

How to use Gmail with FreeFlow Core

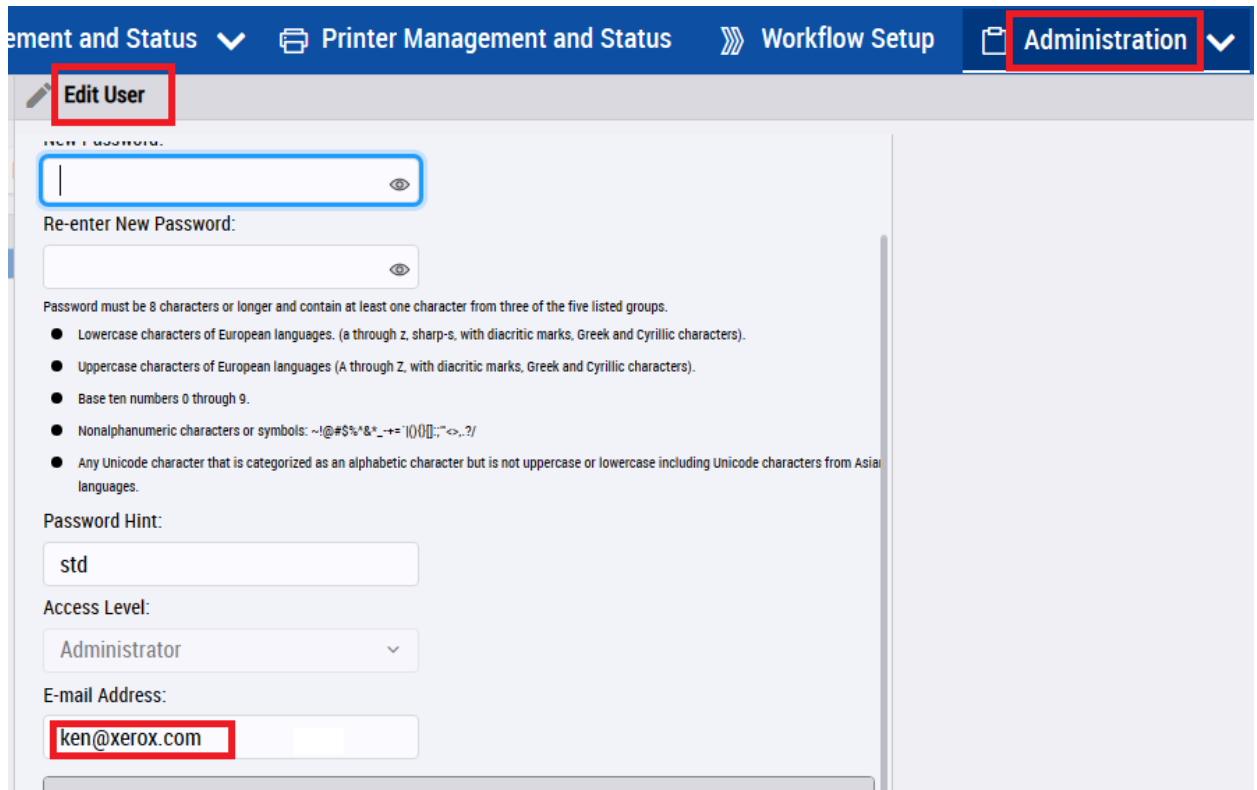
Validated 03/27/2023 with FFCore 6.2.7

Create a Gmail account.

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:



The screenshot shows the 'Administration' menu in the top right corner, with 'Edit User' selected. The form contains the following fields and options:

- New Password:** A text input field with a red box around it.
- Re-enter New Password:** A text input field with a red box around it.
- Password Hint:** A text input field containing the text 'std'.
- Access Level:** A dropdown menu set to 'Administrator'.
- E-mail Address:** A text input field containing 'ken@xerox.com', with a red box around it.

