

Gmail for Workspace

What is Gmail?

Gmail is an email service developed by Google. It supports up to 15 GB of storage, high-priority notifications, and smart compose that lets you draft emails faster.

Important Note

As per the latest security update by Google, Gmail can be used in Zoho Flow only by G Suite customers. In their latest policy update they have stated that even as a paid G Suite user, you need to complete a verification process for apps that connect to Gmail and other Google apps for accessing data using OAuth. Also, you need to be logged in to Google Admin console as a super administrator to perform these steps. For more information, <u>click here</u>.

To complete the verification process, you need to whitelist Zoho Flow as a trusted app in G Suite. Here is how you can whitelist Zoho Flow in G Suite:

- 1. <u>Click here</u> to log in to Google Admin console as an administrator.
- 2. Navigate to **Security** > **API controls**.



3. Under **App access control** section, click **Manage third-party app access**.

Security > API Controls Welcome to API controls The new place for configuring API permissions							
OK, GOT IT							×
API controls Use these controls to enable or restrict access to G Suite APIs for customer-owned and third-party applications and service accounts. Reduce the risk associated with third-party access to G Suite APIs by limiting access to only trusted apps.	App access control Manage app access to your Google se Overview	rvices. Ensure that users can give access only to apps that your org 0 restricted Google services 11 unrestricted Google services MANAGE GOOGLE SERVICES	anisation trusts. Learn more 7 third-party apps trusted MANAGE THIRD-PARTY APP ACCESS				
	Settings	Show this message if a user tries to use an app that can't ac Message (300 characters limit) Access to your account data is restricted by policies information.	cess restricted Google services within your organization. Please contact ad hitelist are automatically trusted on your App acc	ministrato	list.	2	

4. Click on Add app under the Apps tab. Select OAuth App Name or Client ID from the list.

				8	?					
Security > API Controls > App Access Control]		
	GOOGLE SERVICES	APPS								
	Connected apps	Add app 👻 🗲								
	+ Add a filter	OAuth App Name Or Client ID								
	App name	Android	ID	Users	Requested services	Access 🕐				
		IOS								

5. You will be asked to search for your OAuth app. Copy the following OAuth2 Client ID for Zoho Flow without quotes and paste it in the field provided. Click **Search**.

"561258302803-crub3gkpqrt0o40k86o6m8g0a70tf7oe.apps.googleusercontent.com"

× Configure an OAuth app				
Search an app — ② Select OAuth client IDs — ③ Configure an app				
1 Enter OAuth app by name or client ID, and then click Search. After selecting an app, you can set the app access t	to trusted or blocked.			
Search for 0Auth app name or client ID 561258302803-crub3gkpqrt0o40k86o6m8g0a70tf7oe.apps.googleusercontent.com	SEARCH			

- 6. The search will return *Zoho Flow for G Suite* as the result. Click **Select.**
- 7. Select the checkbox with the OAuth Client ID, then click **Select**.
- 8. You will be asked to provide the access type for Zoho Flow. Select **Trusted: Can access all Google services**, then click **Configure**.

× Configure an OAuth app				
Search an app — 🕑 Select OAuth client	IDs — 🚯 Configure an app			
	Zoho Flow for G Suite			
	App access The following access type will be applied to a client ID: Trusted: Can access all Google services Blocked: Cant access any Google service			
	BACK CONFIGURE	•		

This grants **read**, **compose**, and **send** permissions to Zoho Flow for the triggers and actions that you use.

Once the whitelisting (verification) is complete you can start connecting Gmail to hundreds of other cloud apps easily.

API documentation

If you experience any Gmail-related errors in your flows or if you wish to learn more about the Gmail API, the API documentation can be found <u>here</u>. Learn how to fix app-specific errors using API documentation

How to connect your Gmail account to Zoho Flow

- 1. Select a trigger or action. If you select a trigger, click **Next**.
- 2. If there are no existing Gmail connections in your account, click **Connect**. Otherwise, click **New connection**.

App Trigger V Gmail > New email > Configure	$_{?}$ \times
New email Triggers when a new email is received	
Connection *	① New connection
Choose Connection	~
Variable Name *	
trigger	
	BACK DONE

Alternatively, you can create a new connection by navigating to **Settings**, then **Connections**. Click **Create connection** and choose **Gmail**.

- 3. Enter a connection name and click Authorize.
- 4. Enter the credentials of your Gmail account in the pop-up and click **Next**.

Triggers and actions available in Zoho Flow

Triggers

New email

Use this trigger to add data to spreadsheets, create reminders, and create or update details in your contact manager tool.

New email from a user

Notify your team through chat, create tasks, or add form entries when you receive emails from a specific email address.

Starred email

Create projects, add an item to your to-do list, or schedule an appointment when an email is starred.

Actions

Fetch email

Use this action to get more details about a new email.

Fetch labels

Before adding a new label, use this action to fetch all labels in your mailbox and check if it already exists.

Send email

This action lets you send emails when a form entry is submitted, deal is closed, or based on a periodic schedule.

What is message ID in Gmail?

Message ID is a unique identifier for an email. To find a message ID in Gmail, click on the email, then click the **More** icon (three dots) and select **Show original**.

Working with the New Email trigger

The **New email** trigger can't fetch the details of the email. You can use the **Fetch email** action after the trigger to solve this. Map the dynamic Message ID from the trigger to the action to get data such as the subject, body, and CC in the next step.