Separated)." Below the text area is a blue **SAVE CHANGES** button.

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

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

1. Gmail Business Account
2. Gmail Account
3. Third Party Account (follow third party doc/take help from third party support team to configure same)

The settings to be configured for the first two accounts are discussed below:

1. Gmail Business Account

To configure SMTP settings through their Gmail Business account, follow these steps:

- i. Visit

<https://accounts.google.com/signin/v2/identifier?flowName=GlifWebSignIn&flowEntry=ServiceLogin> and login into their Gmail business account. (fig 2)

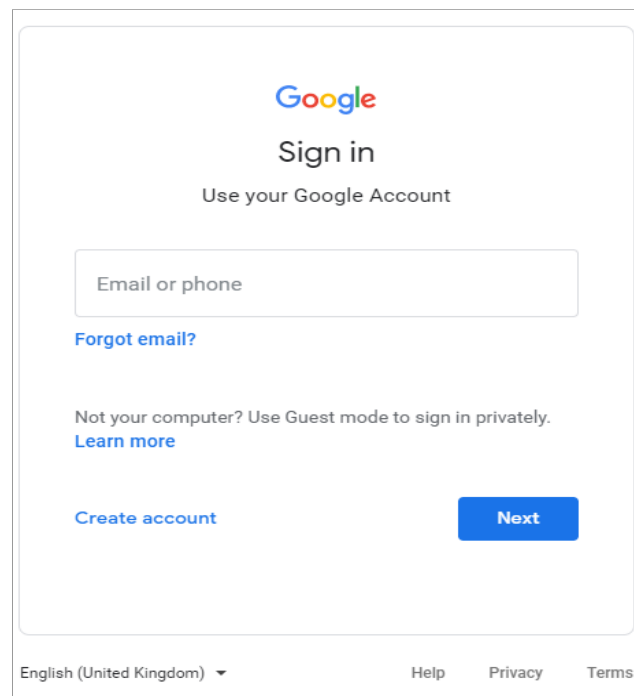


Fig. 2: Google Account Sign In

- ii. Ensure that your 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.

Note: If you wish to proceed without enabling the '2-Step Verification' settings in your Gmail account, please skip directly to [configuring SMTP settings](#) on your dashboard.

- iii. To **enable 2-Step Verification**:

- Click on their profile picture provided on the top-right corner and then click on **'Manage Your Google Account'** button. This will redirect to 'Home' settings page.(fig 3)

