Enterprise - Gmail Email Setup

Last Modified on 02/26/2025 3:23 pm CST

Overview

You are able to utilize a Gmail email account within Enterprise for the sending and receiving of emails.

Generating the App Password

In order to add a Gmail account within Enterprise, you will need to have generated an "App Password" from Google, which will be used in place of your original Gmail password during the setup within Enterprise.

Note For instruction on how to generate an App Password within your Google Account, please see the following article titled Sign in with App Passwords.

Setting Up a Gmail Account

To setup a Gmail account in Enterprise, Navigate to E Menu > Options:

C	← → ▼ ☆ 🗎	Search for Employ	yees, Customers, Orders, etc.	C	2
	New	•			
B	Save	Ctrl + S			
3	Refresh	F5			
₽	Options			Branch Sales	
?	Keyboard Shortcuts		his		
88¢	Switch Branch (High Tech Staf	fing)			
	Server: TWSQLDEV2012		op 5 Customers		
		Recruiting Calls steve.patton le (5). Top 5 Customers Top customer Sasquatch Ste	eads with 1 rep call		

Select "Email" on the left, and then select the '+' icon to add an account:

() options	
Appearance User Settings Navigation Email Mass Mailer	Email Accounts Setup an account before you can access your email from within Enterprise. Add Account
Dashboard Default Printer	

This will open a new wizard prompting the selection of an account type.

Select "Gmail", enter the desired email address you wish to add, and select "Save":



Within the "Account Information" window, enter your "Google App Password" that has been linked to your account and select "Save":

			_ 🗆 X
() options			
Appearance User Settings	accounts	1. 4.	*
Navigation Email	Gmail - example.tempworks@gmail.com	Account Information	Remove Account
Mass Mailer	+ Add Account	Email Address: Description:	example.tempworks@gmail.com
Dashboard		Password:	Gmail 2-sten authentication enabled?
Delaur Printer	• A . M. 3		Primary Account
	a service and		
	A A A		
	P d L		
			Bave X Cancel

Within the "Test Email Account" window, enter an email address to receive the test email that will attempt to send out and select "Send":

∑ test email account		@ ×
Recipient Addr <mark>o [</mark>		
1 🛦	X Close	Send

If your settings are correctly configured, you will be greeted with the below window:

		⊘≻	<
🖂 test	email account		
\checkmark	Email sent. Please check the inbox for		
o 🛦	× Close	Send	

Related Articles