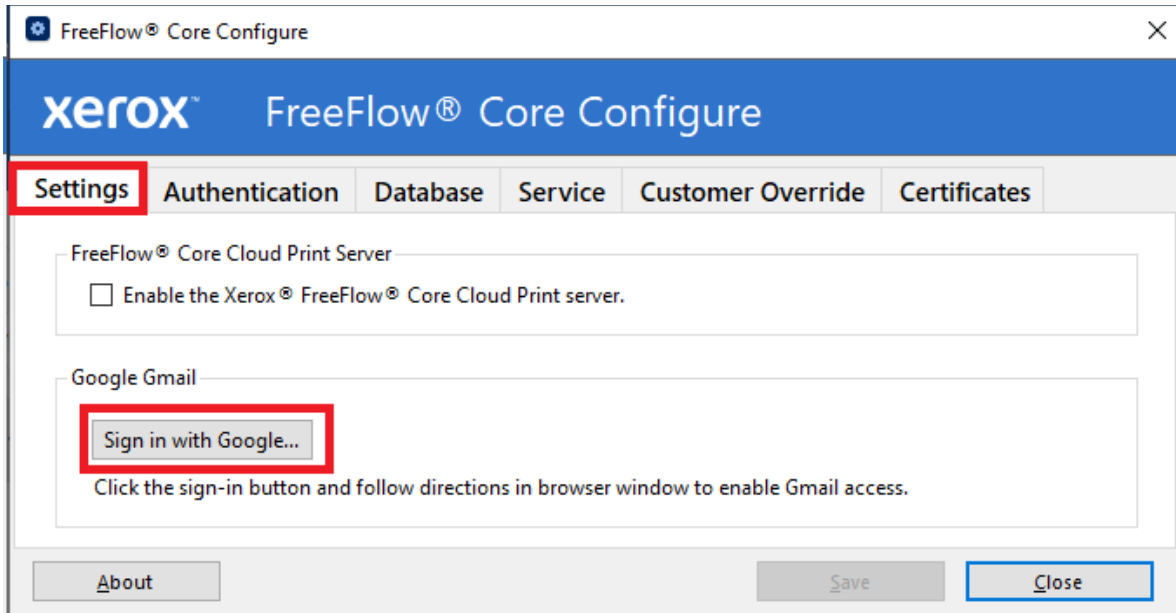
Below the password fields, there is a list of password requirements:

- Password must be 8 characters or longer and contain at least one character from three of the five listed groups.
- Lowercase characters of European languages. (a through z, sharp-s, with diacritic marks, Greek and Cyrillic characters).
- Uppercase characters of European languages (A through Z, with diacritic marks, Greek and Cyrillic characters).
- Base ten numbers 0 through 9.
- Nonalphanumeric characters or symbols: ~!@#%&*_-+=|(){};:'"~<>.,?/
- Any Unicode character that is categorized as an alphabetic character but is not uppercase or lowercase including Unicode characters from Asian languages.

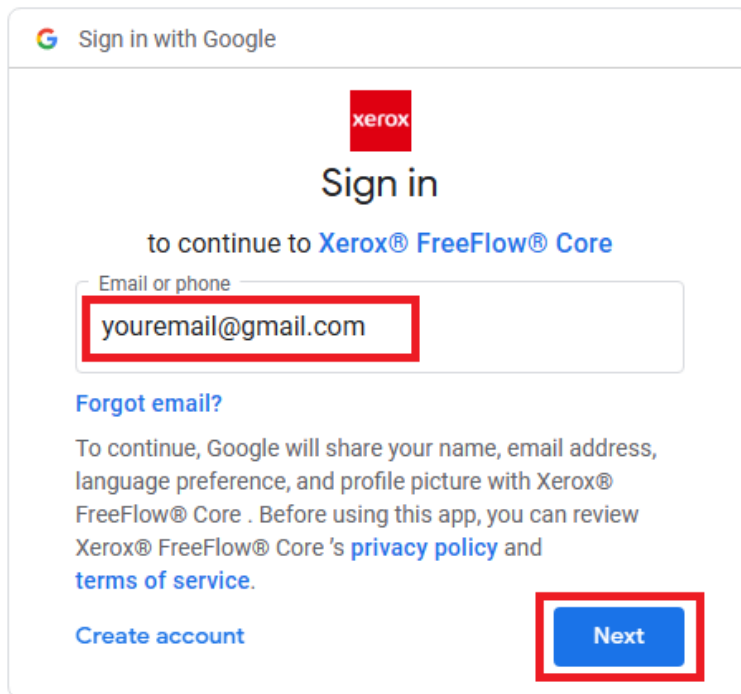
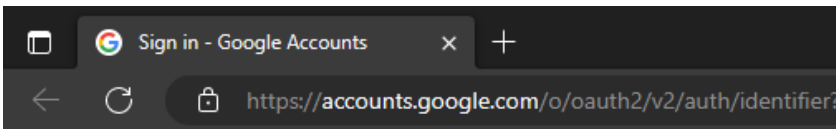
Select **Save**.

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).

On the FreeFlow Core Server, open the application **FreeFlow Core Configure**.



