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.

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

2. Select Security
3. Under "Signing in to Google," select App Passwords.
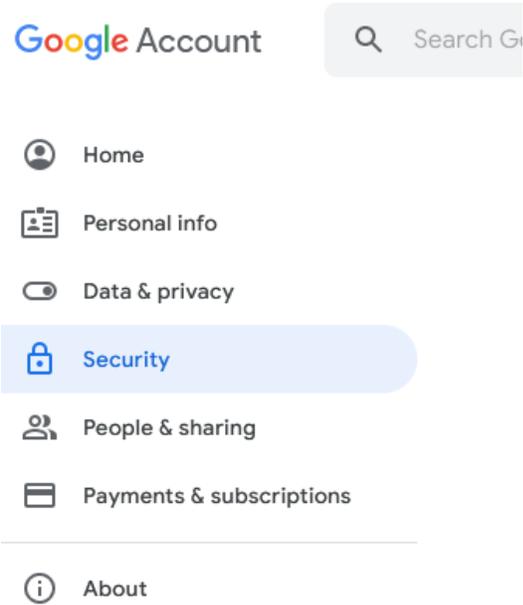
4. **You may need to sign in. If you do not have this option, it might be due to one of the below issues:**
   a. 2-Step Verification is not set up for your account.
   b. 2-Step Verification is only set up for security keys.
   c. Your account is through work, school, or another organization.
   d. You turned on Advanced Protection.
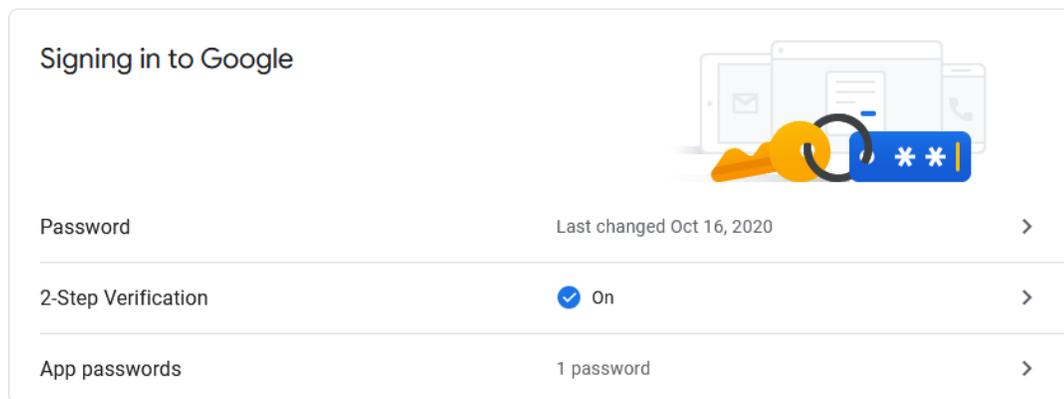
5. At the bottom, choose Select Device and choose "Other".

← 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

You don't have any app passwords.

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

Select app ▼

Select device

iPhone

iPad

BlackBerry

Mac

Windows Phone

Windows Computer

Other *(Custom name)*

GENERATE

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

You don't have any app passwords.

