NEW SCAN TO EMAIL REQUIREMENTS USING YOUR GMAIL ACCOUNT

Gmail will no longer allow the Less secure app option and it will no longer be available as a selection. In the past, devices required this option to successfully send email.

Going forward, to successfully scan to email using your Gmail account, it is now required to use App/Device passwords after enabling 2 factor authentication. The instructions on the following pages will outline the steps necessary to continue to use this function, bypassing 2 factor authentication. The following instructions are specific to Kyocera/Copystar but Sharp or Xerox systems will be a similar process.

Less secure app access To protect your account, apps and devices that use less secure sign-in technology are blocked. To keep your account secure, Google will auto- matically turn this setting OFF if it's not being used.		
On May 30, 2022,	this setting will no longer be available. Learn more	>
	Google On May 30, you may lose access to apps that are using less secure sign-in technology	

To help keep your account secure, Google will no longer support the use of third-party apps or devices which ask you to sign in to your Google Account using only your username and password. Instead, you'll need to sign in using <u>Sign in with Google</u> or other more secure technologies, like OAuth 2.0. <u>Learn more</u>

What do you need to do?

Email software, like Outlook 2016 or earlier, has less secure access to your Gmail. Switch to Office 365, Outlook 2019 or newer, or any other email software where you can sign in using Sign in with Google.

Learn more

1. Login into the Gmail account that you will be using for the scanning device. <u>https://myaccount.google.com/</u>

- 2. Select Security
- 3. Under "Signing in to Google," select App Passwords.



- 4. You may need to sign in. If you do not have this option, it might be due to one of the below issues:
 - a. 2-Step Verification is not set up for your account.
 - b. 2-Step Verification is only set up for security keys.
 - c. Your account is through work, school, or another organization.
 - d. You turned on Advanced Protection.

Signing in to Google		
Password	Last changed Oct 16, 2020	>
2-Step Verification	🕑 On	>
App passwords	1 password	>

5. At the bottom, choose Select Device and choose "Other".

< App passwords			
App passwords let you Verification. You'll only	sign in to your Google Accou need to enter it once so you (nt from apps on devices t Jon't need to remember it	that don't support 2-Step t. Learn more
You don't have any Select the app and	app passwords. device you want to generate	the app password for.	
Select app	 Select device iPhone iPad BlackBerry Mac Windows Phone Windows Comput Other (Custom national) 	er Ime)	GENERATE

6. Enter a name for the device and press Generate.

Select the app and de	vice you want to generate the app pass	sword for.
Kyocera	×	

7. Copy the Device password shown on your computer. Select done.

Generated app password	
	Your app password for your device
	dzcs bggw kgid qtdo
Email securesally@gmail.com Password	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.

8. Go back to your google account under Security and select "Recent security activity". Select the recent entry for App password.



9. Select "Yes, it was me" to confirm change

27 minute	s ago New	
App pa accour	ssword created t	to sign in to your
If your didn' your accoui	t generate this password for nt	Kyocera, someone might be using
:	Windows Browser: Firefox 98.0 Arizona, USA & This device	
Do you rec	ognize this activity?	
×	No, secure account	✓ Yes, it was me

10. Open the Command center webpage, Login and browse to Function Settings > Email.

S Admin			
Logout	E-mail Settings		
	SMTR		
	SMTP Protocol :	On Note	
Device Information	>	Settings must be made in SMTP (E-mail TX). <u>Protocol</u>	
Job Status	SMTP Server Name :	smtp.gmail.com	
		To specify the server name by domain name, set DNS server. <u>TCP/IP</u>	
Document Box	SMTP Port Number :	587 (1 - 65535)	
Address Book	SMTP Server Timeout :	10 seconds	
Device Settings	Authentication Protocol :	On v	
	Authentication as :	Other ~	
Common/Job Defaults	Login User Name :	username@gmail.com	
<u>Copy</u>	Login Password :		dzcs bggw kgid qtdo
<mark>l ← <u>Printer</u></mark>	SMTP Security :	STARTTLS	
<u>Scan to Folder</u>		Note : Make settings here. <u>Protocol</u>	
FAX	Connection Test :	Test	
Send and Forward Forward Rules	Domain Restriction :	Off 🗸 🗸	
<u>Operation Panel</u>		Domain List	
Retwork Settings	POP3		
	POP3 Protocol :	Off	
Security Settings	>	Note :	

11. Enter the Device password in the password field. The Username stays the same as the main account.

Recommended Settings for Gmail		
Server name SMTP.GMAIL.COM		
Port 587		
SMTP security STARTTLS		

12. Press submit. Once the page refreshes, you can test the connection.



Again, these instructions are specific to Kyocera/Copystar devices but the procedure is extremely similar on Sharp and Xerox products.