

Email Settings Help File

1. Choose plain text or HTML email
HTML email includes formatted text & one or more inline images (MDSBanner.png/TitleBar.png).
The image files MUST be located in the same folder as this application
2. Enter the email settings for your network and click **Send EMail**.
An attached file is optional but all other email settings must be completed.



The screenshot shows the 'CDO Email Tester' application window. It has a dark blue title bar with the text 'CDO Email Tester' and a 'Quit' button. The main area is light blue and contains instructions: 'This utility tests the ability of Access to send emails directly without using Outlook. Choose the type of email required then enter your EMail settings.' It also mentions clicking 'Send Email' to test, that HTML emails include formatted text and images, and that the 'Help' button provides more information. A note states that all settings are saved automatically and a 'Clear' button is available to remove personal data.

The settings section includes:

- Email Type: Plain Text (dropdown), with a note 'Plain text or HTML'.
- Send Mail Using Method: 2 (dropdown), with a note '1 = local; 2 = network'.
- Port used to send email: (empty text box), with a note 'Usually 25'.
- Email server: (empty text box), with a note 'e.g. pop-email.outlook.com'.
- SMTP Authenticate: 1 (dropdown), with a note 'Usually 1'.
- Timeout (seconds): 60 (text box), with a note 'e.g. 60'.
- Use SSL?: True (dropdown), with a note 'True / False'.

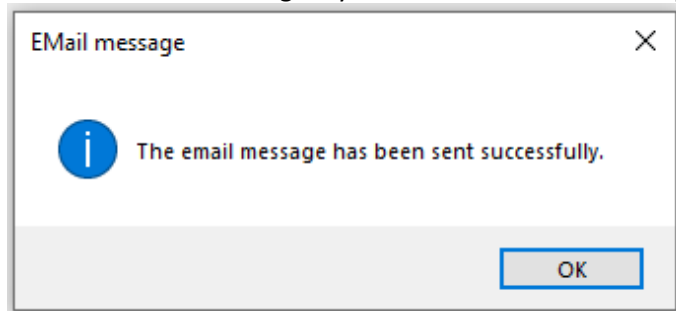
The bottom section contains input fields for:

- Your email address
- UserName
- Password
- Recipient email address
- Attachment filename (with a 'Browse' button and a note: '(Optional) - This must be the full file path of the attachment')
- Email Subject Line (containing 'Test plain text message')
- Include EMail Settings? (checked checkbox, with a note: 'If ticked, email settings are included in email body')

At the bottom, there are three buttons: 'Send Email', 'Help', and 'Clear Personal Data'. Version and copyright information are displayed at the very bottom.

You can edit the Email Subject Line and optionally include Email Settings in the email body.

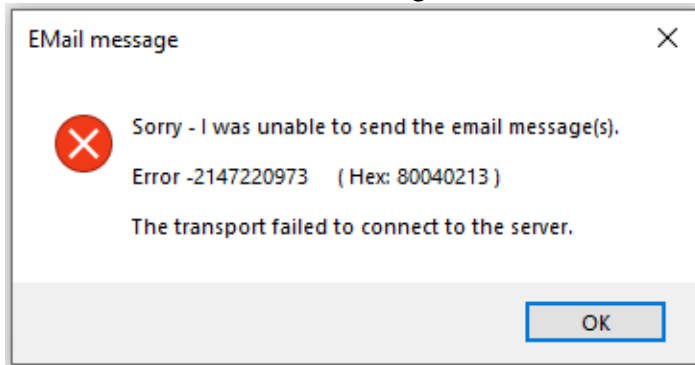
You will see this message if your email sends successfully.



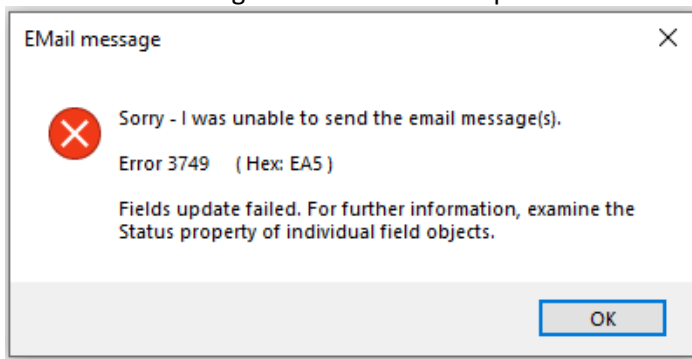
3. **Problems**
If your email cannot be sent, you will see an error message giving the reason.
Both the error number and its hex equivalent are included as well as the error description.

