



## Use WinZip with email providers

- WinZip
- WinZip Enterprise

Google (Gmail), Yahoo, and Outlook.com mail support a few options for signing in that can affect WinZip's ability to send mail using those email accounts. Here are some ways you can use WinZip with Gmail, Yahoo, and Outlook.com.

**Notes:** WinZip may not be able to sign in to your account with the default email systems settings when using only your email address and account password.

### **Using 2-step verification (Gmail and Outlook.com)**

The most secure login method is **2-step verification**. You will still use your account password to sign in, but then Gmail or Outlook.com will send a code to your phone. You'll enter this code to complete the sign-in process.

Here is [Google's help for enabling and using 2-step verification](#).

Here is [Outlook.com's help for enabling and using 2-step verification](#).

To configure your account to use 2-step verification in WinZip:

1. Open the email settings dialog:
  - ◆ WinZip 26: Open the **File** menu and click **WinZip settings**.
  - ◆ WinZip 25 and earlier: Click **WinZip Options** in the **Settings tab** of the WinZip ribbon.
2. Open the **Email** tab in the settings dialog.
3. Select your existing Gmail or Outlook.com account and click **Change**, or click **Add** to configure a new Gmail or Outlook.com account.
4. Check **Use 2-step verification**.

### **Using app passwords (Gmail, Yahoo, and Outlook.com)**

If you can't use 2-step verification, or you would prefer not to use it with WinZip, you can use an **app password**, which is a code generated by the email service, that is unique to a specific app.

You can learn about Google app passwords from this [Google help page](#).

You can learn about Yahoo app passwords from this [Yahoo help page](#).

You can learn about Outlook.com app passwords from this [Microsoft help page](#).

To use an app password with WinZip:

1. Open the email settings dialog:
  - ◆ WinZip 26: Open the **File** menu and click **WinZip settings**.
  - ◆ WinZip 25 and earlier: Click **WinZip Options** in the **Settings tab** of the WinZip ribbon.
2. Open the **Email** tab in the settings dialog.
3. Select your existing email account and click **Change**, or click **Add** to configure a new email account.
4. If the **Use 2-step verification** option is shown, ensure that it is **not** checked.
5. Enter the app password you received from Google, Yahoo, or Microsoft in the **Password** field.

## Using "Allow less secure apps" (Google and Outlook.com)

This is the default solution for Outlook.com when 2-step verification is not enabled.

For Gmail, you can configure your Gmail account to allow WinZip (and any other app) to sign in using only your Gmail username and password. (Because this is less secure than either 2-step verification or app passwords, Google refers to apps that sign in using only the user name and password as **less secure apps**.) You can learn how to enable the **Allow less secure apps** setting for your Gmail account from [Google's help page](#).

To configure your Gmail or Outlook.com account in WinZip:

1. Open the email settings dialog:
    - ◆ WinZip 26: Open the **File** menu and click **WinZip settings**.
    - ◆ WinZip 25 and earlier: Click **WinZip Options** in the **Settings tab** of the WinZip ribbon.
  2. Open the **Email** tab in the settings dialog.
  3. Select your existing email account and click **Change**, or click **Add** to configure a new email account.
  4. If the **Use 2-step verification** option is shown, ensure that it is **not** checked.
  5. Enter your email account password in the **Password** field.
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