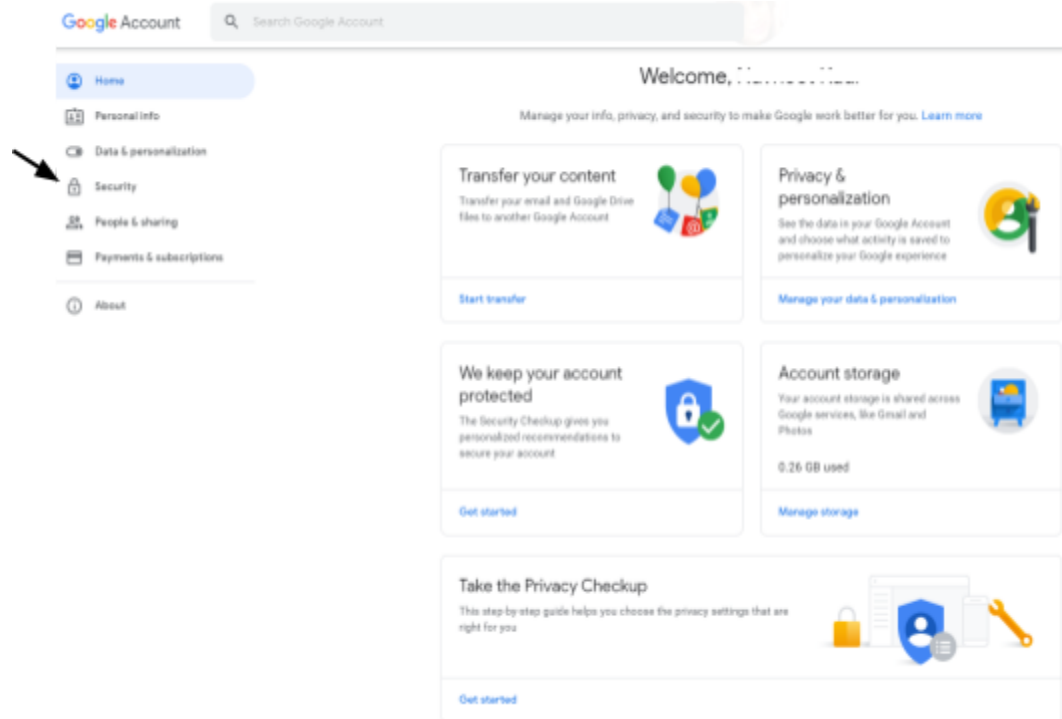


Fig. 3: Gmail Home Settings

- Click on **'Security'** from the side-navigation bar, which will redirect to the security settings page. This page displays the **'2-step Verification'** settings. (fig 4)

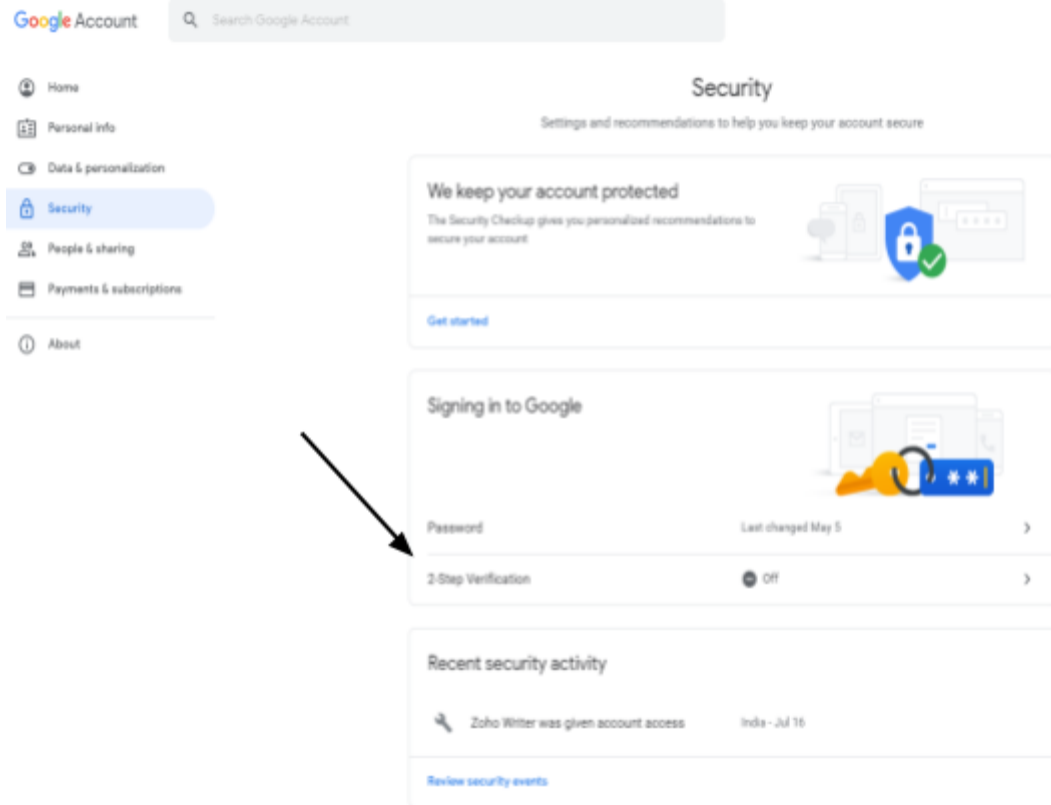


Fig. 4: 'Security' Settings Page

- Click on the arrow provided on the right of these settings which will redirect to the '**2-Step Verification**' settings page.(fig 5)

