

How to use Yahoo mail with FreeFlow Core

Validated 03/24/2023 on FreeFlow Core 6.2.7

Create a Yahoo account.

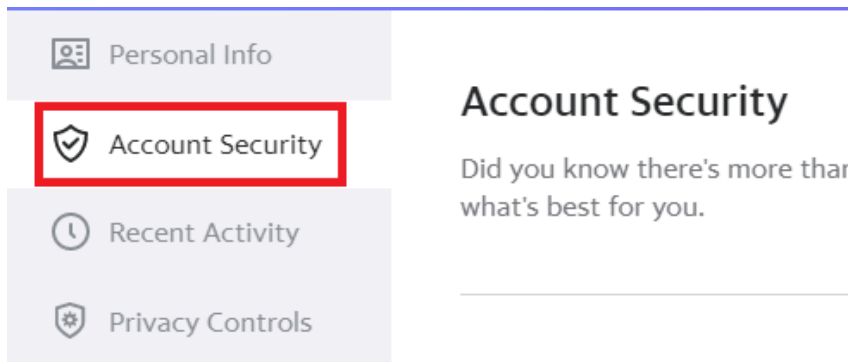
Log into the account in a web browser.

NOTE: The procedure below is because you cannot use the 'standard' Yahoo account password in other applications. As such, the method below creates a 'one time' password that can be used to authenticate an application with Yahoo.

Select the User Icon where it shows the **Username**.

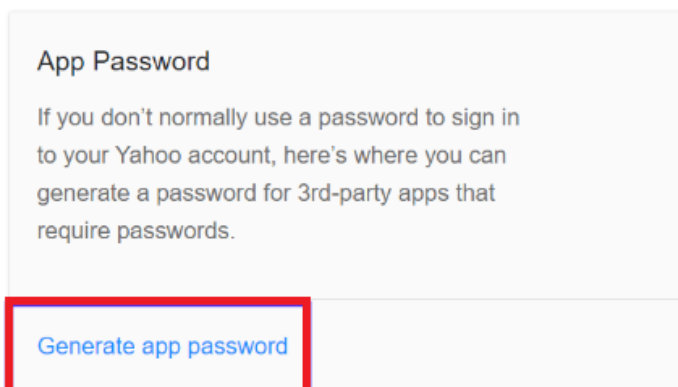


On the left side, select **Account Security**:



Scroll down to 'Other ways to sign in' and select **Generate and manage app passwords**:

Other ways to sign in



Generate an app password ✕

Some apps require a separate, one-time password to sign in. Generate and manage them here.

Enter your app's name

App name

Generate password

Input a name for the App like **FreeFlowCore**. Select **Generate Password**.

A one-time password will be generated. Copy / save this information and include spaces as shown.

Log into FreeFlow Core with an **administrator account**.

Select **Administration > User Access**.

Select a user and **Edit** account. Scroll to the bottom and input an **E-Mail address** for the account.

Select **Save**.

NOTE: If a message comes up asking about a password not matching, then remove (clear) all text from both password fields (because we are not trying to change the password).

Select **Administration > Notifications**.

Scroll down to **E-mail Notification Setup**:

The screenshot shows the FreeFlow Core Administration interface. The top navigation bar includes "Job Management and Status", "Printer Management and Status", "Workflow Setup", and "Administration". The "Administration" menu is expanded, showing "Notifications" and "E-mail Notification Setup". The "E-mail Notification Setup" page has a checkbox for "Sign in with Google" and a text field for "E-mailed From" containing "youremail@yahoo.com". Under "SMTP Settings", there are fields for "Server Address" (smtp.mail.yahoo.com), "User Name" (youremail@yahoo.com), "Port" (587), and "Password" (masked with dots). A "Use TLS" checkbox is checked. At the bottom right, there are "Test", "Cancel", and "Save" buttons.

Input your yahoo.com email account for **E-mailed From** and for **User Name**.

Select the checkbox for **Use TLS**.