Some possible errors are shown below:

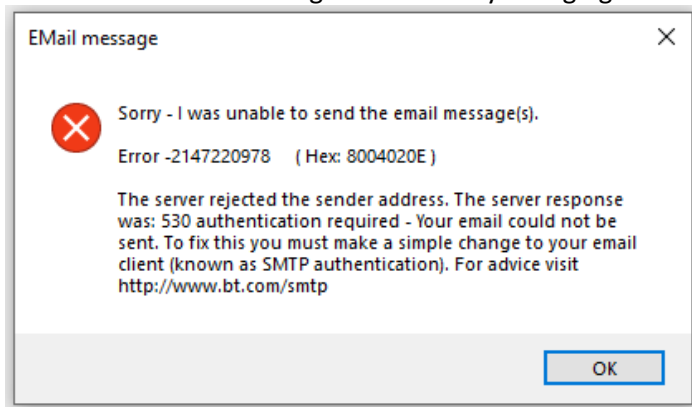
- a) Incorrect settings e.g. server address or port wrong
This is also shown if Use SSL setting or Password is incorrect



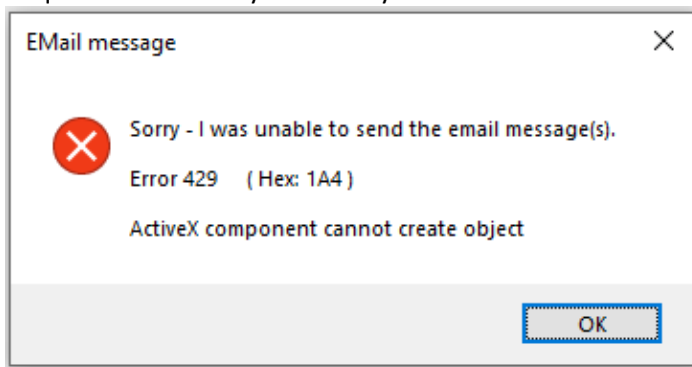
- b) One or more settings have not been completed



- c) SMTP Authenticate setting incorrect – try changing this from 0 to 1

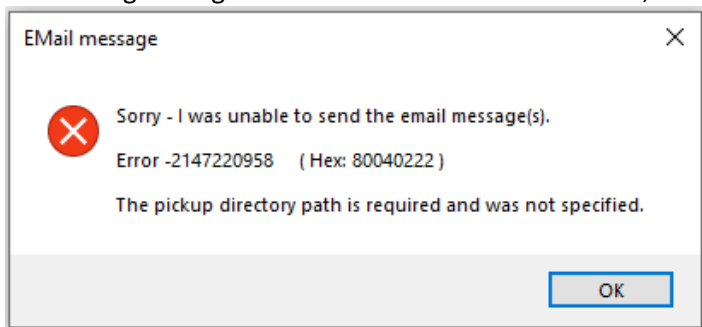


- d) Required code library file "cdosys.dll" not installed or not registered

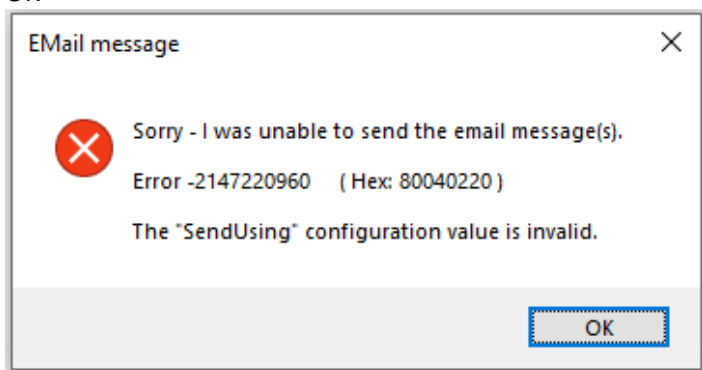


If using early binding, make sure that cdosys.dll is in the c:\windows\system32 folder
Run "regsvr32 cdosys.dll" to register

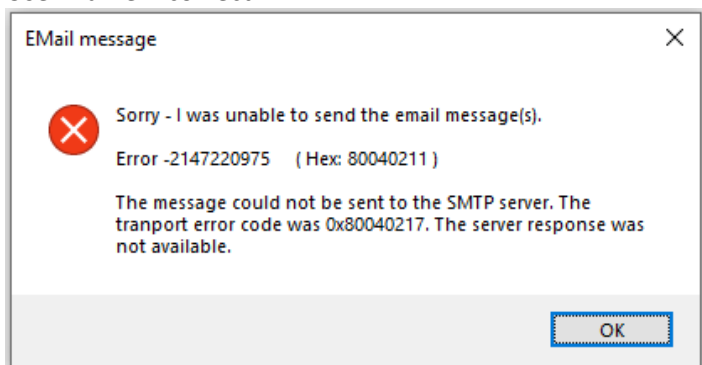
- e) Send Using setting incorrect – use 1 for local machine; 2 for network



