Questwork's Wiki - https://wiki.questwork.com/dokuwiki/

## **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\_veri fication: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"

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Home     Fersonal info     Data & privacy	Signing in to Google		
Security	Password Last changed Feb 19	>	
😤 People & sharing	2-Step Verification 🥥 On	>	
Payments & subscriptions	App passwords None	>	
(i) About			
	Ways we can verify it's you These can be used to make sure it's really you signing in or to reach you if there's suspicious activity in your account		
	Recovery phone Add a mobile phone number	>	
	Recovery email Add an email address	>	
Privacy Terms Help About	You're curren <u>thy signed in to your Google Account on these de</u> vices		

- 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

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	Ap Ve	op passwords let you sign in to your Google Account from apps on devices that don't support 2-Step arification. You'll only need to enter it once so you don't need to remember it. Learn more				
		You don't have any app passwords.				
		Select the app and device you want to generate the app password for.				
		GENERATE				

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

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	Select app Select device v				
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• enter "Microsoft365" or something meaningful to you

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	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				
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- Privacy Terms Help About
  - 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, thesistheapppassword

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App passwords      Generated app password      Your app password for your device      Copy your password show here      How to use it      Go to the settings for your Google Account     the application or device you are trying to the	in
Prevent     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 remem it, so don't write it down or share it with anyone.	ber HE

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