



PLUG AND PLAY COMPUTERS

Tally Authorised Partner

Himatnagar, Gujarat

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USER MANUAL

Auto Email – Save Gmail App Password

Version 1.0 · For TallyPrime

Simple English · Real Tally Screens · Step by Step

Contact us:

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Version: Auto Email – Save Gmail App Password / 1.0

This manual is for end users. It explains how to save Gmail App Password once in TallyPrime so Share → E-mail does not ask for password every time.

Support: 9426391348 / 7069500051 · tallyguj@gmail.com · <https://www.tallyguj.in>

Auto Email – Save Gmail App Password

Introduction

This add-on lets you save your Gmail App Password one time in TallyPrime. After saving, when you use Share → E-mail to send invoices or reports, Tally uses the saved password automatically. You do not type the password every time.

Password is saved permanently on this computer. The TDL file does not contain your password.

Note: Use TallyPrime. For Gmail, create a Google App Password (16 characters) from Google Account → Security → App passwords (2-Step Verification must be ON). Do not use your normal Gmail login password.

Important!

Take backup of your company data before loading any new TDL / Add-on.

Setup Guide

Step 1 — Load the TDL file (one-time)

1. Open TallyPrime and open your company.
2. Go to Gateway of Tally → F1: Help → TDL & Add-On → F4: Manage Local TDLs.
3. Set Load TDLs on Startup to Yes.
4. Specify the full path of auto-email.tdl (as given by Plug And Play Computers).
5. Accept. Restart TallyPrime if prompted, then open the company again.

After loading, Gateway of Tally shows menu item: EMail App Password (shortcut Alt + P).

Step 2 — Open EMail App Password from Gateway

Go to Gateway of Tally → EMail App Password

Alternatively, press Alt + P from Gateway of Tally.

