

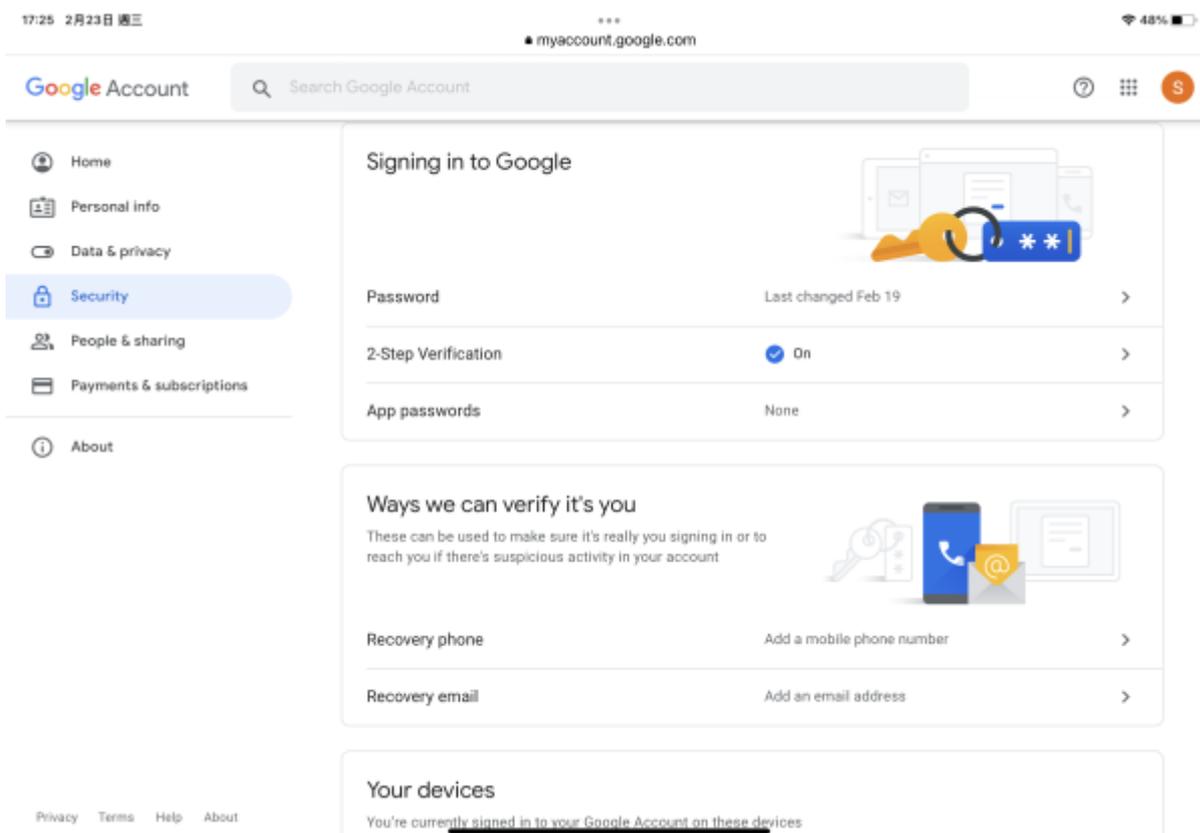
Gmail Set Up App Password



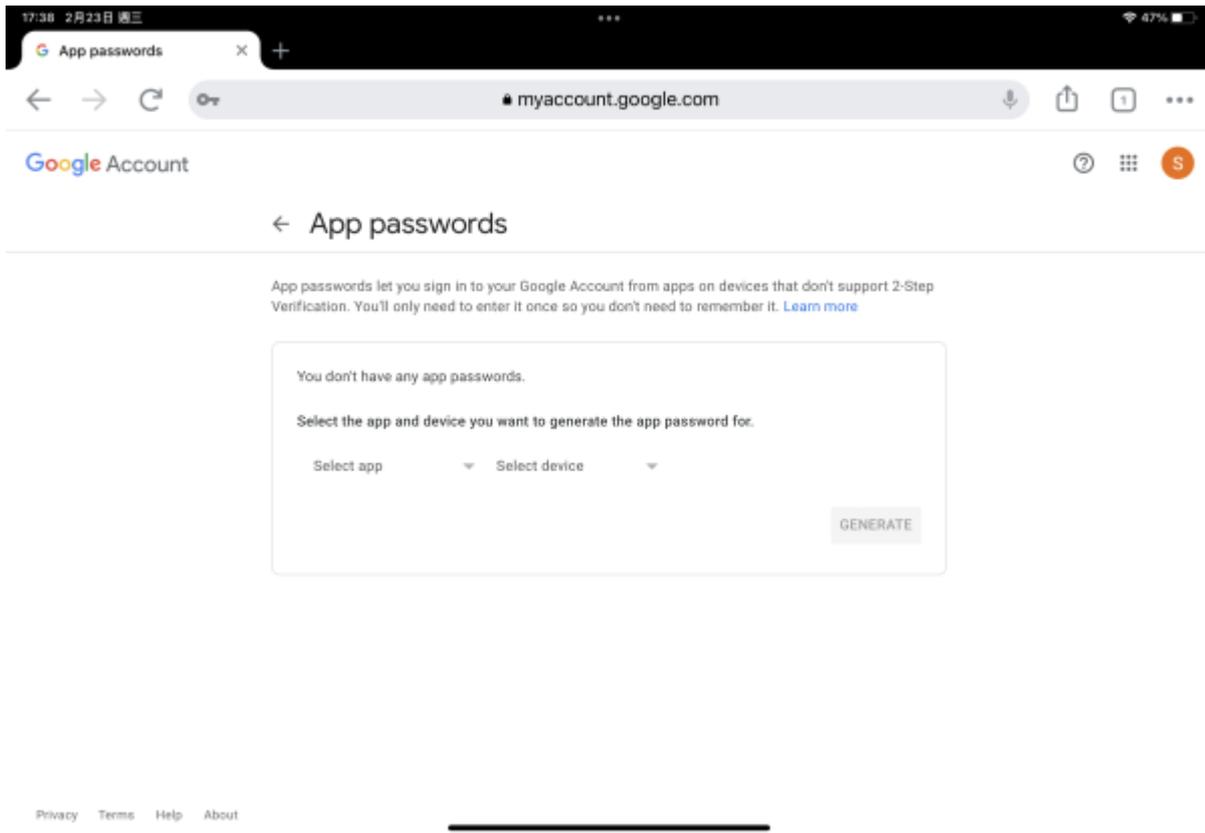
You must set up the 2-Step Verification before you could set up the App Password. See this

https://wiki.questwork.com/dokuwiki/doku.php?id=course:gmail:setup_two_factor_verification:start

