



# “How To” Guide

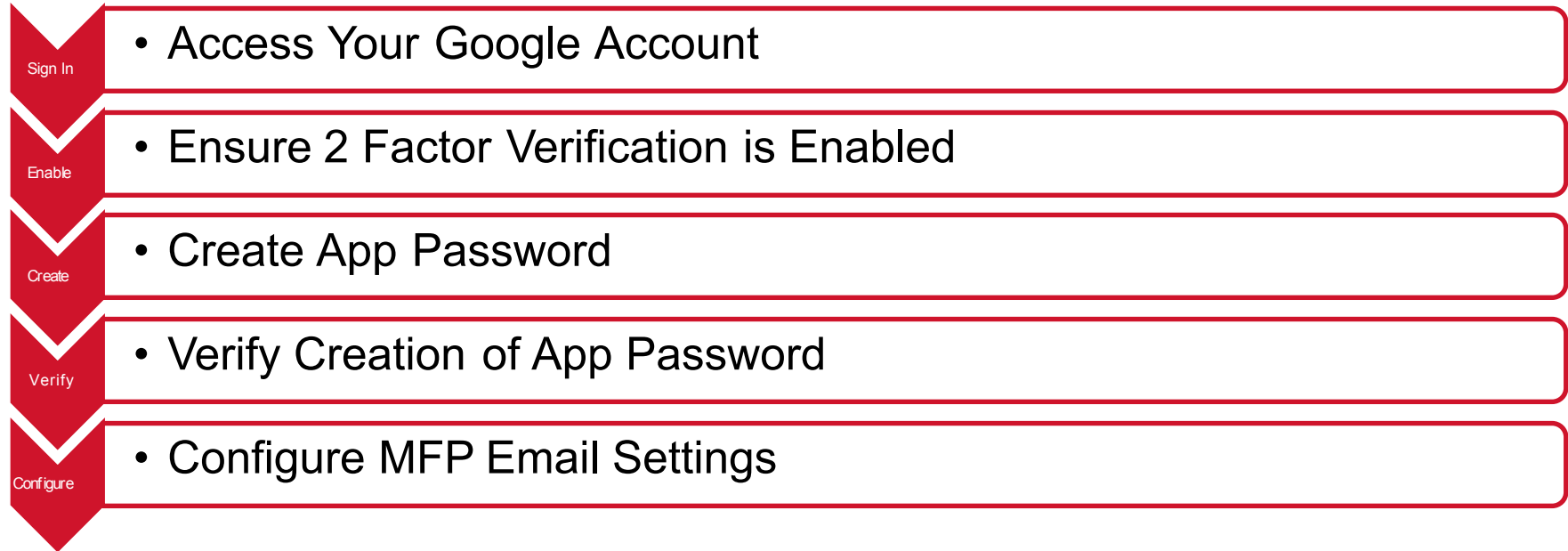


“How To” Set Up Google App Password

**savin**

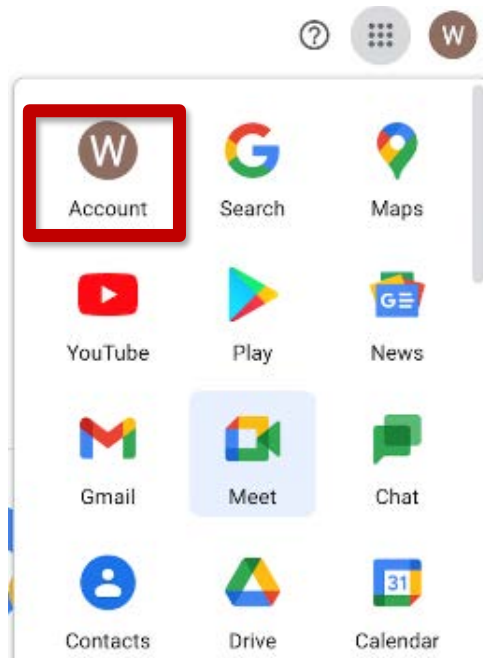


## Configuration Steps





# Access Google Account

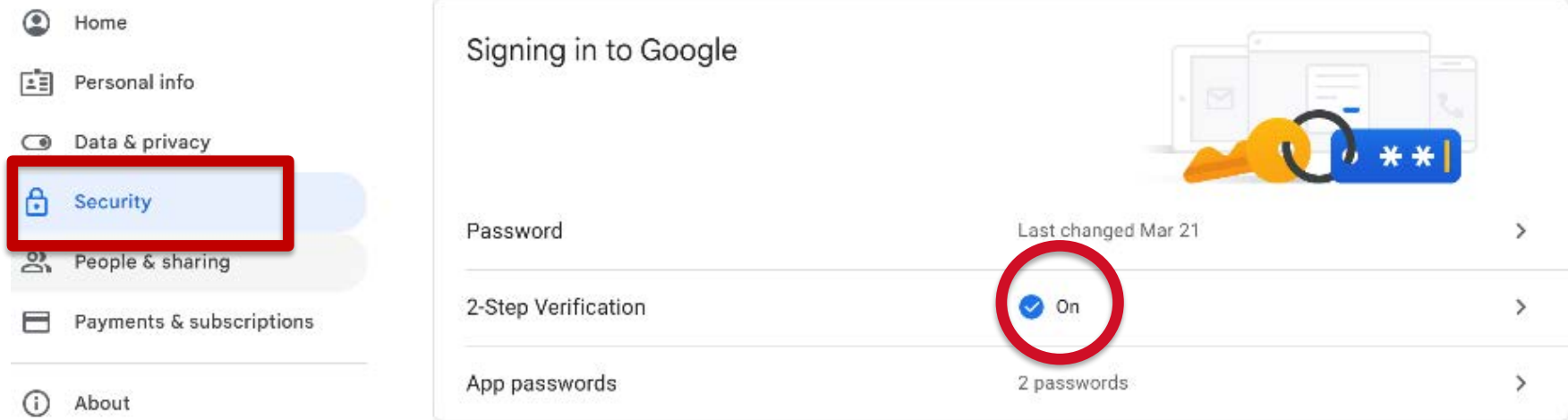


**From within the Chrome Browser, Select the Account button to access your account settings.**



# Enable 2 Factor Verification

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The screenshot shows the Google Account 'Security' settings page. On the left, a navigation menu includes 'Home', 'Personal info', 'Data & privacy', 'Security' (highlighted with a red box), 'People & sharing', 'Payments & subscriptions', and 'About'. The main content area is titled 'Signing in to Google' and features an illustration of a laptop, a smartphone, and a key. Below the title, there are three settings: 'Password' (last changed Mar 21), '2-Step Verification' (which is turned 'On' and circled in red), and 'App passwords' (2 passwords).

Select the [Security tab] on the left side of the page, then scroll down to the [Signing in to Google] area. Make sure that 2-Step Verification is turned on. If not, you will need to turn it on.

**This will be set for all gmail accounts starting May 30, 2022 and cannot be disabled.**




# Create App Password

SAVIN

While still in the [Signing into Google] area, Select [App Passwords]

- Home
- Personal info
- Data & privacy
- Security**
- People & sharing
- Payments & subscriptions
- About

### Signing in to Google



Password	Last changed Mar 21	>
2-Step Verification	<input checked="" type="checkbox"/> On	>
App passwords	2 passwords	>



# Create App Password

SAVIN

From the [App passwords] screen select the downwards arrow next to [Name]

Then Select [Other (Custom name)] and input a name for your app – for example, I used RicohScanner

Then Select [Generate] to create a unique 16 digit password for your app



## ← App passwords

App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)

Your app passwords

Name	Created	Last used
ScanToEmail	Mar 21	Mar 21

Select the app and device you want to generate the app password for.

Select app

Mail

Calendar

Contacts

YouTube

Other (Custom name)

Select device

RicohScanner

X

**GENERATE**



# Create App Password

**SAVIN**

The 16 character password is automatically generated and provided to you. Copy this password as you will need it for your device.