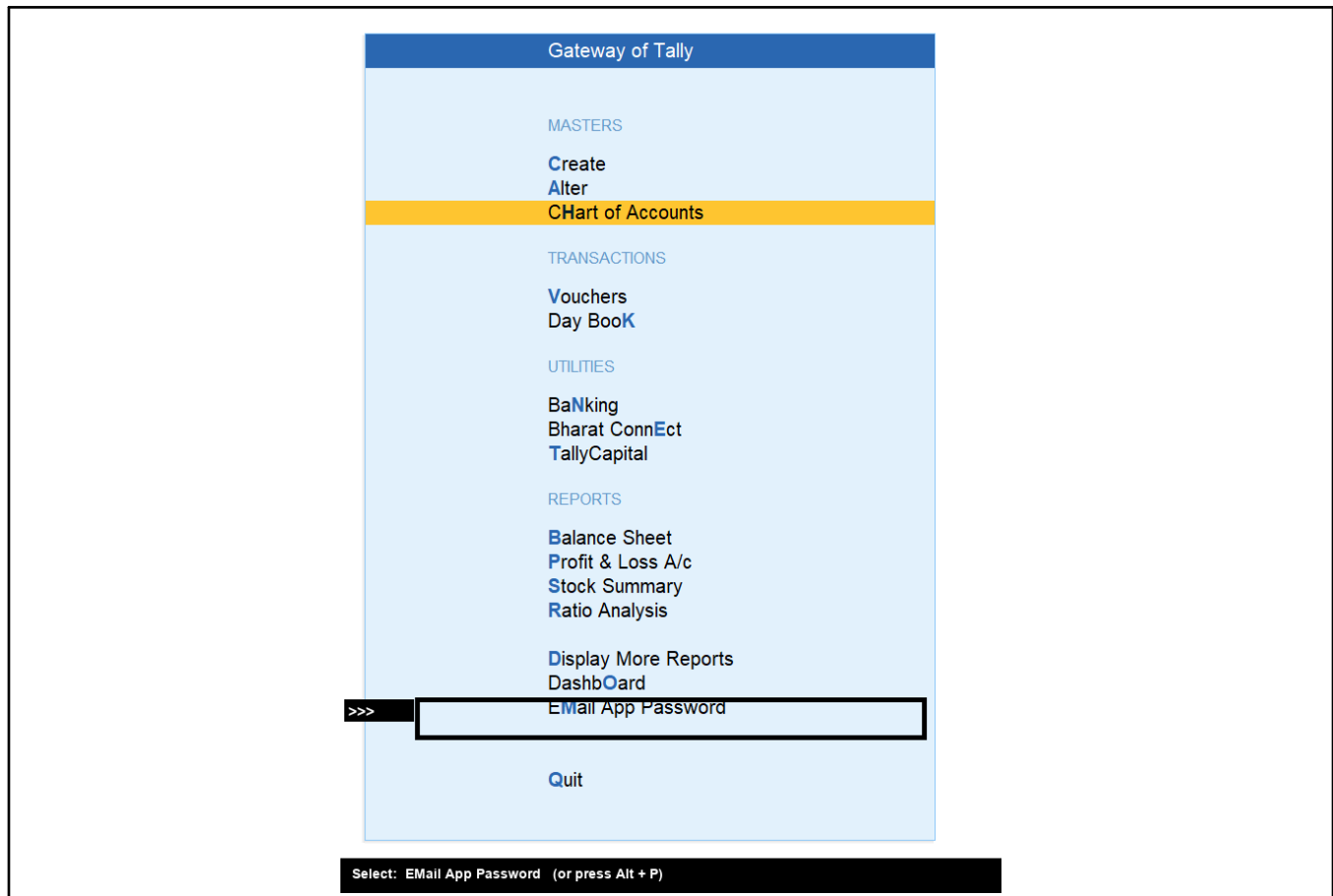


Figure 1: Gateway of Tally — select EMail App Password (or Alt + P)

Step 3 — Enter App Password and Accept

On the Save Email App Password screen:

1. Check Status — if not saved, it shows in red: enter password and Accept.
2. In App Password field, type or paste your Gmail App Password (characters show as *****).
3. Keep Clear saved password as No.
4. Press Ctrl + A (Accept).

Save Email App Password

Status : *Not saved — enter password below and Accept*

App Password :

Clear saved password : **No**

** Type Gmail App Password once (shown as *****). Saved permanently. Share → E-mail will use it automatically.*

Type Gmail App Password in App Password field -> Ctrl+A Accept

Figure 2: Enter Gmail App Password in App Password field → Ctrl + A Accept

After Accept, message appears: Password saved permanently. You will not need to re-enter it.

If you open the screen again, Status shows: Saved permanently on this system.

- Leave App Password blank and Accept (when already saved) to keep the existing password.
- To remove: set Clear saved password = Yes → Accept.

How to use every day

1. Open the voucher or report you want to mail.
2. Use Share → E-mail as usual.
3. Check To address and format (PDF recommended).
4. Send. Saved App Password is applied automatically — no need to type again.

Also available on E-mail screen: press F4: App Password to open the same save screen.

Company mail settings (From / Username, Server smtp.gmail.com, Port, Authentication) must already be correct in TallyPrime.

Quick path reference

Action	Path / Key
Load TDL	F1: Help → TDL & Add-On → F4: Manage Local TDLs
Save password	Gateway of Tally → EMail App Password (Alt + P)
From mail screen	Share → E-mail → F4: App Password
Accept	Ctrl + A
Clear password	EMail App Password → Clear saved password = Yes → Accept
Send mail	Share → E-mail (password auto-loaded)

FAQ

Which Tally version is required?

TallyPrime. Load the provided auto-email.tdl file as in Step 1.

Why App Password for Gmail?

Gmail does not allow normal login password for SMTP from applications. Create App Password in Google Account after turning ON 2-Step Verification.

Where is the password stored?

On this computer only (Tally permanent store). Not inside the TDL file.

Will other PCs work after one setup?

No. Save App Password once on each computer that sends email from Tally.

Tally keeps asking for password.

Open Gateway → EMail App Password. Enter App Password again and Accept. Check company mail Username / Server settings.

Authentication failed.

Use Gmail App Password (not normal password). Username must be full Gmail ID. Create a new App Password in Google if the old one was revoked.

Menu EMail App Password not visible.

Confirm auto-email.tdl is loaded (F1 → TDL & Add-On → F4) and restart TallyPrime.

How do I get support?

Call 9426391348 / 7069500051 or e-mail tallyguj@gmail.com. Website: <https://www.tallyguj.in>. YouTube: <https://www.youtube.com/@tallytipsntrick>

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— End of User Manual —