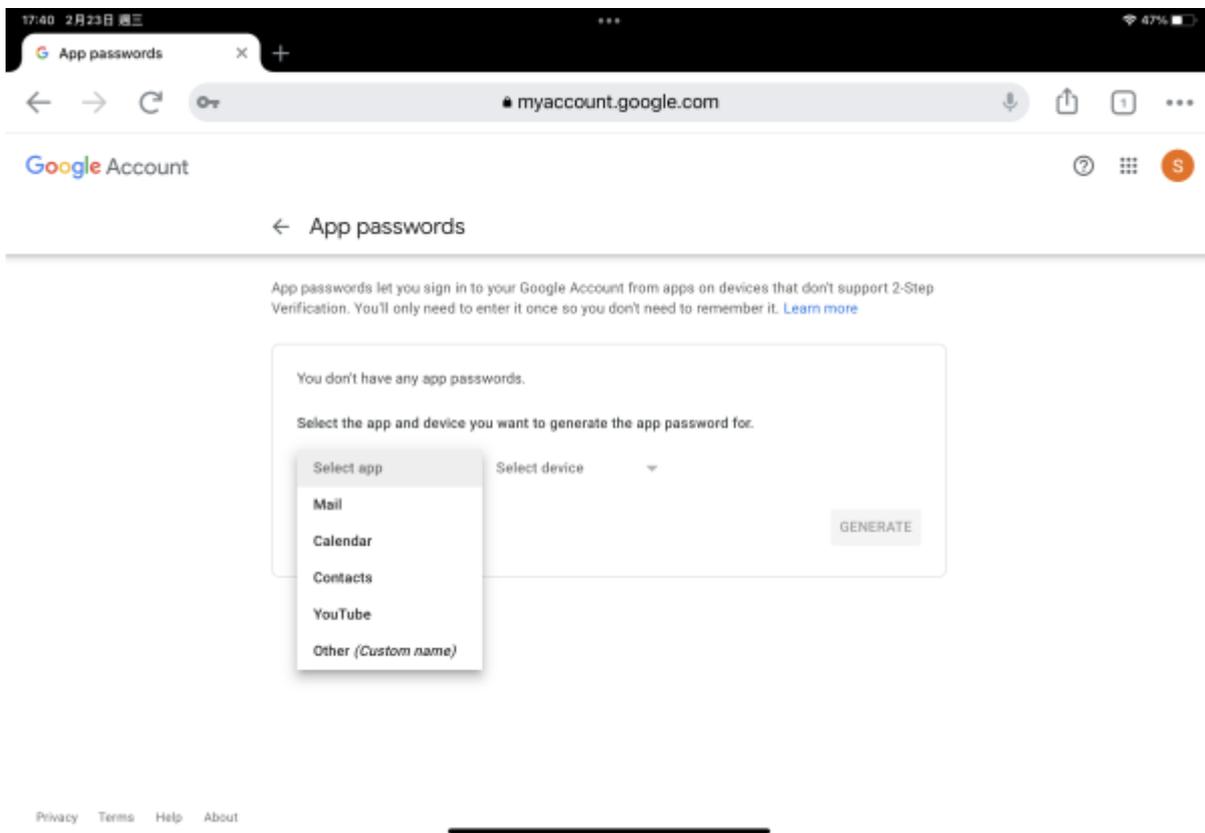
- Open your browser and go to <https://accounts.google.com>
- Login with your email address and password as usual
- After login, click the “Security” on the left pane
- scroll down to find the “Signing in to Google > App Password” as shown below