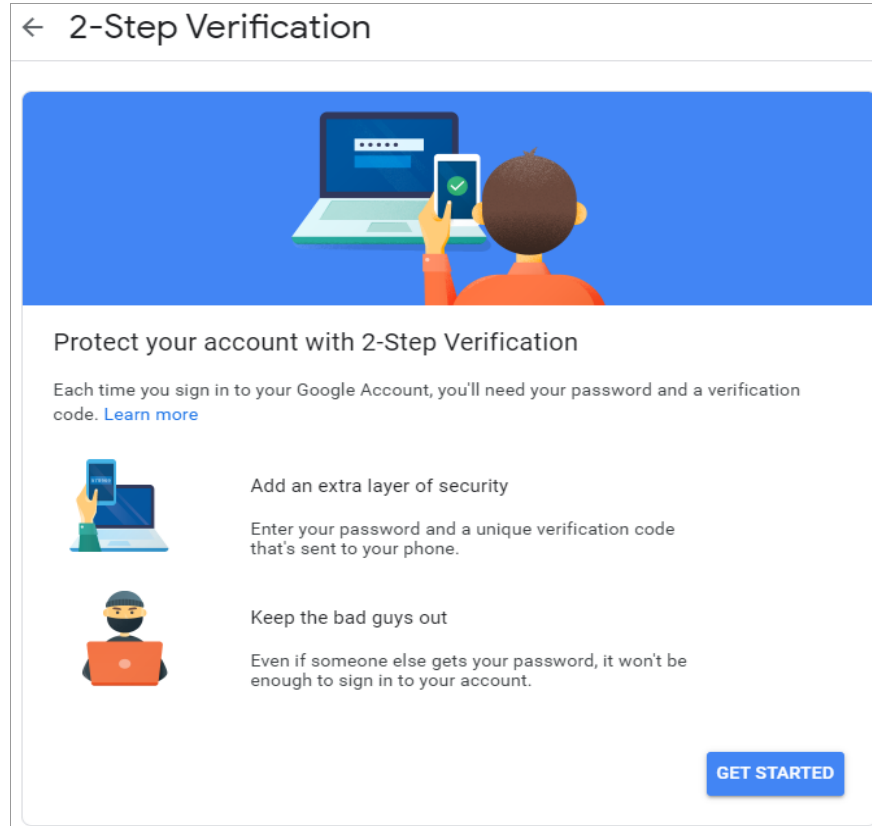
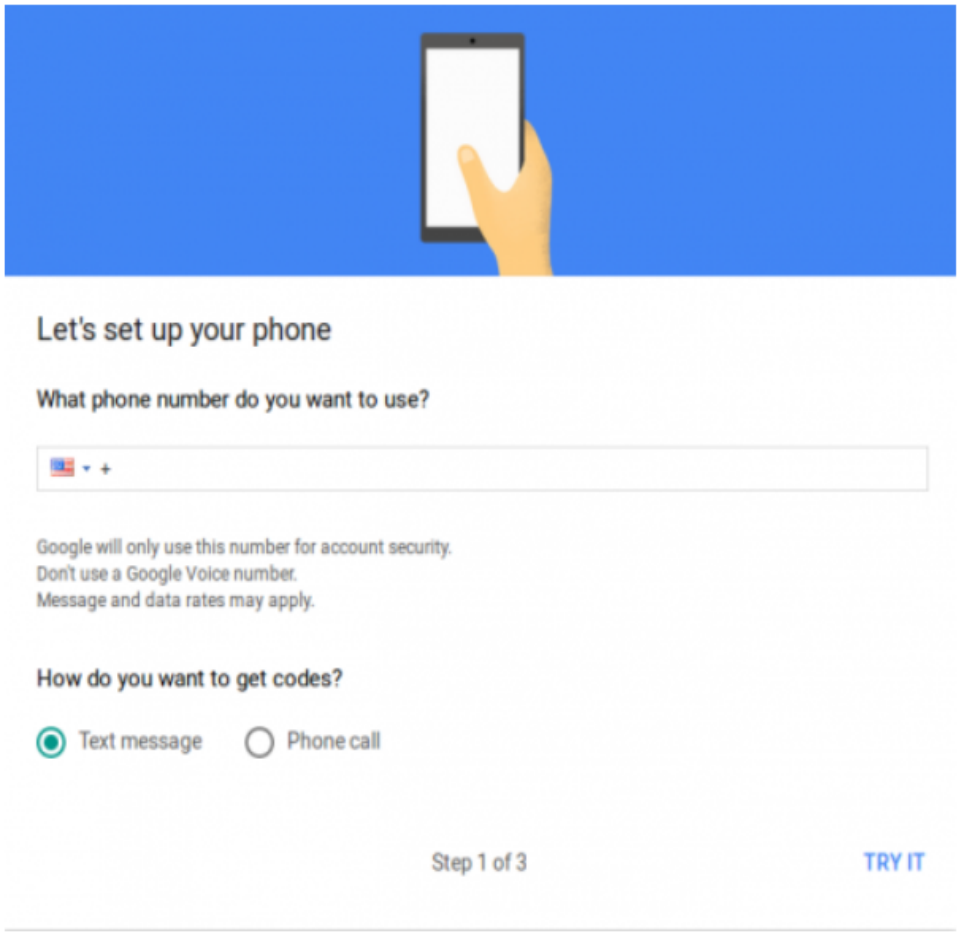