## Generated app password

Email  
securesally@gmail.com

Password  
● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

## Your app password for your device



## How to use it

Go to the settings for your Google Account in the application or device you are trying to set up. Replace your password with the 16-character password shown above. Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone.

**DONE**



# Verify App Password

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Google

**Security alert -** App password created to sign in to your account



App password created to sign in to your account

@gmail.com

If you didn't generate this password for ScanToEmail, someone might be using your account. Check and secure your account now.

**Check activity**

You can also see security activity at  
<https://myaccount.google.com/notifications>

You will receive an email from Google for a [Security alert]

Open the email and select [Check activity]

Verify the info provided then select [Yes, it was me]

Yesterday, 8:58 AM

App password created to sign in to your account

@gmail.com

If you didn't generate this password for ScanToEmail, someone might be using your account

Mac  
Browser: Chrome 98.0  
Tennessee, USA  
 This device

Do you recognize this activity?

No, secure account

**Yes, it was me**



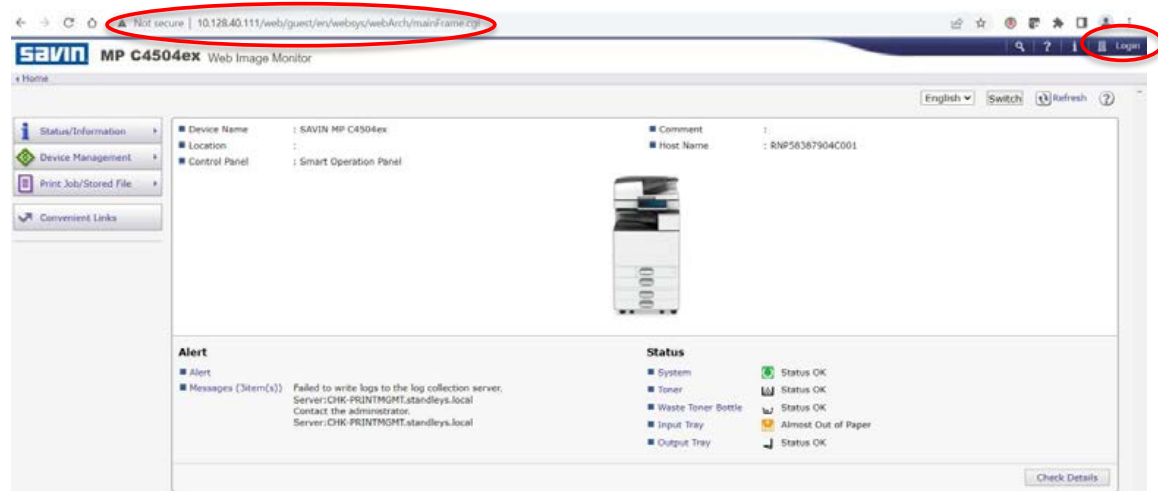




# Machine Configuration



- Enter the machine IP Address into a web browser
- Login as administrator. The default is admin with no password.
- Select Device Management then Configuration
- Under Device Setting, select Email





# Configure Email Settings

**SAVIN**

**SMTP**

■ SMTP Server Name	:	smtp.gmail.com
■ SMTP Port No.	:	465
■ Use Secure Connection (SSL)	:	<input checked="" type="radio"/> On <input type="radio"/> Off
■ SMTP Authentication	:	<input checked="" type="radio"/> On <input type="radio"/> Off
■ SMTP Auth. Email Address	:	@gmail.com
■ SMTP Auth. User Name	:	@gmail.com
■ SMTP Auth. Password	:	Change
■ SMTP Auth. Encryption	:	Auto Select

Enter your complete gmail.com address

Be sure to use the 16 character, automatically generated password when configuring the email settings on your MFP. The password from the Google app has spaces. Do not enter the spaces.



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**Questions or concerns?  
We can walk you through it.  
Call us at: 844-731-4555**

