

# 8) E-mail server configuration for work with Ozols TMS

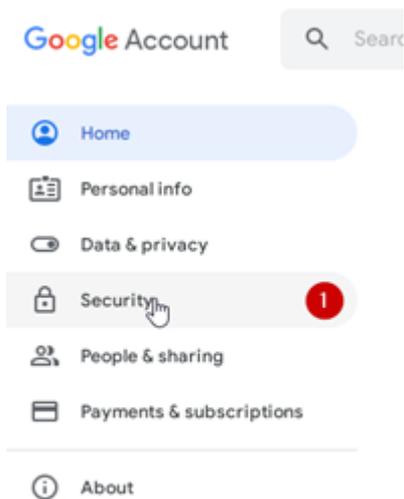
1. [Gmail settings](#)
2. [Microsoft Settings](#)

1. To send Gmail emails from within OZOLS TMS, follow these steps:

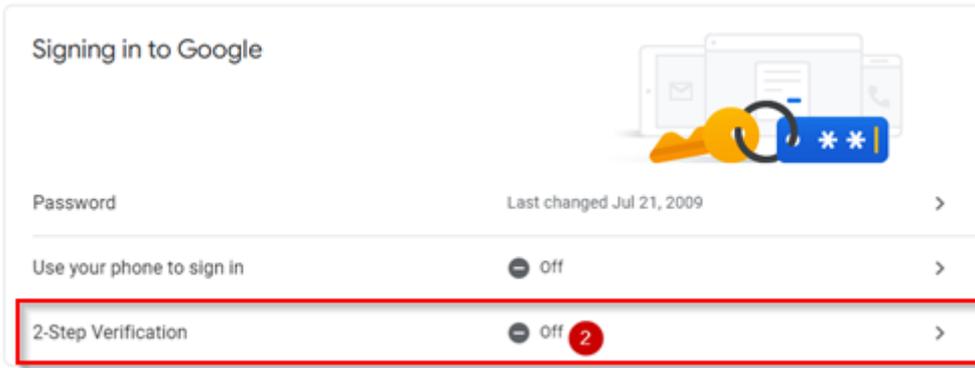
1) Open a Google account and authorize:

<https://myaccount.google.com/>

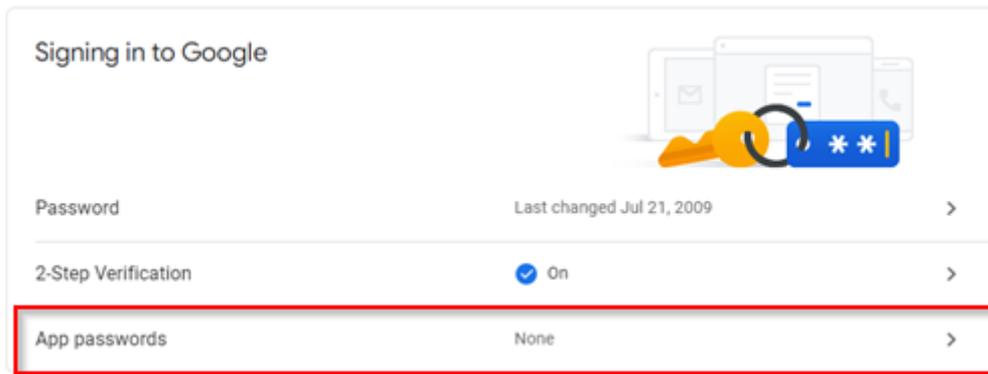
2) Opens the **Security section**



3) Activate **two-step** authentication (a confirmation code will be sent to the phone)



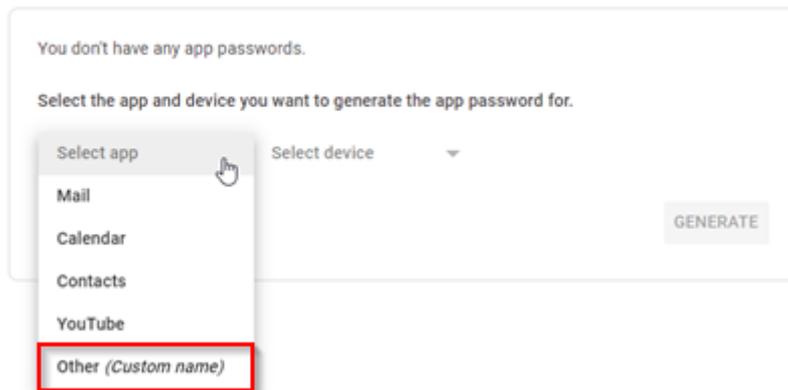
#### 4) Select App passwords



#### 4) Choose Other (Custom name)

### ← 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](#)



#### 5) Type "Ozols" in the window and press **GENERATE**

## ← 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.

5) A gmail password for the OZOLS TMS system is created

Generated app password

Your app password for your device

**avvw evom dzto tkdd**

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.

5) This password must be entered in the user's email settings in OZOLS TMS by following the [instructions here](#).

2. To send Microsoft e-mails from OZOLS TMS, you must perform the following steps:

1. Open the following link and sign in to your Microsoft account:



# Sign in

Email or phone

[Can't access your account?](#)

Next

2. Select > Add method > App password

**Add a method** [X]

Which method would you like to add?

App password [v]

Cancel Add

3. Copy the password created by Microsoft

**App password** [X]

App password was successfully created. Copy the password to clipboard and paste into your app. Then return here and choose Done

**Name:**  
SMTP connection

**Password:**  
czkbvdcyvtlckzkm [copy icon]

Note: Keep this password in a safe place. It will not be shown again.

Back Done

4. This password must be entered in the user's email settings in OZOLS TMS by following the [instructions here](#).