Select **Sign in with Google...**

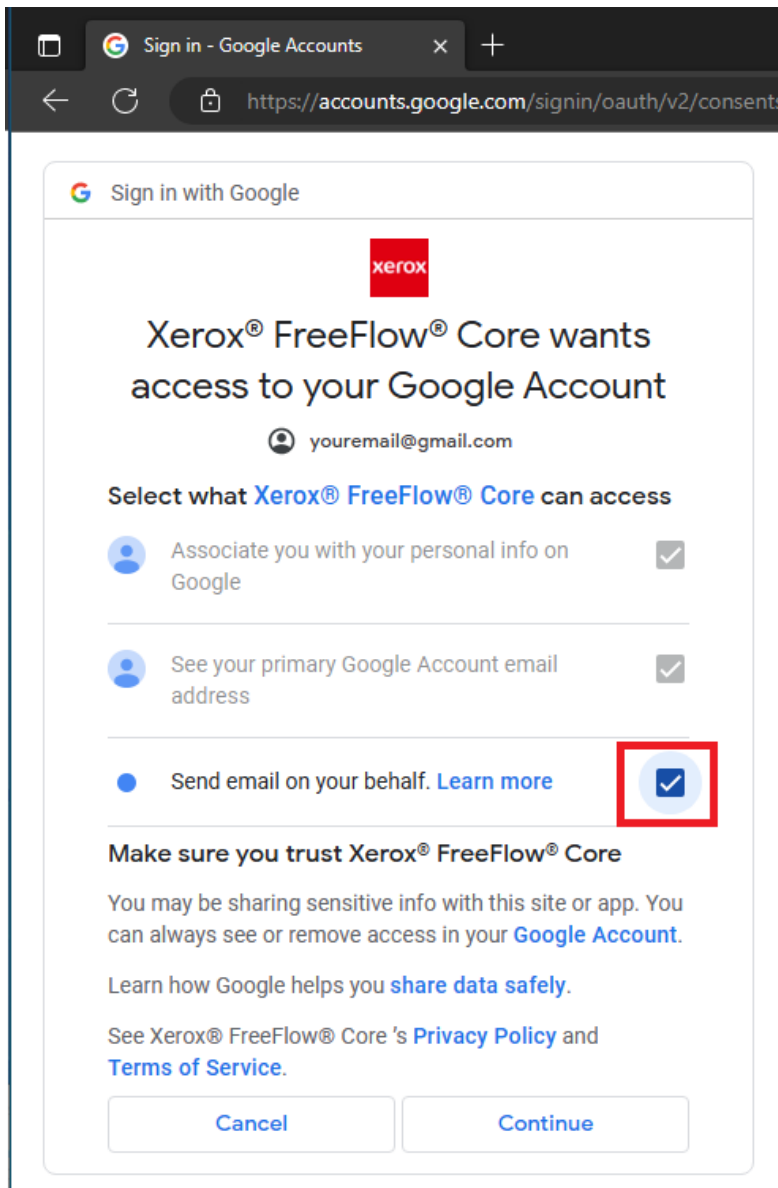


English (United States) Help Privacy Terms

Input your google email account email address, select **Next**.

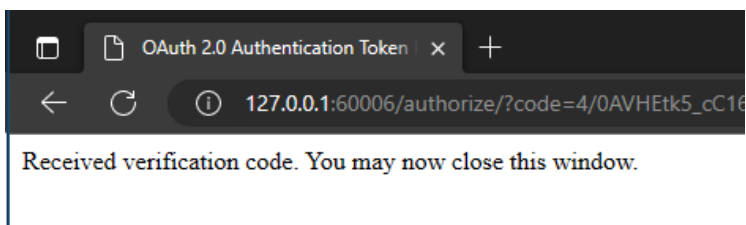
Input your Gmail account password, select **Next**.

Select the checkbox to allow FreeFlow Core to **Send email on your behalf**:

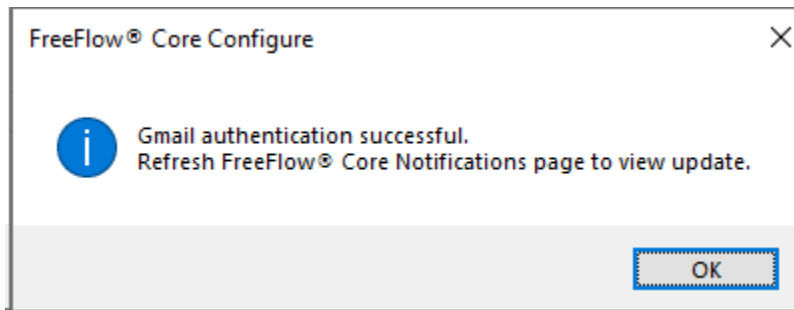


Select **Continue**.

