

“How To” Guide



“How To” Set Up Google App Password
Created by Ricoh Dealer Services

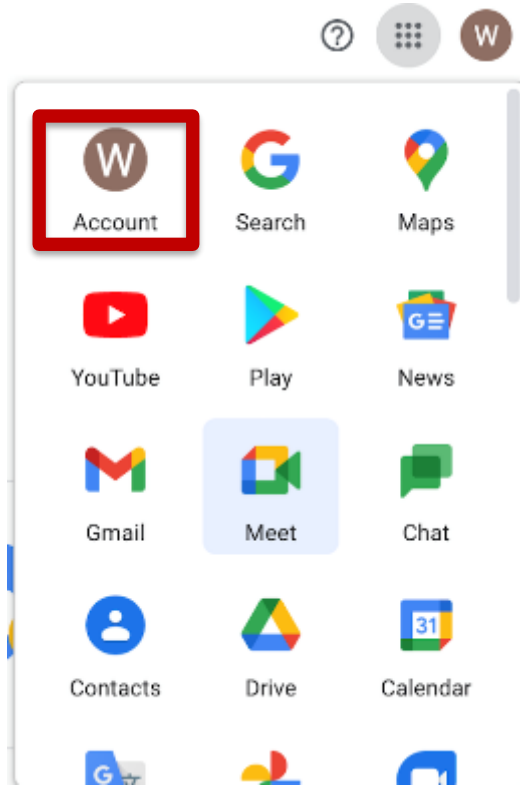
RICOH
imagine. change.



Configuration Steps

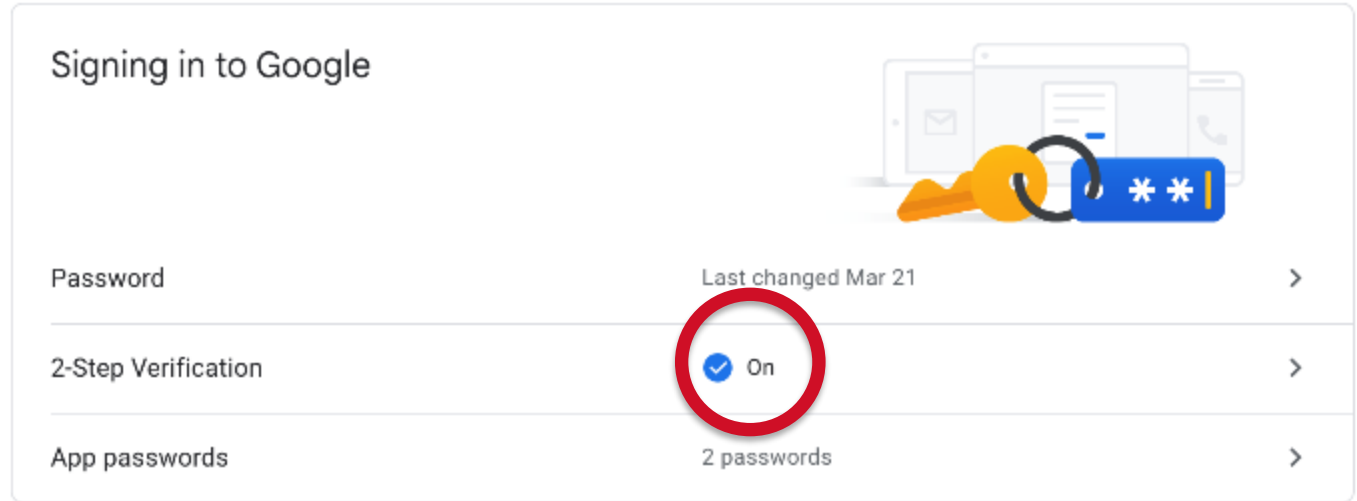
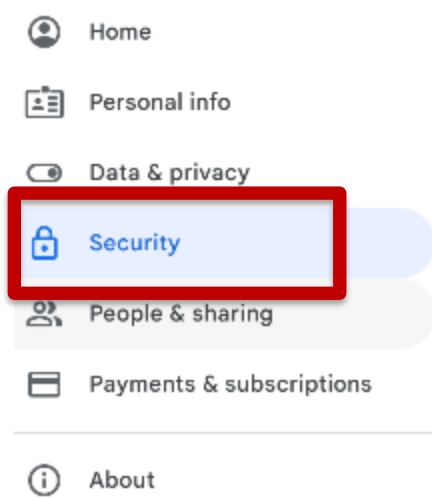
- **Sign In**
 - Access Your Google Account
- **Enable**
 - Ensure 2 Factor Verification is Enabled
- **Create**
 - Create App Password
- **Verify**
 - Verify Creation of App Password
- **Configure**
 - Configure MFP Email Settings

Access Google Account



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

Enable 2 Factor Verification



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 can not be disabled



Create App Password

While still in the [Signing in to 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

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](#)

The screenshot shows the 'App passwords' management interface. At the top, there is a table titled 'Your app passwords' with columns for 'Name', 'Created', and 'Last used'. A single entry is visible: 'ScanToEmail', created and last used on 'Mar 21'. Below the table, there is a section titled 'Select the app and device you want' with a dropdown menu. The dropdown menu is open, showing a list of app categories: 'Mail', 'Calendar', 'Contacts', 'YouTube', and 'Other (Custom name)'. The 'Other (Custom name)' option is highlighted with a red box. To the right of the dropdown, there is a search bar and a 'Select' button. Below the dropdown, there is a search bar containing 'RicoScanner' and a red box around it. At the bottom right of the interface, there is a blue 'GENERATE' button with a red box around it.

Name	Created	Last used
ScanToEmail	Mar 21	Mar 21

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

RicoScanner

GENERATE



Create App Password

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

A screenshot of a login form with two input fields. The first field is labeled "Email" and contains the text "secoresally@gmail.com". The second field is labeled "Password" and contains 16 black dots representing a masked 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

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

Configure Email Settings

SMTP

■ SMTP Server Name	:	<input type="text" value="smtp.gmail.com"/>
■ SMTP Port No.	:	<input type="text" value="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	:	<input type="text" value="@gmail.com"/>
■ SMTP Auth. User Name	:	<input type="text" value="@gmail.com"/>
■ SMTP Auth. Password	:	<input type="button" value="Change"/>
■ SMTP Auth. Encryption	:	<input type="text" value="Auto Select"/> 

Be sure to use the 16 character, automatically generated password when configuring the email settings on your MFP



Thank you.

