

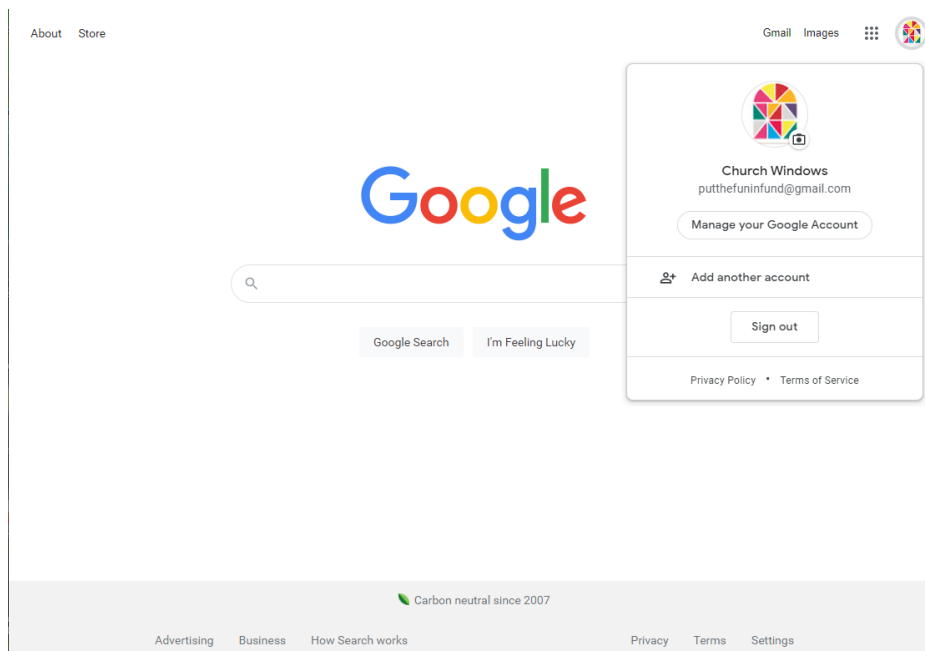
Church Windows email functionality relies on establishing a connection with your email service provider. Previously, the process for Gmail involved entering your log-in credential into Church Window's settings and Allowing Less Secure Apps in your Gmail settings to allow the two services to communicate. That Less Secure App Access means that you're permitting Church Windows to use your email even though you don't log into Church Windows with your Google account.

On May 30, 2022, Google has decided that it change how third party apps access a Gmail account.

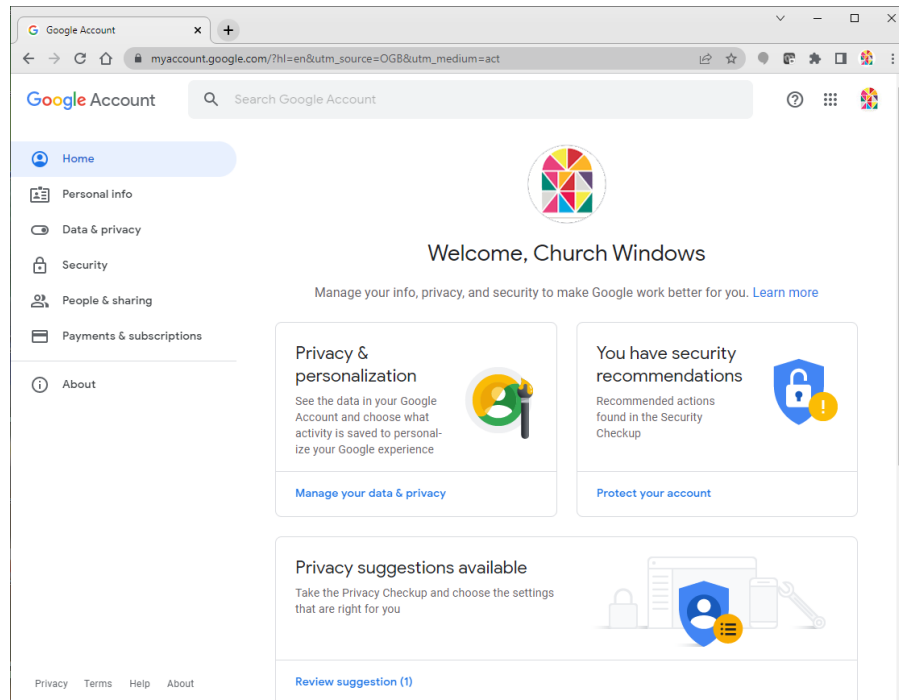


In order to avoid that inconvenience and to continue using Gmail in conjunction with Church Windows, Google has alternative security protocols you can use. You'll need your account log-in and password.