A confirmation window will appear as below. Close the window.



A FreeFlow Core message should appear:



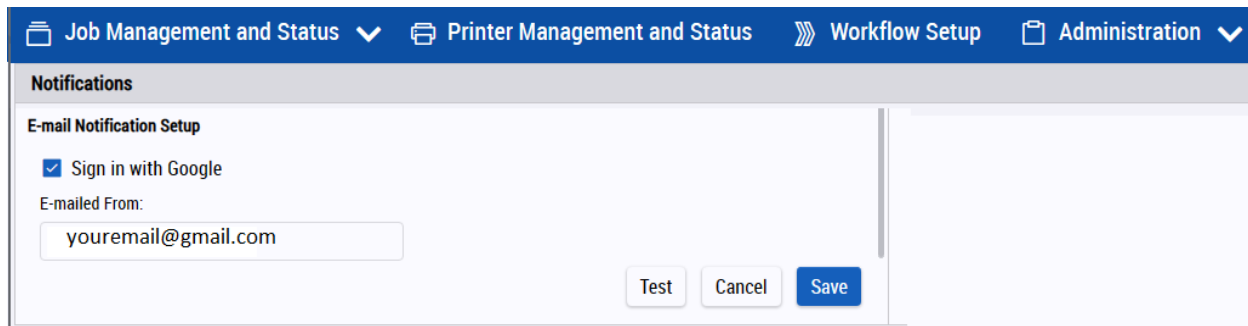
Select **OK**.

Log into FreeFlow Core with an administrator account.

Select **Administration > Notifications**.

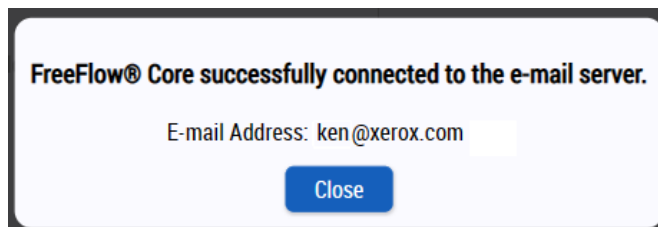
Select the checkboxes for the notification options you would like to be sent out.

Scroll down to **E-mail Notification Setup** and you will notice that FreeFlow Core has already configured the mail server settings and shows your Gmail address.



Select **Test**.

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

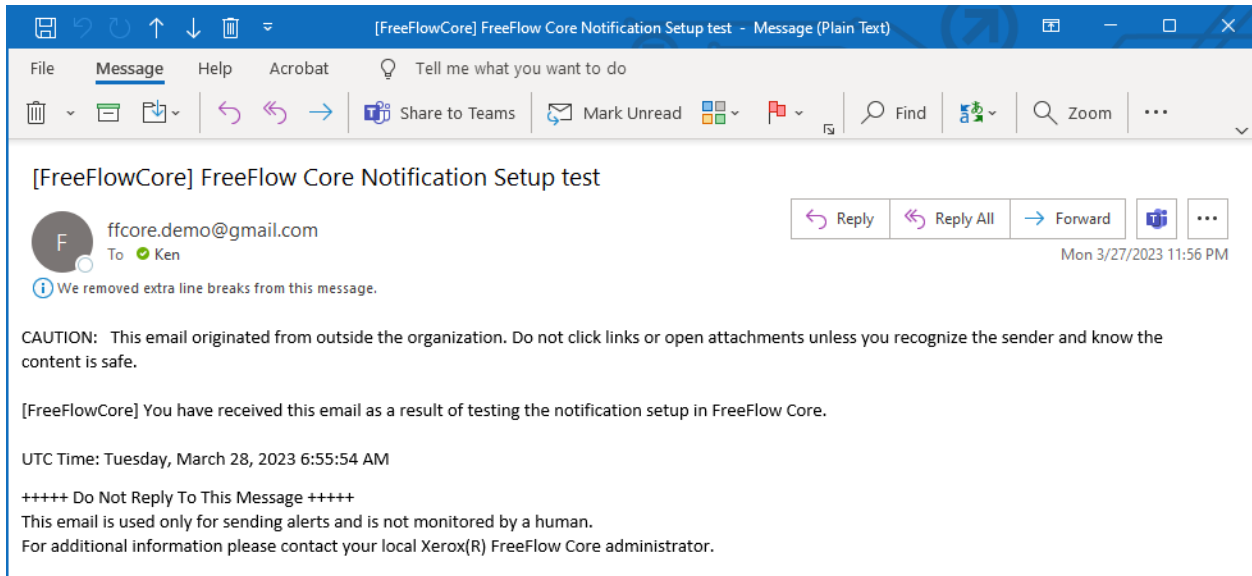


NOTE: my FreeFlow Core administrator account had 'ken@xerox.com' as the email address to use so FreeFlow Core sends the test email to that email. (This is just an example and not a real email account).

