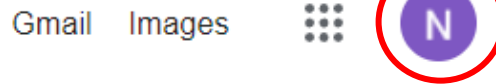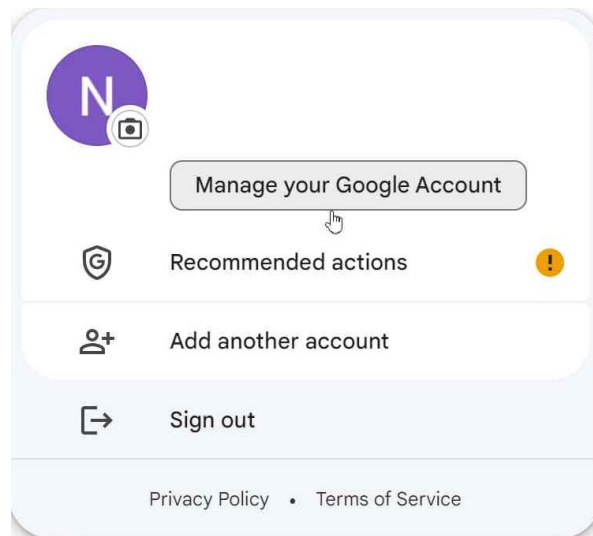# How to create an App Password for a Gmail account

First log into your Gmail account in a web browser.
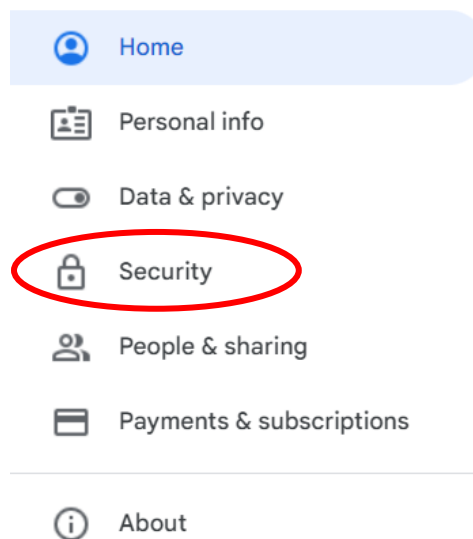
Then click on your account symbol in the upper right-hand corner.
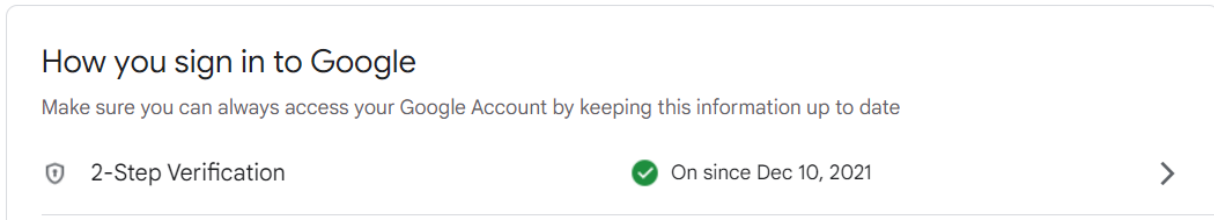


Select Manage your Google Account.



Select Security from the left pane.

Scroll down to the How you sign into google section and click 2-step verification.

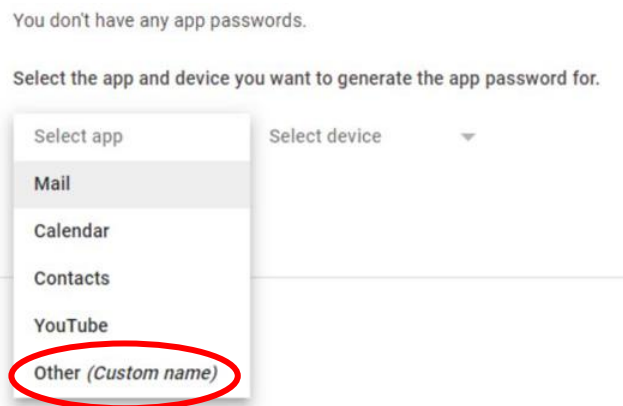(Note 2-step verification needs to be turned on for app passwords to be available)!

## How you sign in to Google
Make sure you can always access your Google Account by keeping this information up to date

🛡 2-Step Verification      ✅ On since Dec 10, 2021     ›

Scroll to the bottom of the 2-step Verification page, in the app password section select the arrow to continue to the next screen.

## App passwords
5 passwords          ›

Google might ask you to log into your account again for authorization.

Select the drop down for select app and choose Other (custom name).

You don't have any app passwords.

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

| Select app | Select device ▾ |
|---|---|
| Mail | |
| Calendar | |
| Contacts | |
| YouTube | |
| Other *(Custom name)* | |

Name the App password something related to what it is being used for, in this case "Example".

Click Generate.

Example     ✕

**GENERATE**

# How to create an App Password for a Gmail account

This will create a special password for you to use with your Gmail account to allow the copier/scanner to connect to email services for scanning to email.

### Your app password for your device

hhju paub skxp rdcj

### 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.

This process generates a one-time password, and you will not be able to retrieve it once you hit the done button.

Please write it down or copy and paste it into the machine for use. You do not need the spaces in the app password.

If you forget the password, you will need to generate a new one.

If you need instructions on where to add the app password on your Ricoh device, Follow the link below referencing SMTP authentication password.

https://www.metrosales.com/wp-content/uploads/2022/08/How-to-Setup-Scan-to-Email__9-20.pdf