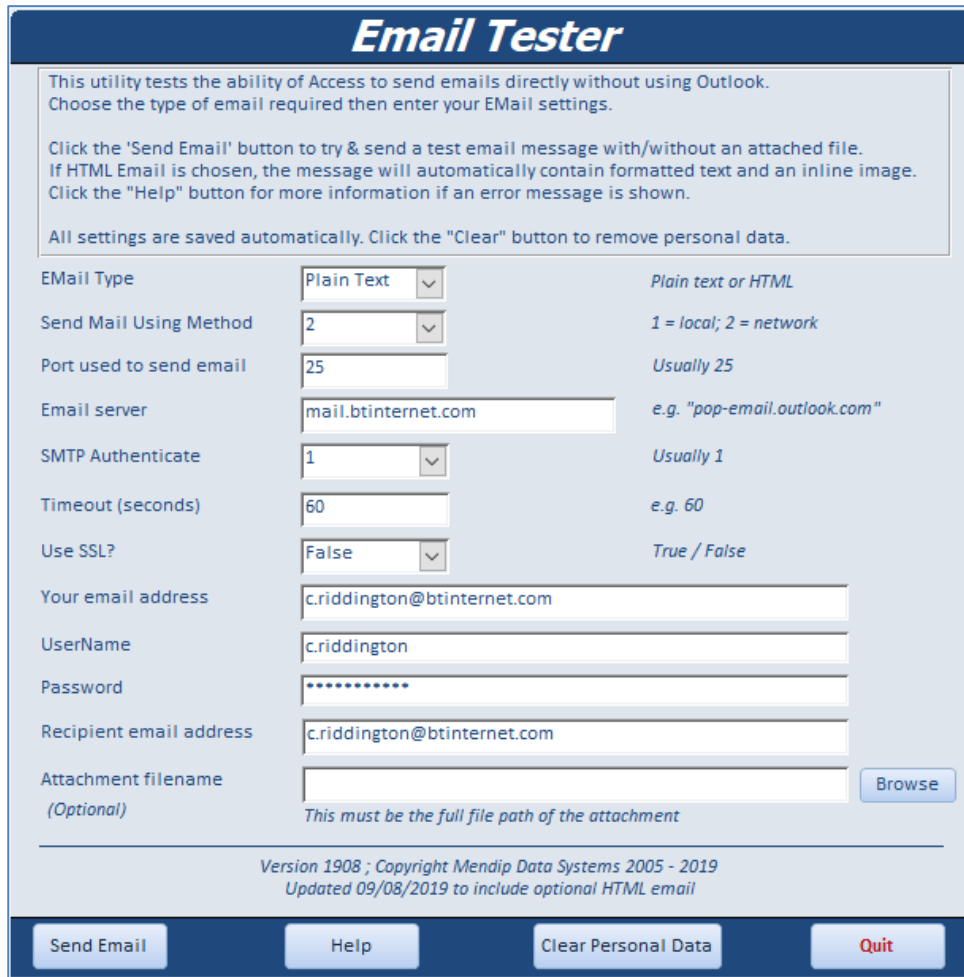


## Email Settings Help File

1. Choose plain text or HTML email  
HTML email includes formatted text & an inline image (MDSBanner.png).  
The image file **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 boxes must be completed.



The screenshot shows the 'Email Tester' application window. It has a dark blue header with the title 'Email Tester'. Below the header is a light blue box containing 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. Click the 'Send Email' button to try & send a test email message with/without an attached file. If HTML Email is chosen, the message will automatically contain formatted text and an inline image. Click the "Help" button for more information if an error message is shown. All settings are saved automatically. Click the "Clear" button to remove personal data.'