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.

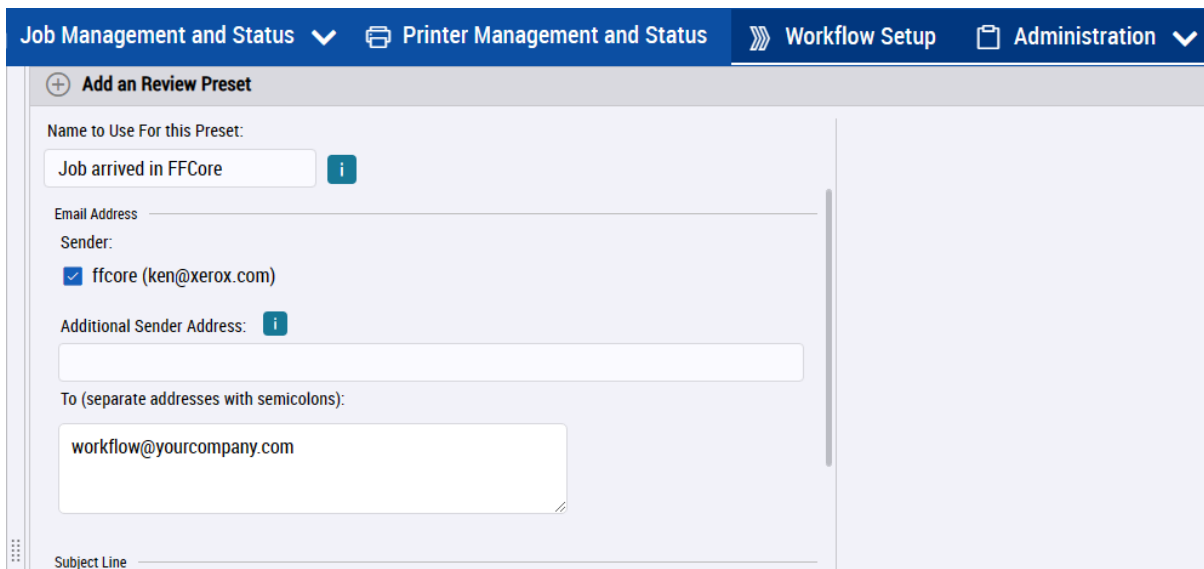
Optionally, now that the email is configured you can also use the Review component.

Using the Review preset in FreeFlow Core

Add a Review Preset to your desired workflow.

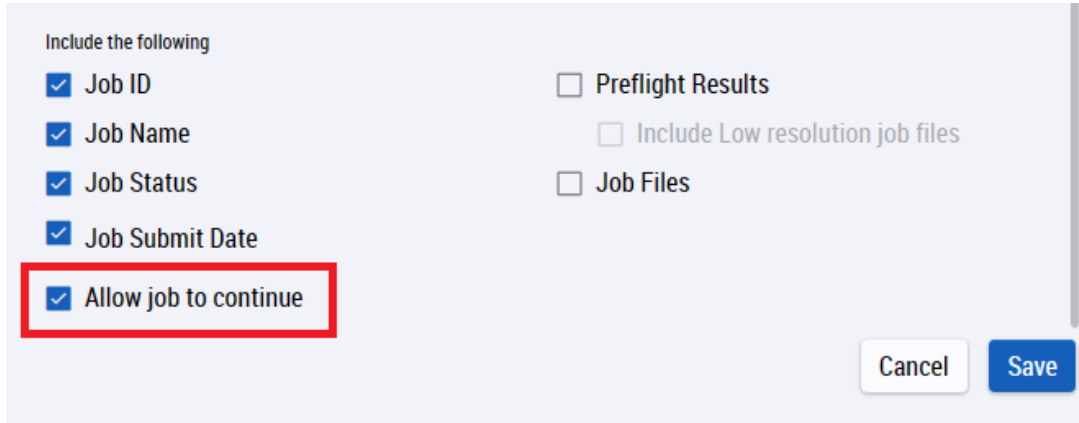
Select the **Sender: checkbox** for the user you want the email sent to.

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



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':



Include the following

- Job ID
- Job Name
- Job Status
- Job Submit Date
- Allow job to continue
- Preflight Results
- Include Low resolution job files
- Job Files

Cancel Save

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:

