Create and Use App Password to send mail to Gmail

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Preface

The purpose of the App Password creation is to continue using Gmail SMTP accounts with Xerox® Printer. To help keep your account secure, starting May 30, 2022, Google will no longer support the use of third-party apps or devices which ask you to sign into your Google Account using only your username and password.

In order to continue using a Gmail SMTP account with Xerox® Devices, an App Password will need to be created.

Contents

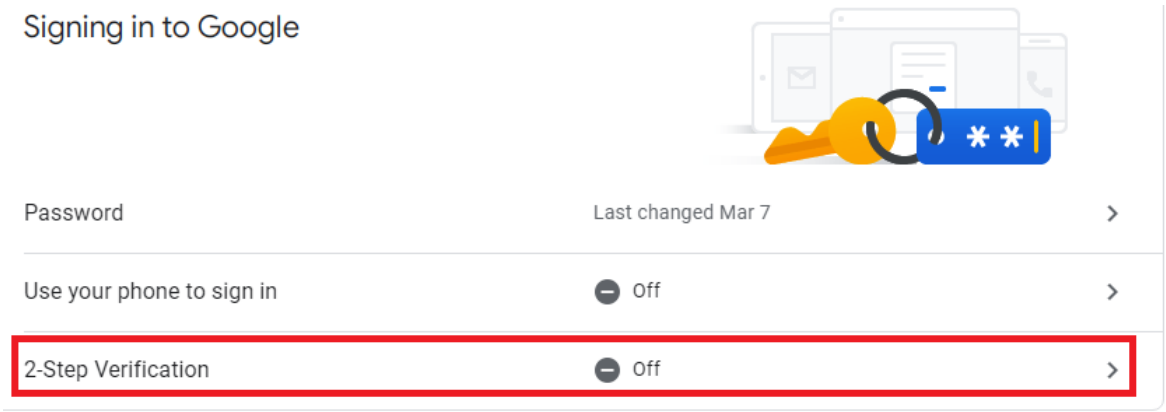
Requirements 1
Enabling App Password in Google Account 1
If the App Password is lost 3

Requirements

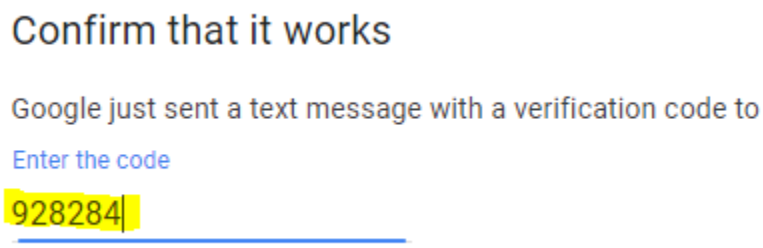
2-Step verification will need to be set up for your Gmail account to use App Password.

Enabling App Password in Google Account

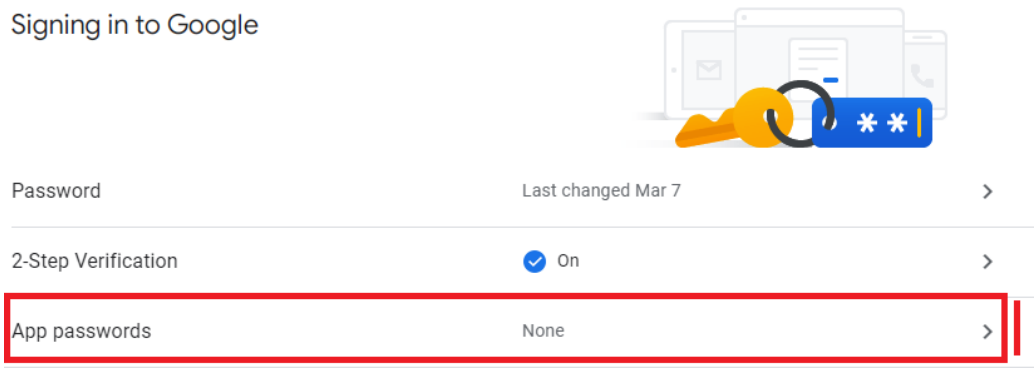
1. Go to the Google Account.
2. On the left side, Select **Security**.
3. Under "Signing into Google," select **App Passwords**. You may need to sign in. If you don't have this option, it might be because:
   - 2-Step Verification is not set up for your account.
   - 2-Step Verification is only set up for security keys.
   - Your account is through work, school, or another organization.
   - You turned on Advanced Protection.