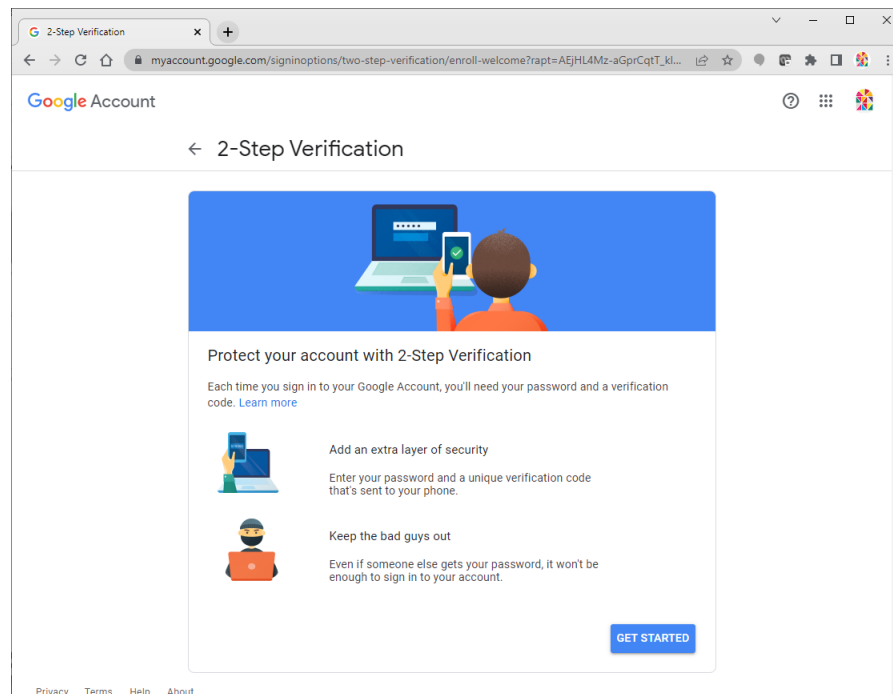
1. Go to Google or one of their services. Click the *Sign-in* or your *Circular Account Icon* in the upper left-hand corner of your browser. Then click *Manage your Google Account*.



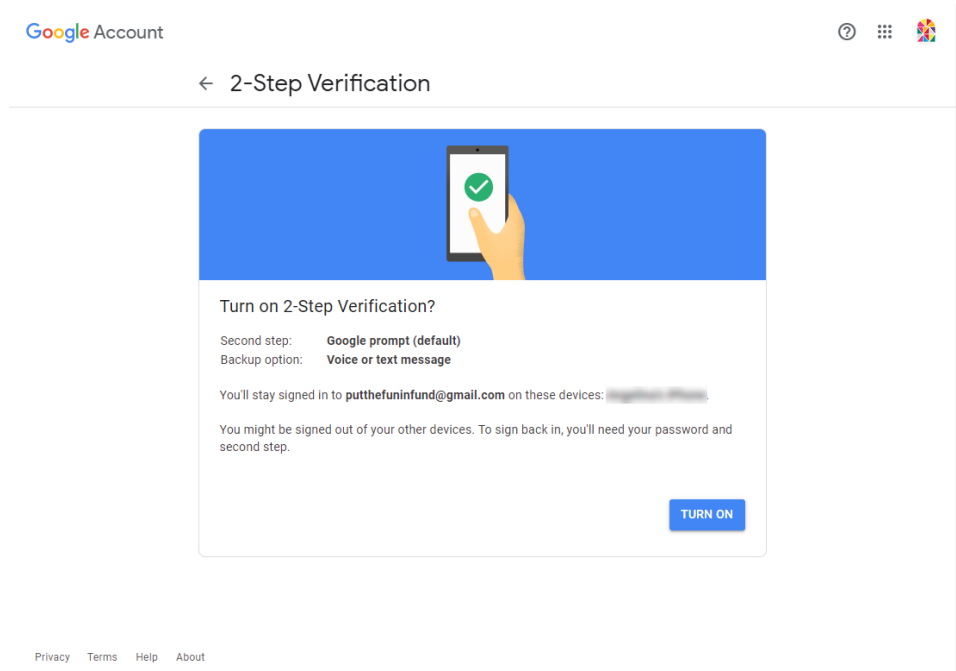
- On your Google Account, click *Security* in the menu on the left.



