



HCA Tech Note 121

Messaging – Configuring to send email using Gmail (updated 11-Oct-21)

You should create a new Gmail address just for HCA. This way it is much safer than using your existing account as this account will only be used for HCA. Google for “Create new Gmail account” for the procedure.

The HCA Messaging element can be used to send email. Configuring it depends upon what ISP you have for internet access and for email. This technical note shows the settings for using a Gmail address to send email. To configure all the details that let HCA send email, use the “Tools” ribbon category, “Visual Programmer” panel, “Messaging” button.

VP Message Send defaults

SMTP Server

Server Name: Port: Connection is secure using SSL / TLS

Authentication Type: Username:

Password: Create email send log file

Wireless Options

Message Defaults

From Name: From Email:

To Name: To Email:

CC Name: CC Email:

Subject:

Message:



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The key pieces of information are in the SMTP server box. The “Server name”, “Authentication type”, and “port” should be set as shown in the image above. The username should be your Gmail address and enter the password for that account. Also make sure that the “connection is secure” box is ticked.

Note: When you tick the “connection is secure” box the port should automatically change to 465.

The additional info in this dialog provides the defaults used when the messages sent are created. You can read about that in the User Guide Visual Programmer chapter in the section on the messaging element.

For HCA to access this new email it is necessary to enable “Less secure app access” in this Google account. This is an additional good reason to create a new Gmail address – and so a new google account – just for this purpose. After you create the Google count, start a browser and log into that account. Then open the account settings by clicking on the account icon:



The on the Security section you can enable “less secure app” access.

Security

People & sharing

Payments & subscriptions

About

Less secure app access

To protect your account, apps and devices that use less secure sign-in technology are blocked. To keep your account secure, Google will automatically turn this setting OFF if it's not being used.

Off

[Turn on access \(not recommended\)](#)

After you do this, you probably will get several “Critical Security Alert” emails to this address from Google telling you that this was done. It’s ok, really.

##end##