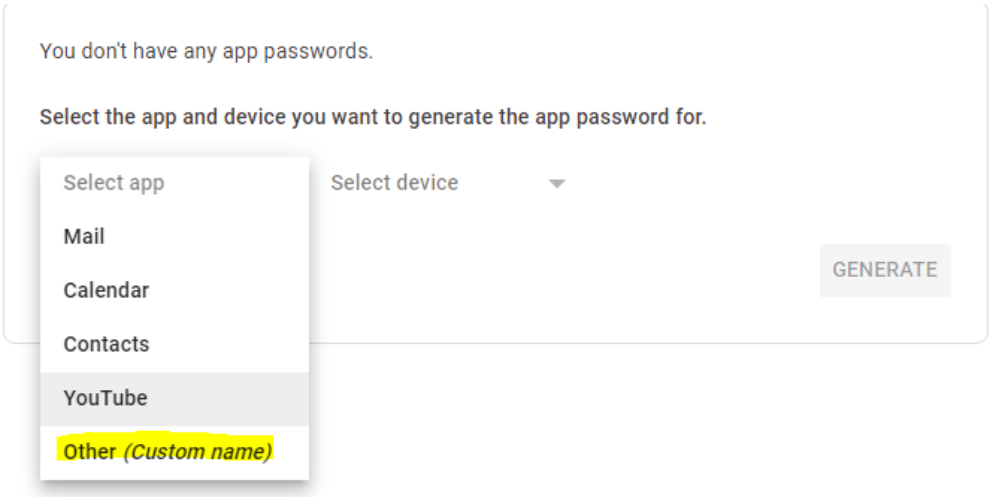
4. If you don't see this, then select 2-step Verification, select "Get Started" and go through the setup process. Once you enter a contact method, only enter the numbers, do not include the "G".



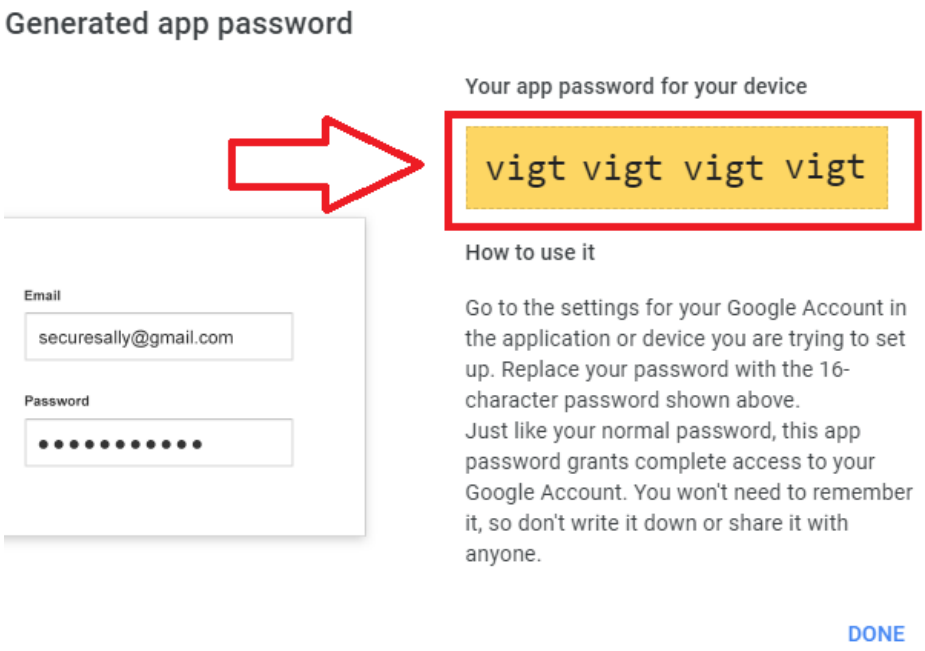
5. Go back to the main menu, then under Signing into Google, select "App Passwords"



6. Tap the dropdown, Select App and choose “Other (Custom Name)” [Example: Altalink C8070]



7. Follow the instructions to enter the App Password. The App Password is the 16-character code in the yellow bar on your device. (DO NOT INCLUDE THE SPACES)



8. Tap Done. From now on, you will NO LONGER see the “Less Secure App Access” section available from the main menu.
   This App Password can now be used in your Printers SMTP Auth credential section instead of the Gmail account password. (Again, DO NOT INCLUDE THE SPACES)

If the App Password is lost

Every App Password can only be used once. You can generate a new App Password anytime.

1. Go to your Google Account.
2. At the top, tap Security.
3. Tap App passwords and revoke the App Passwords from your lost device. You may need to sign in again.
4. Create a new one from the process outlined above.