

# Using 2-step Verification with GMail

As of May 30, 2022, Google will not permit third party access to their SMTP interface (used to permit third party applications to send EMail) without using 2-step verification (also known as 2-factor authentication). This means that simply providing a GMail ID and password in the ODOOfficePro EMail configuration will no longer work.

A 2-factor authentication scheme involves a user providing login credentials, which will then generate a one-time use code that is sent to a registered phone. This code is required to complete the process of accessing a service (in this case, the GMail account). These are the 2 factors...login credentials, and a verification code.

Fortunately, Google offers a feature they call App Passwords, as a simple means by which third party applications can continue to use GMail for EMail support.

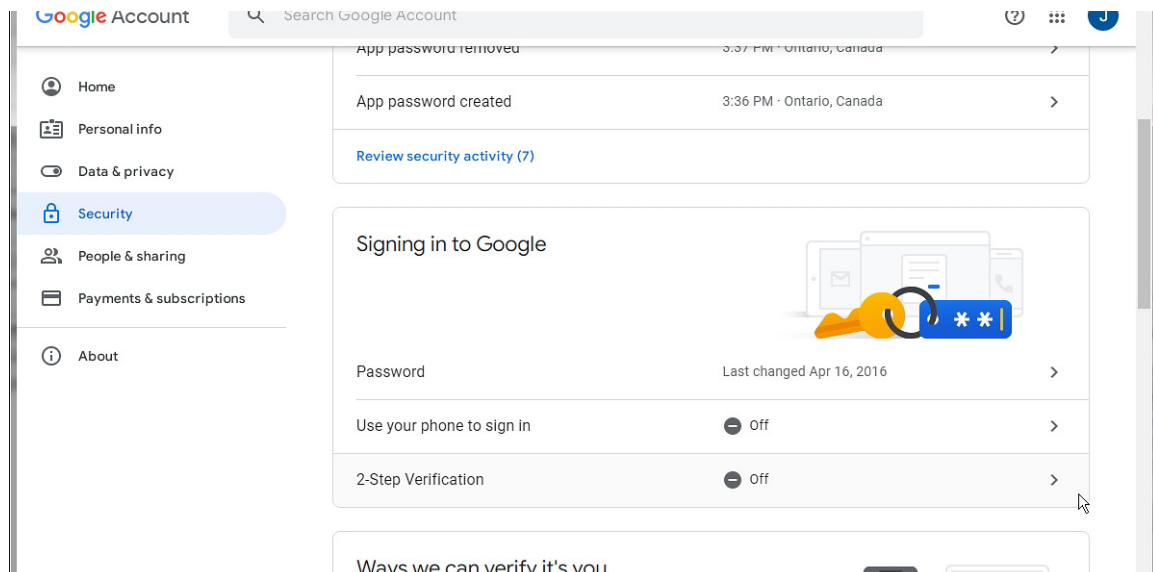
To make use of this in ODOOfficePro requires 3 simple steps:

- 1) turn on 2-step verification (only required one time)
- 2) generate an App Password (passwords may expire, requiring this step repeatedly)
- 3) change the password in ODOOfficePro to use the new App Password

## Turn on 2-step verification

Start by signing in to your Google Account Security settings.

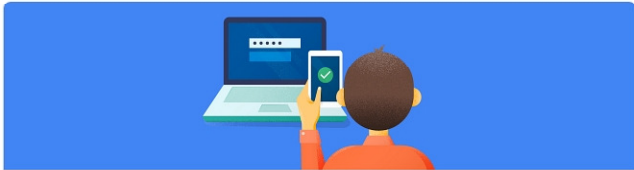
You can do this by using the link: <https://myaccount.google.com/security>.



Scroll down until you see the section on **Signing in to Google**, and click the arrow to go to **2-step Verification** setup.



Google will ask if you want to proceed...

← 2-Step Verification



**Protect your account with 2-Step Verification**


Each time you sign in to your Google Account, you'll need your password and a verification code. [Learn more](#)

-  **Add an extra layer of security**  
Enter your password and a unique verification code that's sent to your phone.
-  **Keep the bad guys out**  
Even if someone else gets your password, it won't be enough to sign in to your account.


[GET STARTED](#)

[Privacy](#) [Terms](#) [Help](#) [About](#)

You will then be prompted to log in again, to verify it is you making this request.