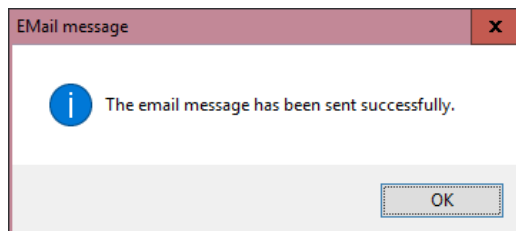
Below the instructions are several input fields and dropdown menus:

- Email Type:** A dropdown menu set to 'Plain Text'. To the right, it says 'Plain text or HTML'.
- Send Mail Using Method:** A dropdown menu set to '2'. To the right, it says '1 = local; 2 = network'.
- Port used to send email:** A text box containing '25'. To the right, it says 'Usually 25'.
- Email server:** A text box containing 'mail.btinternet.com'. To the right, it says 'e.g. "pop-email.outlook.com"'.
- SMTP Authenticate:** A dropdown menu set to '1'. To the right, it says 'Usually 1'.
- Timeout (seconds):** A text box containing '60'. To the right, it says 'e.g. 60'.
- Use SSL?:** A dropdown menu set to 'False'. To the right, it says 'True / False'.
- Your email address:** A text box containing 'c.riddington@btinternet.com'.
- UserName:** A text box containing 'c.riddington'.
- Password:** A text box with masked characters '\*\*\*\*\*'.
- Recipient email address:** A text box containing 'c.riddington@btinternet.com'.
- Attachment filename:** A text box with '(Optional)' below it. To the right of the text box is a 'Browse' button. Below the text box, it says 'This must be the full file path of the attachment'.

At the bottom of the window, there is a dark blue bar with four buttons: 'Send Email', 'Help', 'Clear Personal Data', and 'Quit'.

Below the input fields, there is a line of text: 'Version 1908 ; Copyright Mendip Data Systems 2005 - 2019 Updated 09/08/2019 to include optional HTML email'.

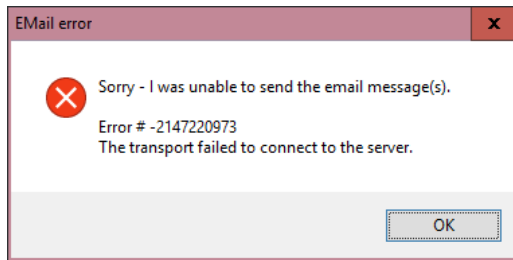
If your email sends successfully you will see this message.



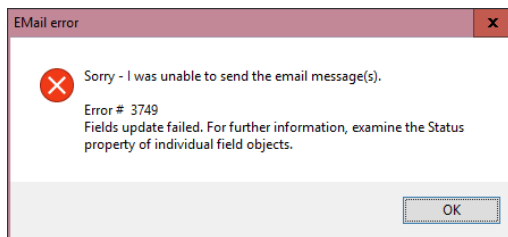
3. **Problems**  
If your email cannot be sent, you will see an error message giving the reason.  
The **Save Settings** button will also be disabled to prevent saving incorrect email settings

Some possible errors are shown below:

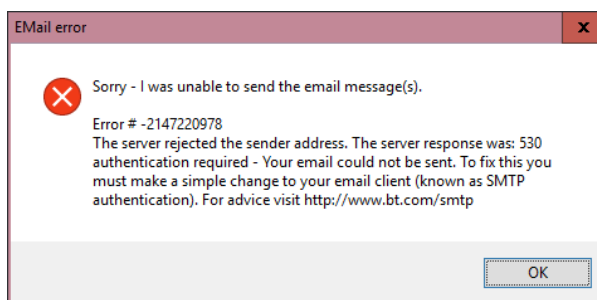
- a) Incorrect settings e.g. server address or port wrong  
This is also shown if Use SSL setting is incorrect



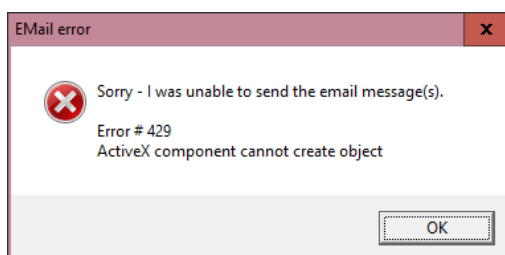
- b) One or more settings have not been completed