 - Current “status” should be “None”



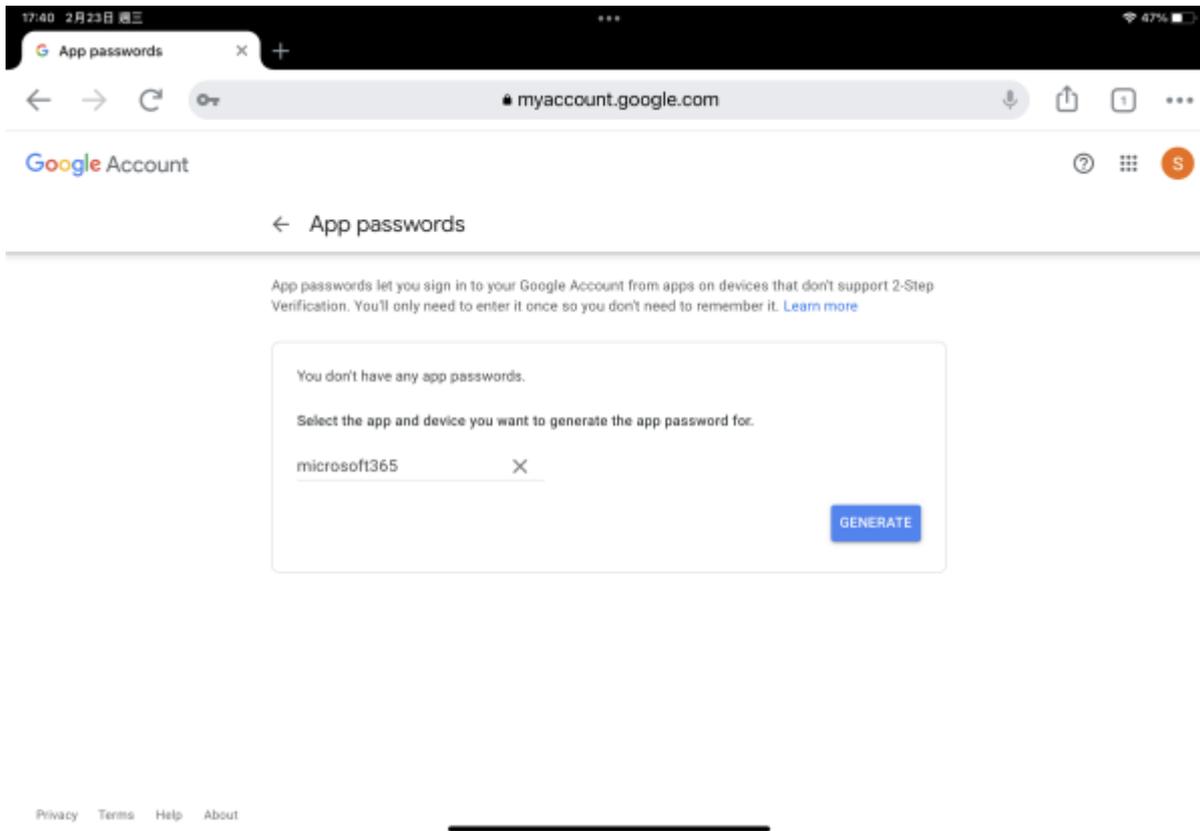
- click the “App Password”
- google will ask you to login with your password again
- After login again, it will show you the “App passwords” page as shown below