OR

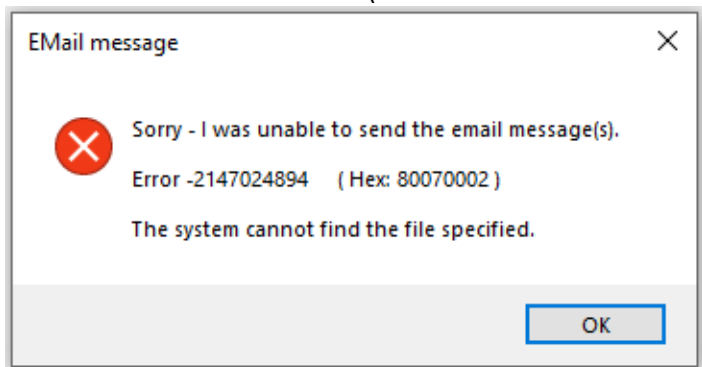


- f) User Name incorrect

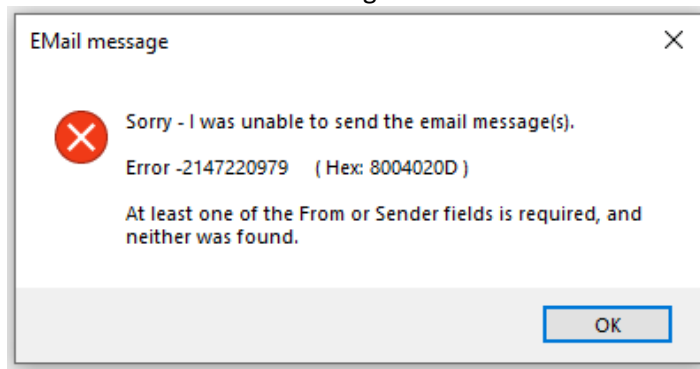


NOTE: This error will occur using **GMail** accounts even when the user name / password are both correct. See [Appendix A](#) for a solution

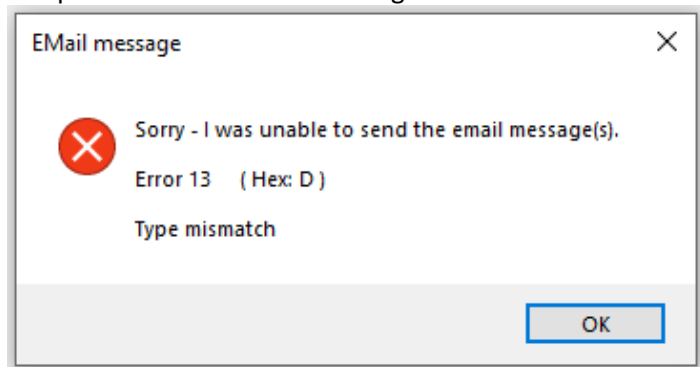
- g) Attached file cannot be found (file does not exist or incorrect file path)



h) Sender's email address missing



i) Recipient's email address missing



NOTE:

The program cannot test whether the sender's and/or recipient's email addresses are valid.

Correct the error(s) and try again.

When all settings are correct your email should send successfully.

NOTE:

You can clear your personal data (user name, password, email address) by clicking the button on the form.
This does NOT clear the network email settings.

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Appendix A – Managing Security in GMail Accounts

There is a new issue with **sending email using CDO** using a **GMail account**.

The correct settings for GMail are:

Send Mail Using Method	2	1 = local; 2 = network
Port used to send email	465	Usually 25
Email server	smtp.gmail.com	e.g. "pop-email.outlook.com"
SMTP Authenticate	1	Usually 1
Timeout (seconds)	60	e.g. 60
Use SSL?	True	True / False
Your email address	Your GmailAccount@gmail.com	
UserName	Your GmailAccount@gmail.com	
Password	*****	

However, Google has added **additional security** which effectively blocks email sent from any app it considers less secure (including Outlook).

This results in an **incorrect password error** (see item f above) when you enter your correct account details.

There are **two possible solutions** both of which require a change in the **security section** of your **Google account settings**:

a) **allow less secure apps** - if this is applied, **GMail** will again work via CDO.

However, this is not available if you have switched on **two-step authentication**

b) **set app password** = enter a name for the app e.g. **CDO EMail Tester** and it will generate a unique password for that app and your account.

Enter that in place of your usual password & **CDO email** for your GMail account will again work perfectly!

See these links for more info:

https://support.google.com/accounts/answer/6010255?hl=en&ref_topic=7188673#

<https://support.google.com/accounts/answer/185833?hl=en>