How to set up Gmail for sending emails from Cloudex TMS

Connect your Gmail account to Cloudex TMS to send emails, such as invoices and payment reminders, directly from the system.

This article explains how to configure outgoing email using Gmail's SMTP server and a **Google app password**.

Before you start

You need:

- Access to the Google account you want to use for sending emails.
- **2-Step Verification** enabled for that account.
- Access to the email account settings in Cloudex TMS.

For company email hosted by **Google Workspace**, your administrator may need to check whether app passwords are allowed.

1. Enable Google 2-Step Verification

1. Open your Google Account.
2. Sign in to the account you want to connect.
3. Open the **Security** section and find **2-Step Verification**.

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4. Follow Google's instructions to enable it.

If 2-Step Verification is already enabled, continue to the next step.

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2. Create an app password

1. Open Google App passwords.
2. Sign in again if requested.
3. Enter **Cloudex TMS** as the app name and create the password.
4. Copy the generated **16-character app password**.

Use this app password in Cloudex TMS instead of your usual Google account password. Enter it without spaces.

Important: Google displays the app password only once. Keep the page open until you have entered it in Cloudex TMS. Do not share it in emails or screenshots.

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Choose Other (Custom name)

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5) Type "Cloudex TMS" in the window and press **GENERATE**

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

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

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