Fig. 5: '2-Step Verification' Settings Page

Click on the '**Get Started**' button to proceed on to the next step.

- The '**Let's Set Up Your Phone**' settings page will appear (fig 6), on which enter your phone number and then select if you 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. 6: 'Let's Set Up Your Phone' page

- Clicking on the 'Try It' button will redirect to 'Confirm That It Works' page(fig 7), where you'd need to enter the verification code.

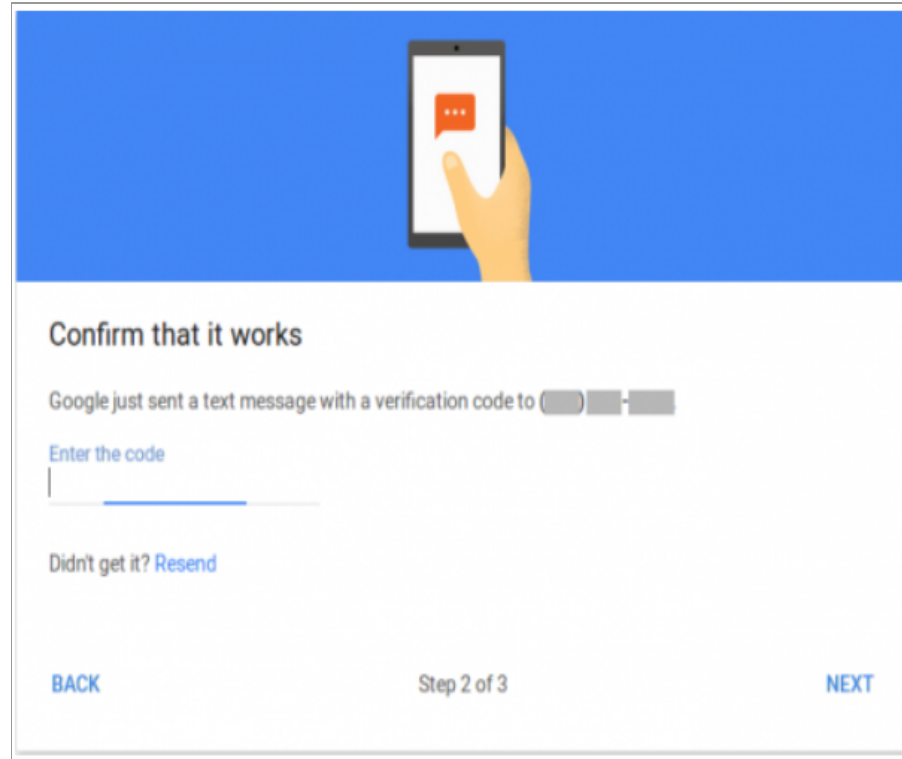


Fig. 7: 'Confirm That It Works' Page

- Entering the verification code and clicking on **'Next'** will redirect to the **'Confirmation'** page.(figure 8)