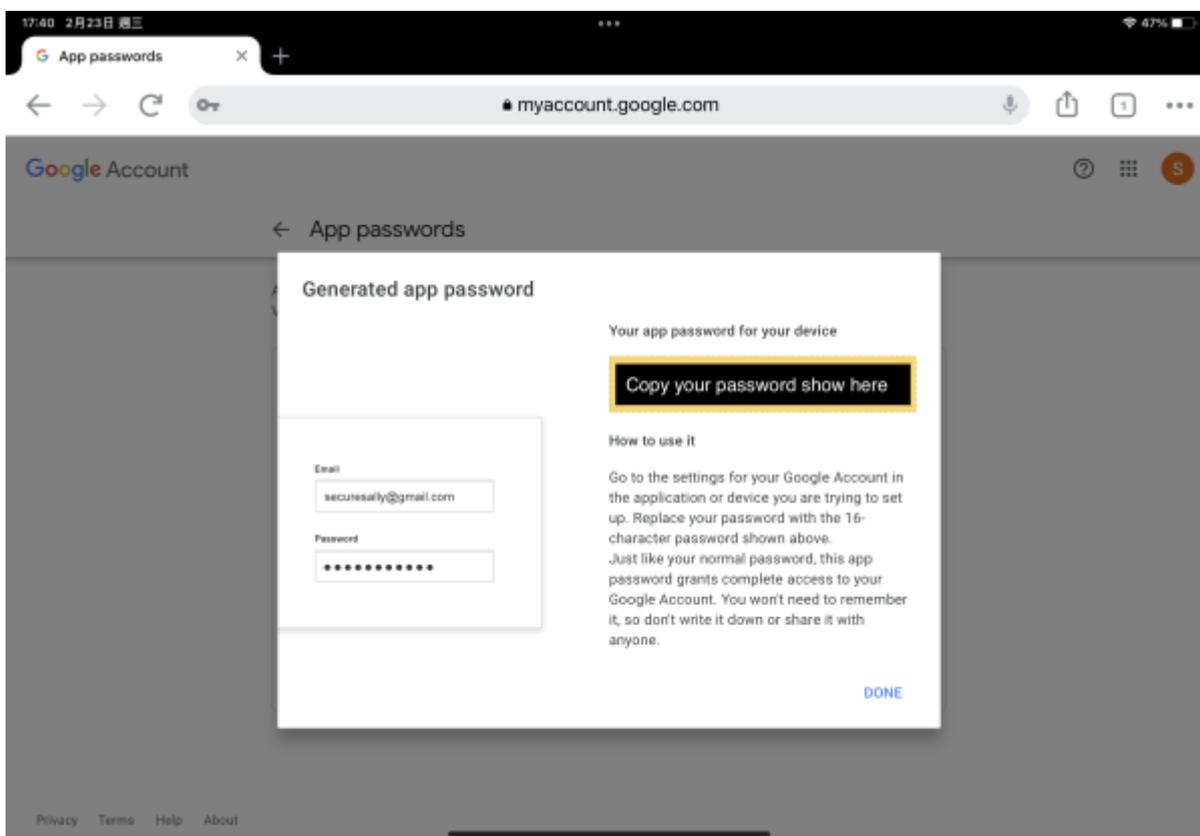
- click "Select app" on the left and choose "Other (Custom name)"