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

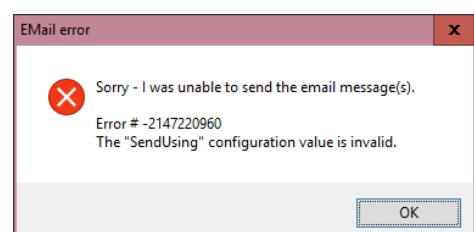
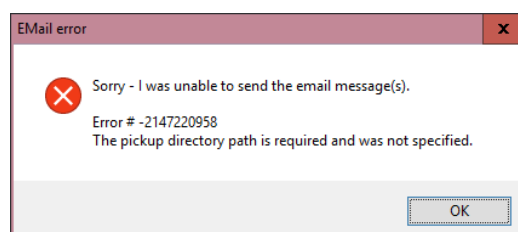


- c) Required code library file “cdosys.dll” not installed or not registered



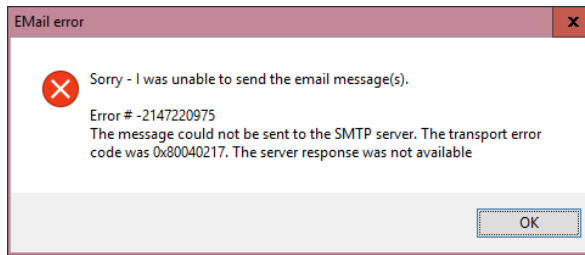
Make sure that cdosys.dll is in the c:\windows\system32 folder  
Run “regsvr32 cdosys.dll” to register

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



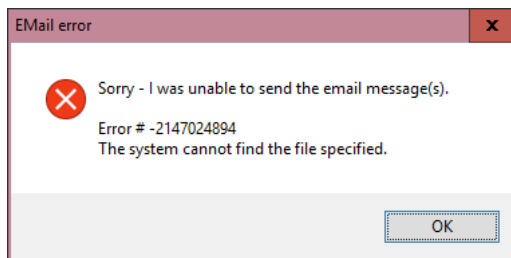
or

f) User Name or Password incorrect

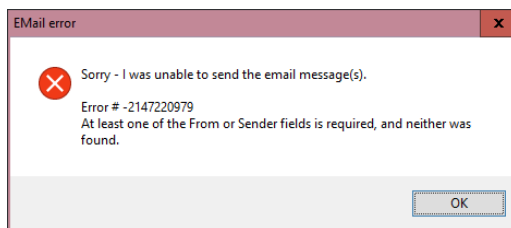


NOTE: This error will occur using **GMail** accounts even when the user name / password are both correct. See [Appendix A](#) for a solution

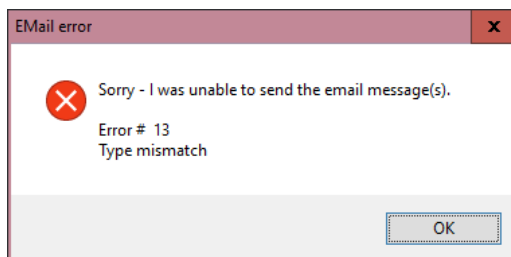
Attached file cannot be found (file does not exist or incorrect file path)



g) Sender's email address missing



h) 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.

Colin Riddington, Mendip Data Systems

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Email: [support@mendipdatasystems.co.uk](mailto:support@mendipdatasystems.co.uk)

## 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	<input type="text" value="2"/>	1 = local; 2 = network
Port used to send email	<input type="text" value="465"/>	Usually 25
Email server	<input type="text" value="smtp.gmail.com"/>	e.g. "pop-email.outlook.com"
SMTP Authenticate	<input type="text" value="1"/>	Usually 1
Timeout (seconds)	<input type="text" value="60"/>	e.g. 60
Use SSL?	<input type="text" value="True"/>	True / False
Your email address	<input type="text" value="Your GmailAccount@gmail.com"/>	
UserName	<input type="text" value="Your GmailAccount@gmail.com"/>	
Password	<input type="password" value="....."/>	

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/6010255?hl=en&ref_topic=7188673#)

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