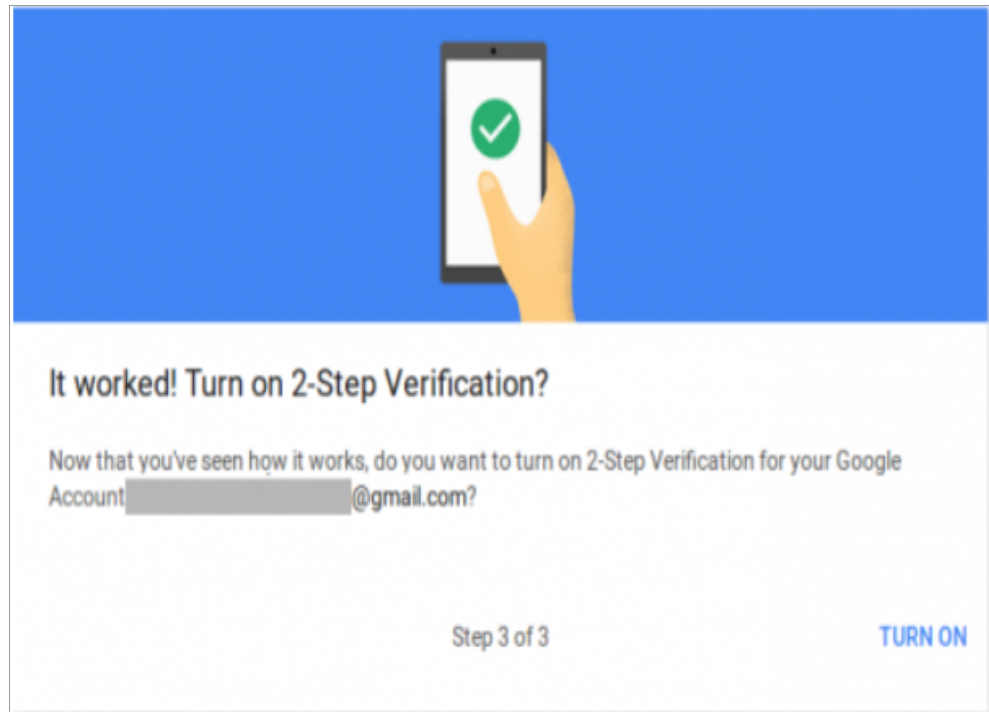


Fig. 8: Confirmation Page

Click on the **'Turn On'** button to finish enabling the **'2-Step Verification'** settings.

- iv. Once the **'2-Step Verification'** settings are enabled, you need to generate an **'App Password'** which will be used for the SMTP integration. [Click Here](#) to visit the **'Google App Passwords'** page to generate an App Password. It will take you to the **'App Passwords'** page (figure 9)

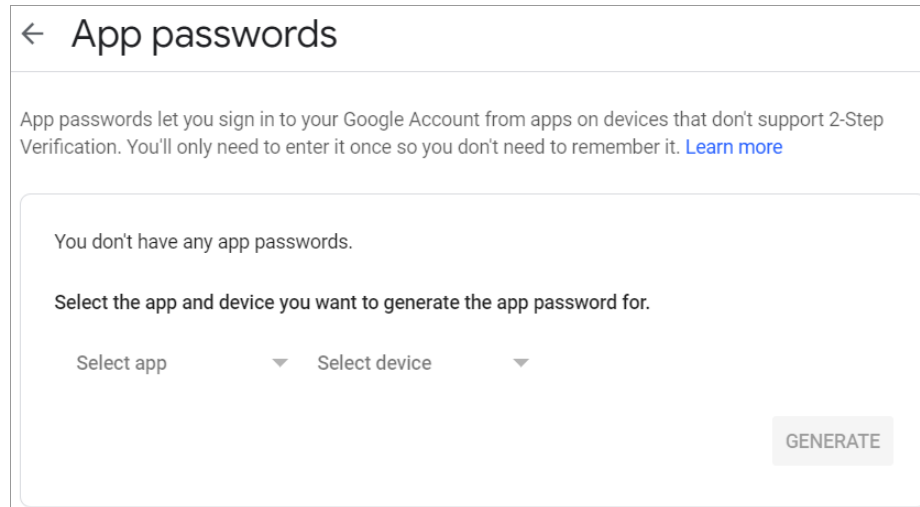


Fig. 9: 'App Passwords' Page

- v. Select the app from the drop-down menu and choose '**Other (Custom name)**' option.(figure 10)