Server Address = **smtp.mail.yahoo.com**

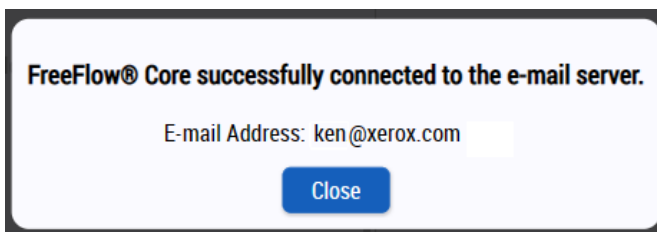
Port = **587**

Input the password generated from the Yahoo webpage (include spaces).

Select **SAVE**.

Select **Test**.

A confirmation email should be sent and a message should appear like this in FreeFlow Core:

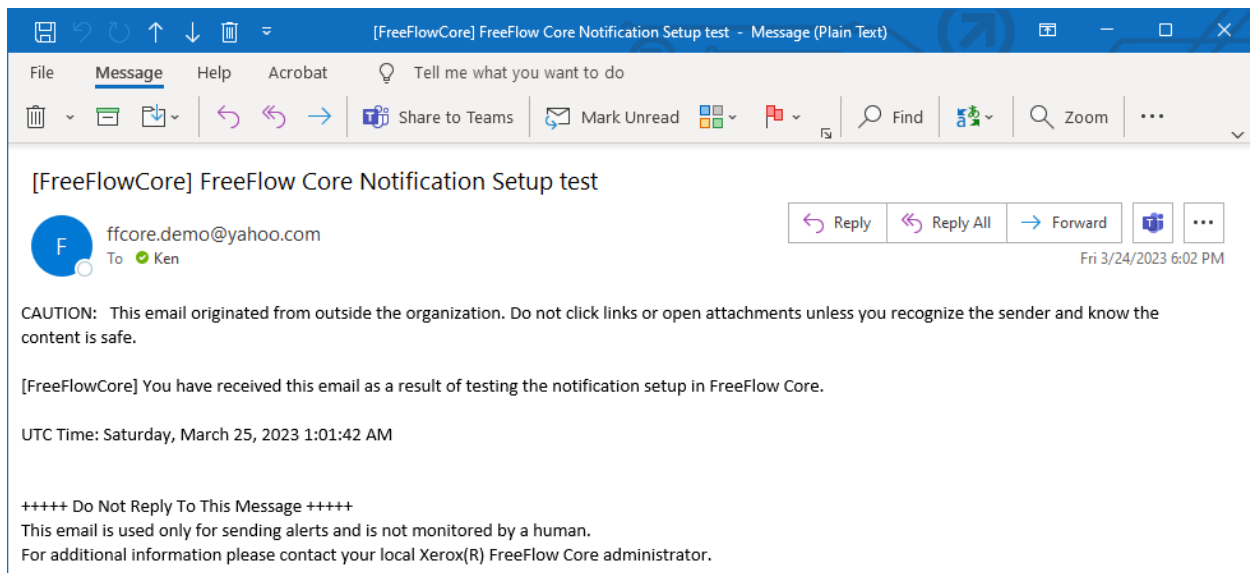


NOTE: my FreeFlow Core administrator account had 'ken@xerox.com' as the email address to use so FreeFlow Core sends the test email to that email. (This is just an example and not a real email account).

Select **Close**.

Go to your email client and look for a confirmation email. Please note that it may end up in your 'junk' or spam folder. So if you don't see it quickly, please look there.

In MS Outlook it will look like this:



Email setup is now complete.