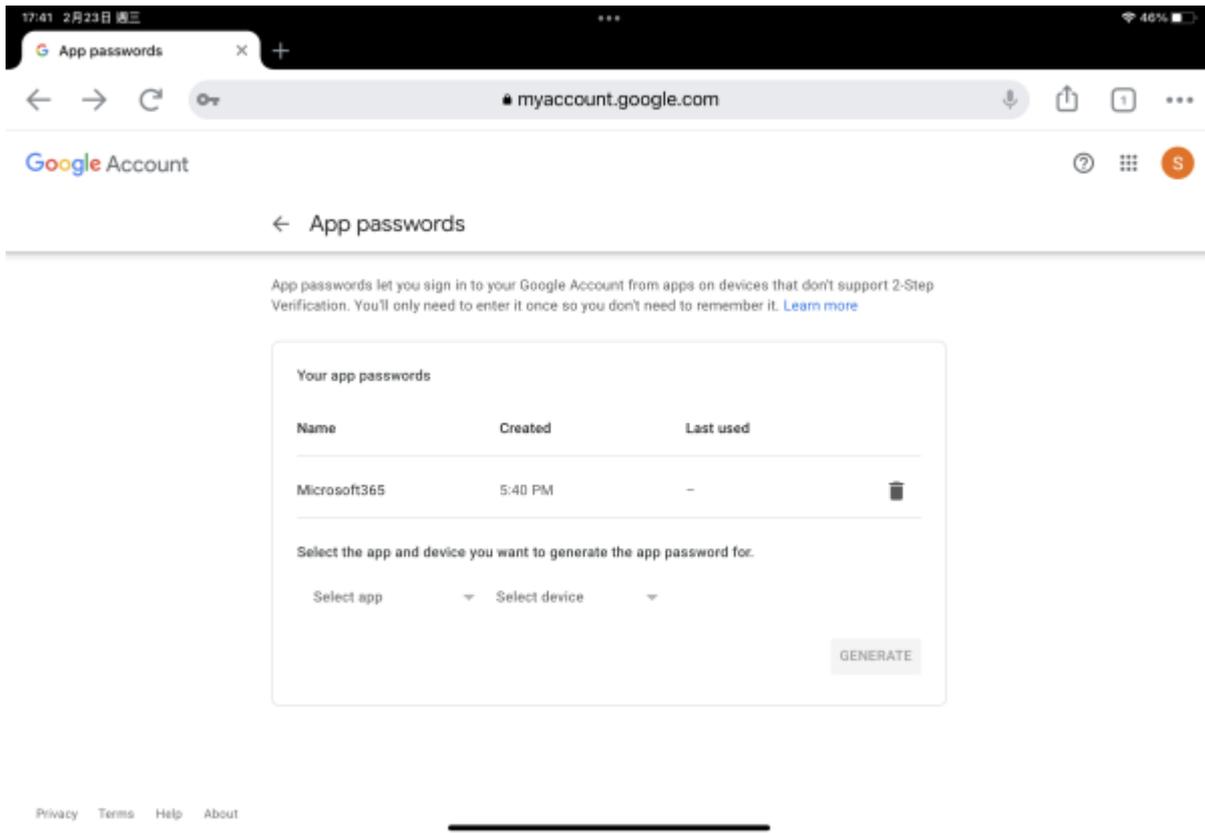
- enter "Microsoft365"



- click [GENERATE]
- it will show a popup with the app password, please copy it and mark it together with your email address.
 - e.g. yourname@yourdomain.dom, thisistheapppassword



- click [DONE] after you have write down your app password
- Go back to previous screen and you should see you have 1 password



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Last update: 2022/02/23 17:46