Hi

 r @gmail.com ▾

To continue, first verify it's you

Enter your password


Show password

[Forgot password?](#) [Next](#)

Next, Google will ask how you want to receive the verification code.  
The easiest way is to use a cell phone...

## Let's set up your phone

What phone number do you want to use?

 ▾ 1 (234) 567-7890

Google will only use this number for account security.  
Don't use a Google Voice number.  
Message and data rates may apply.

How do you want to get codes?

Text message     Phone call

Once you click on *Next* at the bottom right of the page, you will receive a text message with a code, which you enter in the place that Google provides...

## Confirm that it works

Google just sent a text message with a verification code to **234 567-7890**.

Enter the code

G734468

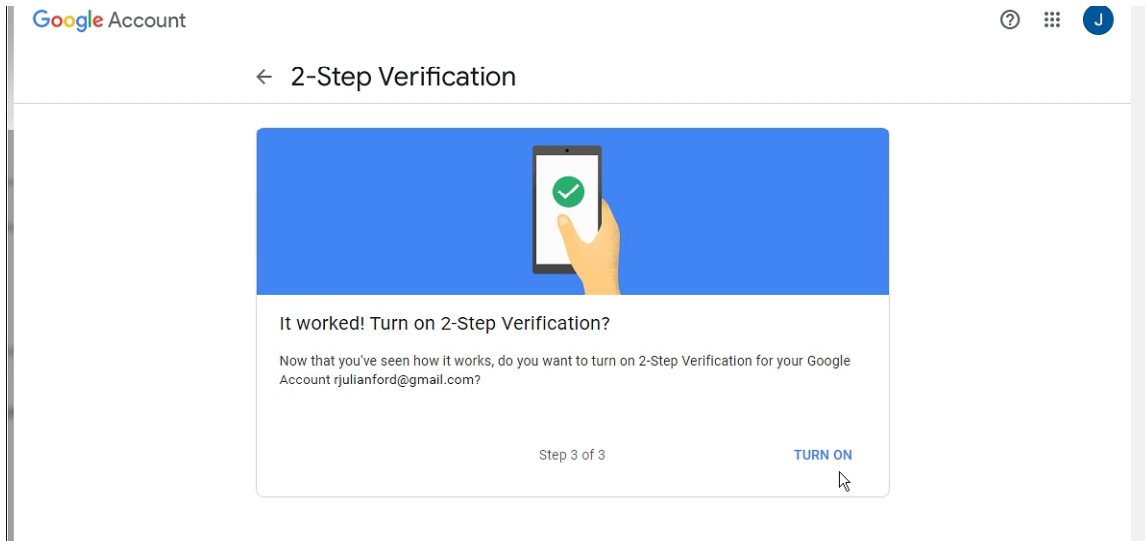
Didn't get it? [Resend](#)

[BACK](#)

Step 2 of 3

[NEXT](#)

Google will then confirm you actually want to turn this on...