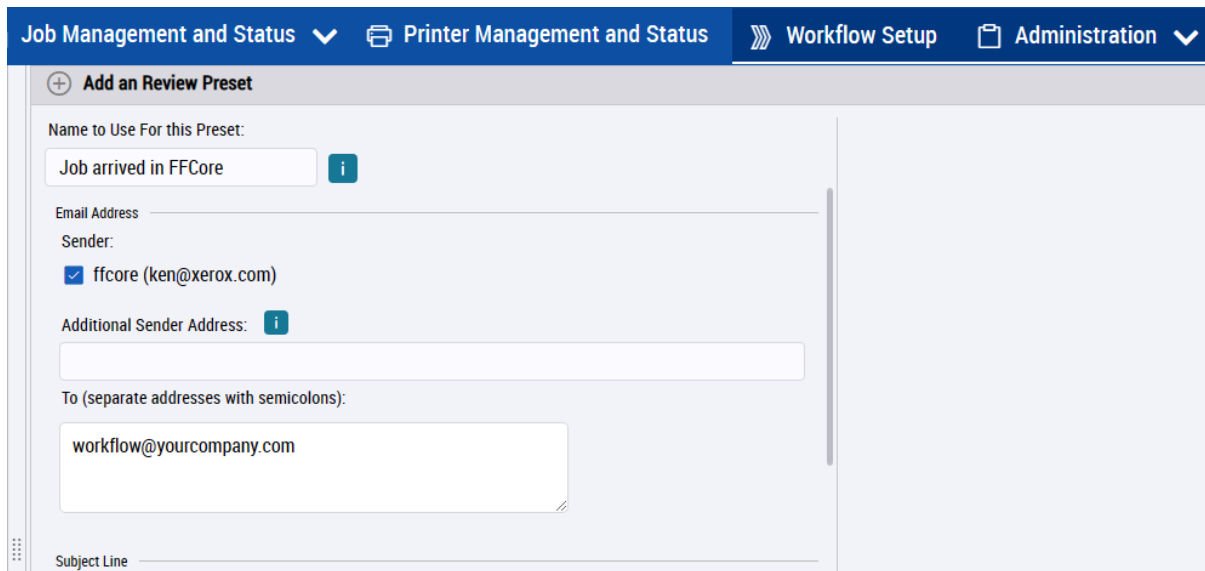
Optionally, now that the email is configured you can also use the Review component.

Using the Review preset in FreeFlow Core

Add a Review Preset to your desired workflow.

Select the **Sender: checkbox** for the user you want the email sent to.

In the To field, add the email addresses for the people you want to receive the notifications.

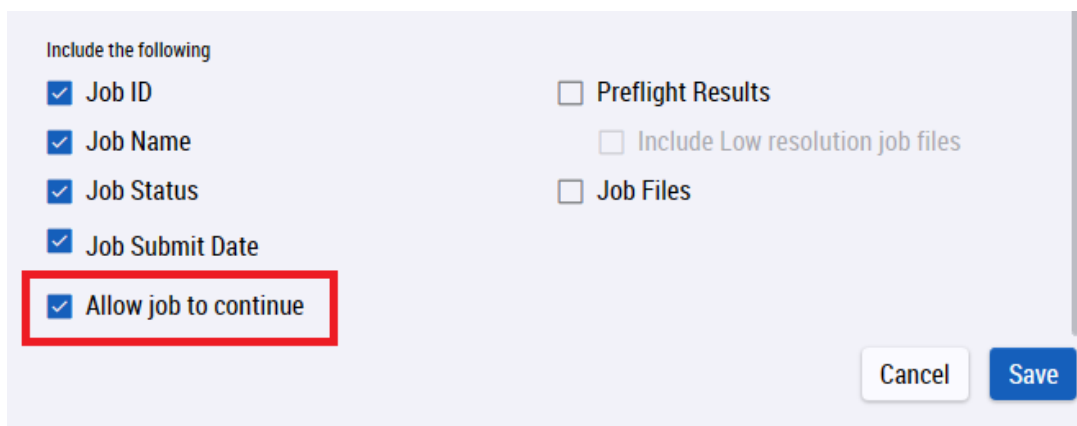


The screenshot shows the 'Add an Review Preset' configuration window. At the top, there is a navigation bar with 'Job Management and Status', 'Printer Management and Status', 'Workflow Setup', and 'Administration'. The main area is titled 'Add an Review Preset' and contains the following fields:

- Name to Use For this Preset:** A text input field containing 'Job arrived in FFCore' with an information icon.
- Email Address:** A section containing:
 - Sender:** A checkbox labeled 'ffcore (ken@xerox.com)' which is checked.
 - Additional Sender Address:** An empty text input field with an information icon.
- To (separate addresses with semicolons):** A text input field containing 'workflow@yourcompany.com'.
- Subject Line:** An empty text input field.

Select the desired items to send with the email(s).