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

Kyocera| ✕

GENERATE

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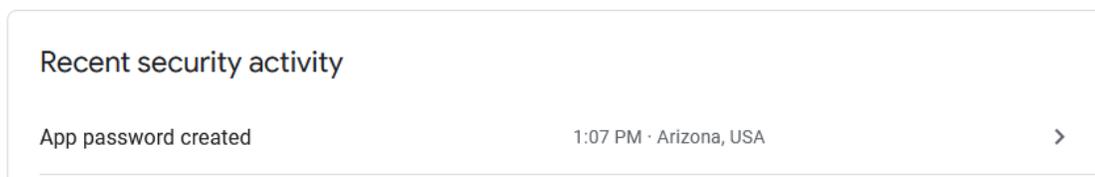
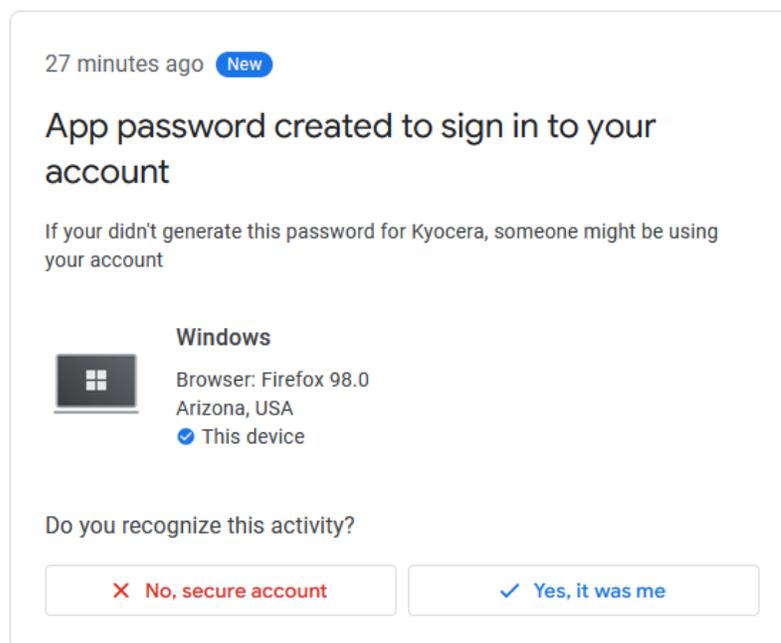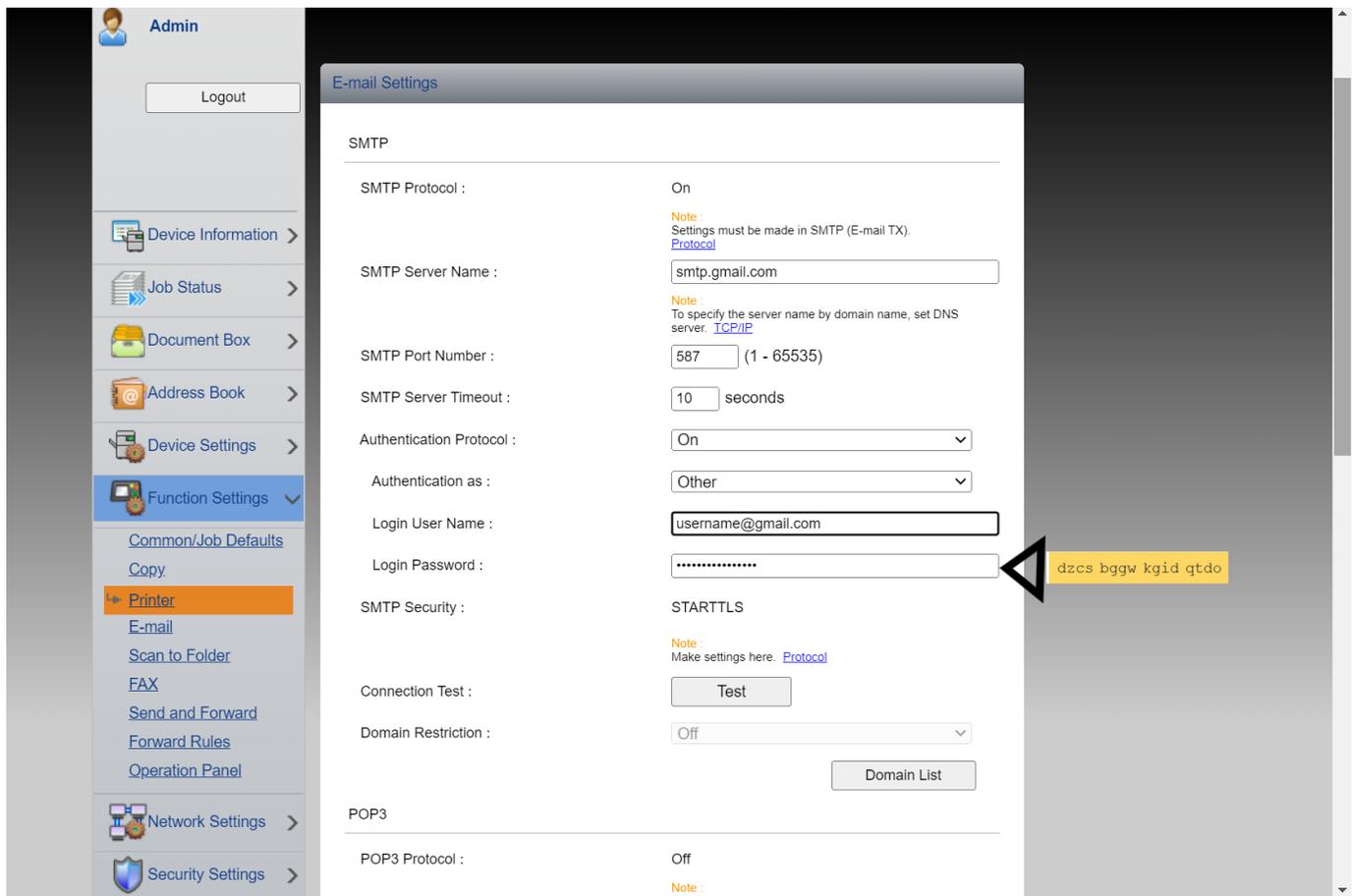8. Go back to your google account under Security and select "Recent security activity". Select the recent entry for App password.

Recent security activity

App password created   1:07 PM · Arizona, USA   >

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

27 minutes ago New

App password created to sign in to your account

If your didn't generate this password for Kyocera, someone might be using your account

Windows
Browser: Firefox 98.0
Arizona, USA
✔ This device

Do you recognize this activity?

✕ No, secure account   ✓ Yes, it was me

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

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.

Connection OK.

OK

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