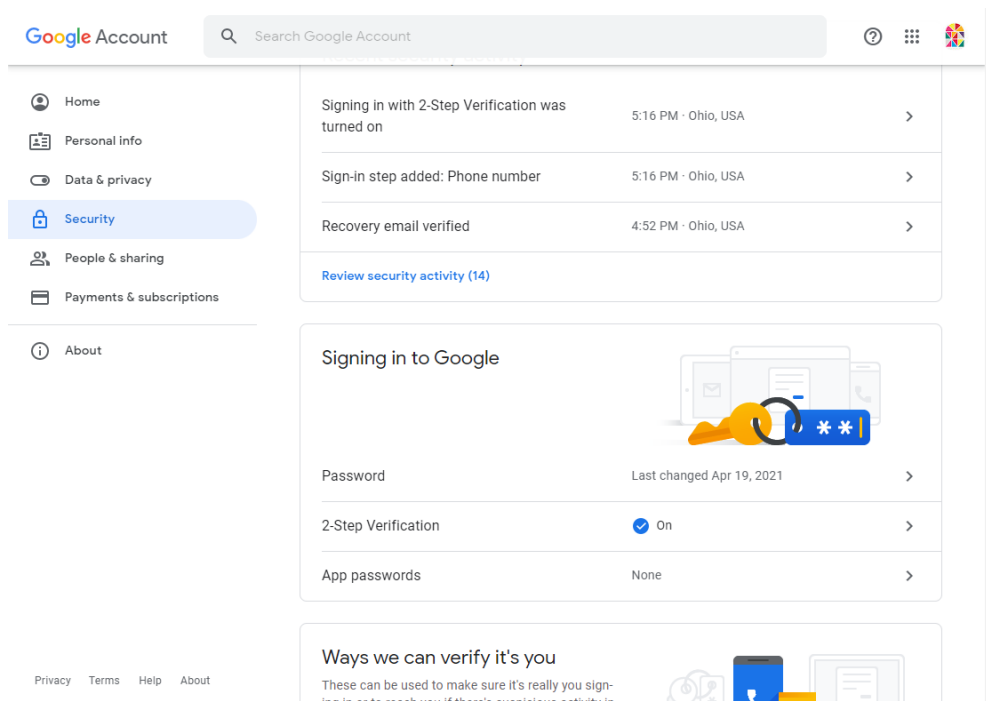
- If you have any Security alerts, resolve those by verifying your activity. Make sure your Recovery phone and email are accurate or add them if you haven't already. **Note: You may need to reenter your password to access many of these security settings.** Go to *Signing in to Google* and click *2-Step Verification*. 2-Step verification secures your Google account by requiring a second validation. For more information on 2-Step Verification, visit safety.google/authentication. Click *Get Started* to continue.



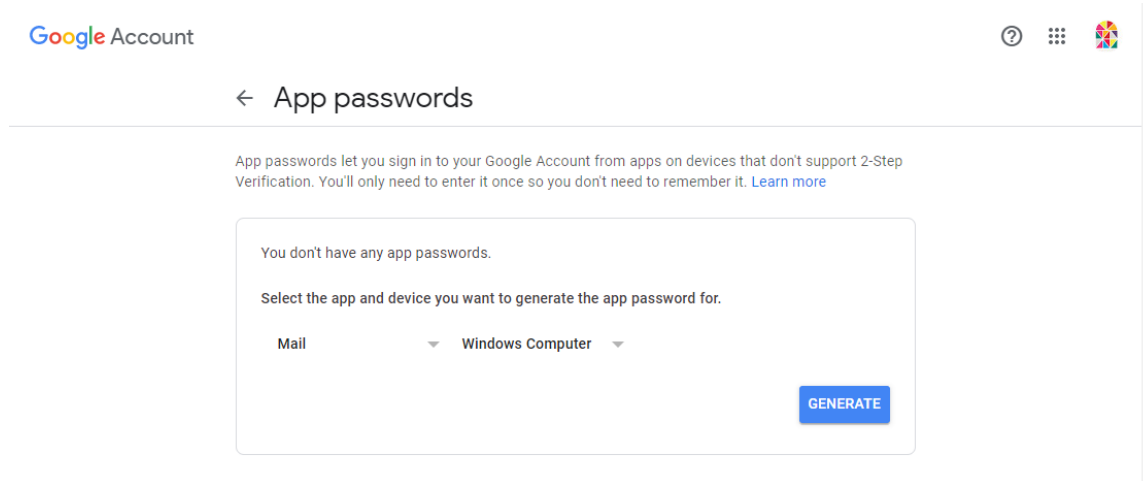
4. Your recovery cell phone should be a device that can get Google Prompts for 2-Step Verification. You may also elect for one of the additional options, such as texts or an authenticator app, which don't require the Gmail app on your phone. You can also designate multiple backup numbers. You will have the opportunity to add multiple options at the end of this setup to ensure you're able to access your account. Once you've made your selections and tested them, click *Turn On*.