The default behavior is when a job comes into the Review preset, it will be HELD in FreeFlow Core until someone 'Resumes' the job. If you don't want the jobs to stop in the workflow for this, then scroll to the bottom and select the checkbox to 'Allow job to continue':



The screenshot shows the 'Include the following' configuration window. It contains a list of checkboxes for items to include in the email:

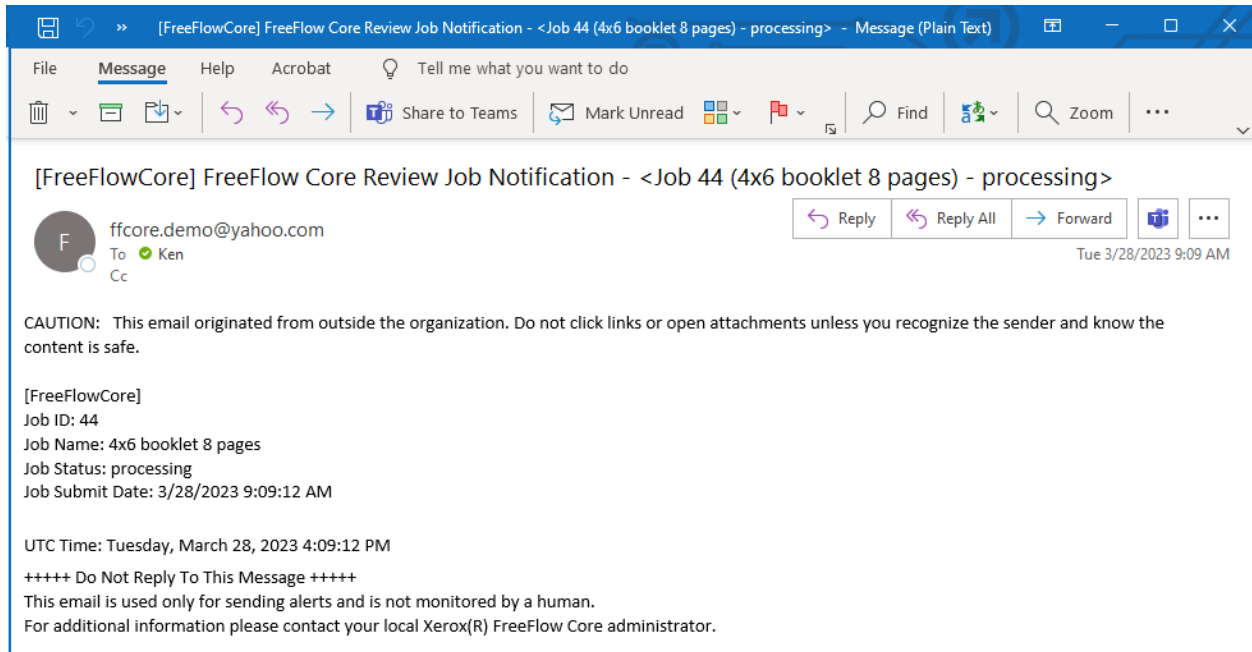
- Job ID
- Job Name
- Job Status
- Job Submit Date
- Allow job to continue (highlighted with a red box)
- Preflight Results
- Include Low resolution job files
- Job Files

At the bottom right, there are 'Cancel' and 'Save' buttons.

Select **Save**.

Submit a job to the workflow and validate the email is sent.

With the default selections enabled the email sent should look something like this:



The screenshot shows a Microsoft Word-style email client window. The title bar reads "[FreeFlowCore] FreeFlow Core Review Job Notification - <Job 44 (4x6 booklet 8 pages) - processing> - Message (Plain Text)". The ribbon includes "File", "Message", "Help", "Acrobat", and "Tell me what you want to do". The ribbon buttons include "Share to Teams", "Mark Unread", "Find", and "Zoom".

The email content is as follows:

[FreeFlowCore] FreeFlow Core Review Job Notification - <Job 44 (4x6 booklet 8 pages) - processing>

ffcore.demo@yahoo.com
To: Ken
Cc:

Reply Reply All Forward

Tue 3/28/2023 9:09 AM

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

[FreeFlowCore]
Job ID: 44
Job Name: 4x6 booklet 8 pages
Job Status: processing
Job Submit Date: 3/28/2023 9:09:12 AM

UTC Time: Tuesday, March 28, 2023 4:09:12 PM

+++++ Do Not Reply To This Message +++++

This email is used only for sending alerts and is not monitored by a human.
For additional information please contact your local Xerox(R) FreeFlow Core administrator.