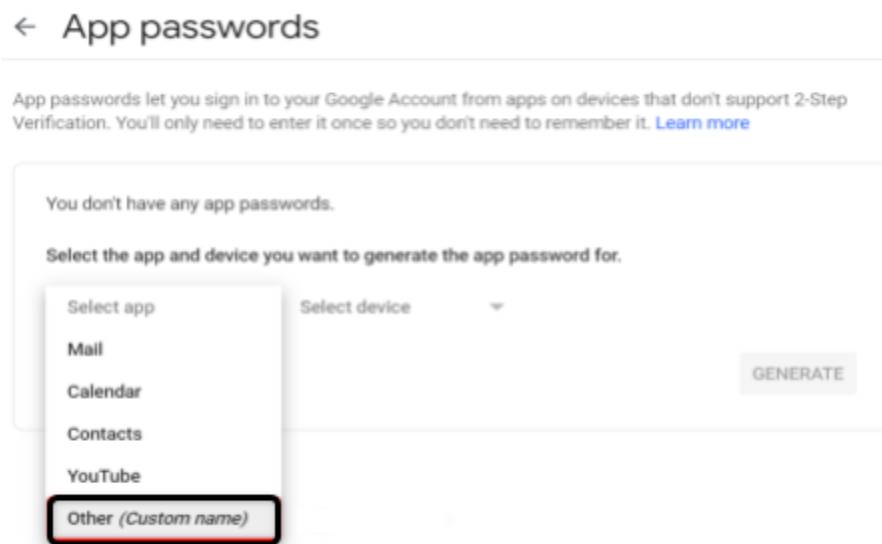



Fig. 10: 'Select the App' step

- vi. Enter the name and then click on the '**Generate**' button.(figure 11)

← 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](#)



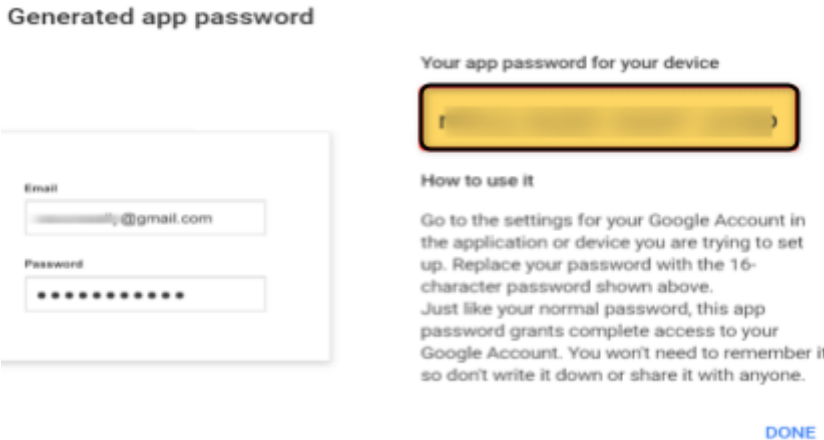
You don't have any app passwords.

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

GENERATE

Fig. 11: Create App Name

- vii. Once the app password is generated, you need to save it for later for which you can read '**How to Use It**' instructions provided on this page.(figure 12)



Generated app password

Your app password for your device

[XXXXXXXXXXXXXXXXXXXX]

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

Fig. 12: 'Generated App Password' Page

Finish creating the app password by clicking on the '**Done**' button.

- viii. Now, go to the dashboard ([refer figure 1](#)) to configure the SMTP settings from the 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

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 above.

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.