5. Now that 2-Step Verification is on, you'll have an additional option. Click *App passwords*.



6. The app is for *Mail*, and the device is a *Windows Computer*. *Note: If you want to be more specific, you can choose Other (Custom Name) and call it Church Windows. Click Generate.*



Google Account

← 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](#)

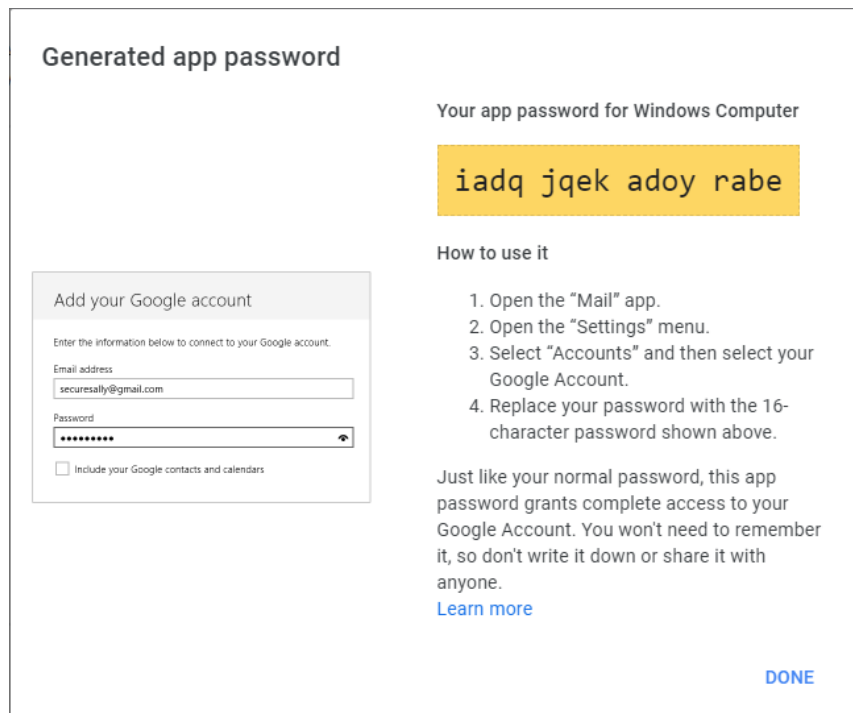
You don't have any app passwords.

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

Mail Windows Computer

GENERATE

7. Google provides a one-time, full access password of 16 letters. You can highlight and copy this to your clipboard.



Generated app password

Your app password for Windows Computer

iadq jqek adoy rabe

How to use it

1. Open the "Mail" app.
2. Open the "Settings" menu.
3. Select "Accounts" and then select your Google Account.
4. 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.

[Learn more](#)

DONE

Add your Google account

Enter the information below to connect to your Google account.

Email address
securesally@gmail.com

Password

Include your Google contacts and calendars

8. Open Church Windows and go to the Setup SMTP Email window for this Gmail account. In the Password field, paste your new app password. Click *Send Test Email*.

Setup SMTP Email

Display Name (For 'Email Settings:' Internal to this program only)

Outgoing Mail Server ?
 ⌵ + ✎ -

'From' Email Address ?
 ⌵ + ✎ -

Username ?
 not case-sensitive

Password ?
 case-sensitive

'Reply To' Email Address (If different than 'From' Email) ?
 ⌵ ✕ + ✎ -

? * Click for important tips to help prevent your e-mail being marked as 'spam'.

9. You'll have confirmation that Church Windows and Gmail made a successful connection and can now save the new email settings.

