

Below instruction is very useful if you are having an issue with accessing third party such as Outlook that keep asking password

Example:

Internet Email - wiro@sghealth.info

Enter your user name and password for the following server.

Server: pop.gmail.com

User Name: wiro@sghealth.info

Password: *****

Save this password in your password list

OK Cancel

Requirement: Require 2 Steps Verification

INSTRUCTION

1. Make sure 2 Steps Verification is already activated if not then please enable it.
 - Information about 2SV, please visit this [link](#)
 - In order to turn on 2SV, you may visit this [link](#) or [another link](#) by clicking on [Get Started](#)
2. After you enable 2SV, there is another option which is **App Password**

Google Account Search Google Account

Home

Personal info

Data & personalization

Security

People & sharing

Payments & subscriptions

Signing in to Google

Password Last changed Nov 4, 2019

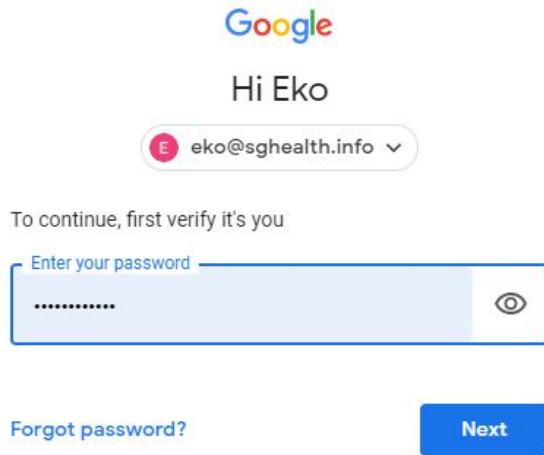
2-Step Verification On

App passwords None

Note: accounts.google.com

3. Click on App Passwords

4. Enter your current password account

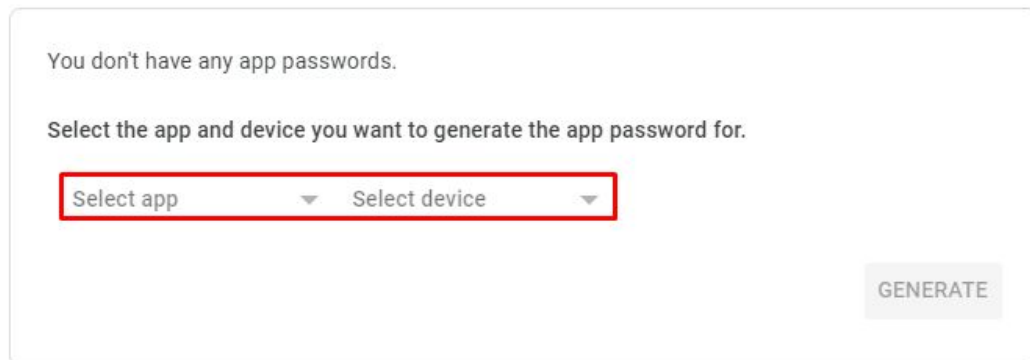


The image shows a Google account verification screen. At the top is the Google logo, followed by the text "Hi Eko". Below that is a dropdown menu showing the email address "eko@sghealth.info". A message says "To continue, first verify it's you". There is a password input field with the placeholder text "Enter your password" and a masked password ".....". To the right of the password field is an eye icon. Below the password field are two links: "Forgot password?" and a blue "Next" button.

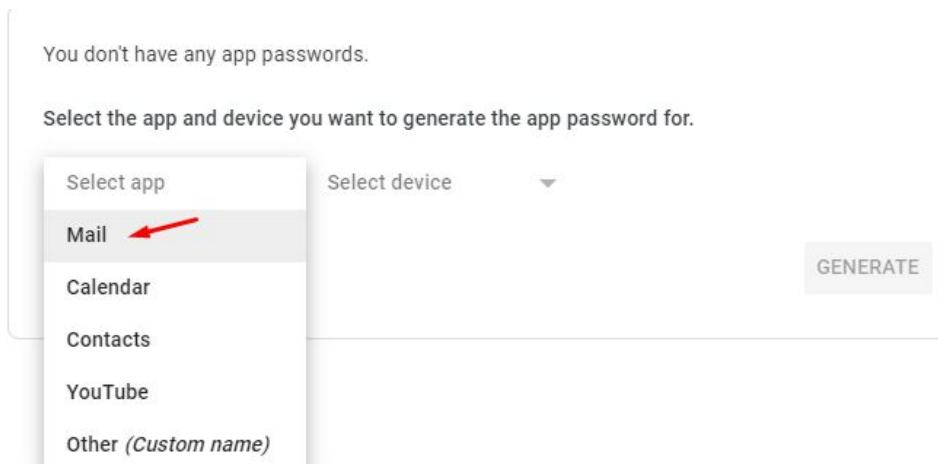
5. Select app and device based on your need

← 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 image shows the "App passwords" generation screen. It starts with the text "You don't have any app passwords." followed by "Select the app and device you want to generate the app password for." Below this are two dropdown menus: "Select app" and "Select device". A red box highlights these two dropdowns. To the right of the dropdowns is a grey "GENERATE" button.



This image shows the same "App passwords" generation screen as above, but with the "Select app" dropdown menu open. The menu lists several options: "Mail", "Calendar", "Contacts", "YouTube", and "Other (Custom name)". A red arrow points to the "Mail" option. The "GENERATE" button is still visible to the right.

You don't have any app passwords.

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

Mail ▼ Windows Computer ▼



Then click [Generate](#)

6. Google will automatically generate the password that later on, you can use it to access your account from third party

Generated app password

Your app password for Windows Computer

qzch uftw eztu wsdq

How to use it

1. Open the "Mail" app.
2. Open the "Settings" menu.
3. Select "Accounts" and then select your Google Account.
4. 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.

[Learn more](#)

DONE

7. Change your account password with Generate password from App Passwords

Internet Email - eko@sghealth.info

Enter your user name and password for the following server.

Server: pop.gmail.com

User Name: eko@sghealth.info

Password: *****

Save this password in your password list

OK Cancel

8. If you create a new profile with 2 SV enabled, after you changed the password with App Password then the third party is allowed to access your account.

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop

Close

Tasks Errors


Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test email message	Completed

9. The third party will be in the list of App Passwords

← App passwords

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Your app passwords

Name	Created	Last used	
Mail on my Windows Computer	10:04 AM	10:10 AM	

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

Select app ▼ Select device ▼

GENERATE