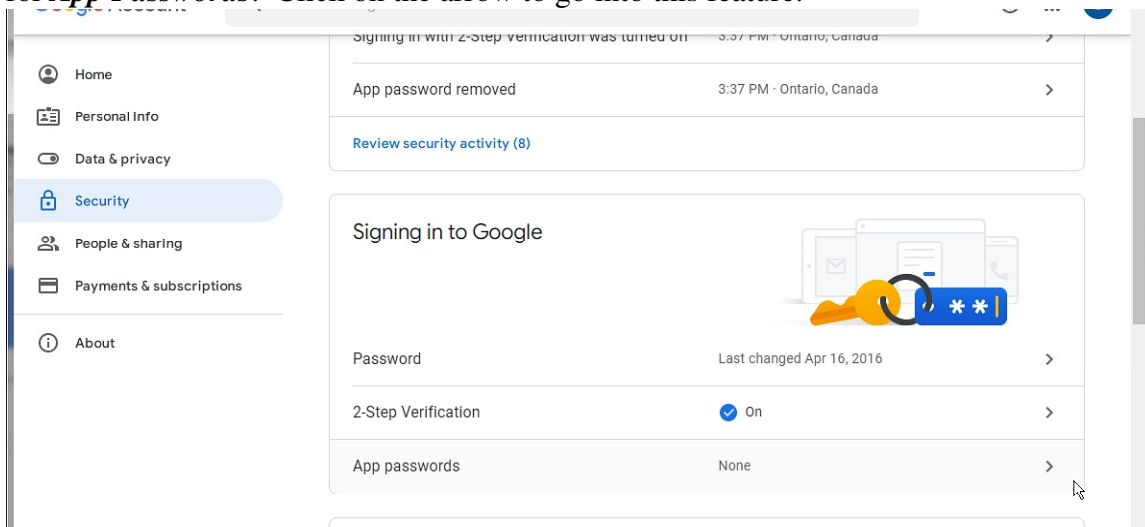


## Generate an App Password

With 2-step verification enabled, a new sign-in option will appear on the security window to offer the generation of an App Password.

Google will never again ask for this password, so they feel it has less chance of being intercepted, and therefore more secure. This password is intended to be used only for third party applications, to give them a secure way to connect to the associated Google account.

This step requires you to go back to the Security window as in the first step of the previous section. The section for **Signing in to Google** will now include the new option for **App Passwords**. Click on the arrow to go into this feature.



Google will once again prompt for the account password, and then take you to their App Passwords page...

## ← 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 ▼

GENERATE

Select the Google app for which you want a password. In this case, the password we are creating is for EMail. Then choose the device...just select Windows Computer.

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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)

GENERATE

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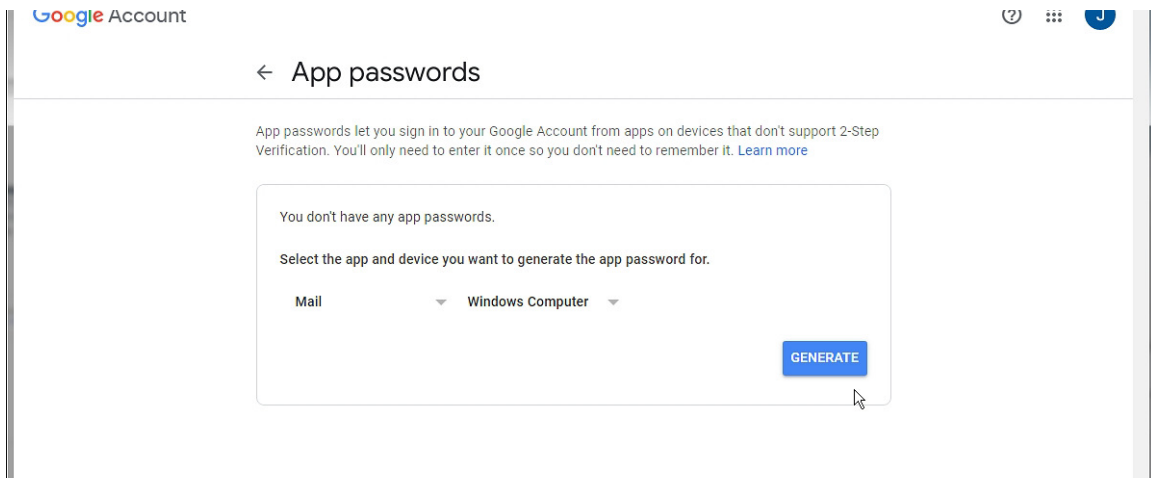
You don't have any app passwords.

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

Mail ▼ Select device ▼

iPhone  
iPad  
BlackBerry  
Mac  
Windows Phone  
Windows Computer  
Other (Custom name)

Finally, click on the **Generate** button.



Google will now provide you with a 16-character password. You can swipe it with your mouse, and use Ctrl-C to copy it, or just type it in when you get to the ODOOfficePro EMail setup screen.

## Generated app password

Your app password for Windows Computer

lvsw snyd ikri kgha

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](#)

A screenshot of the 'Add your Google account' form. The form has a title 'Add your Google account' and a subtitle 'Enter the information below to connect to your Google account.' There are two input fields: 'Email address' with the value 'securesally@gmail.com' and 'Password' with a masked password '\*\*\*\*\*'. Below the password field is a checkbox labeled 'Include your Google contacts and calendars' which is currently unchecked.

DONE

## Change the password in ODOfficePro

The new App Password must be used in place of any existing GMail password, that may already have been entered into ODOfficePro

Go to the *Management* section in the ODOfficePro client program, and turn to the *Office* page. Then click the button for *EMail/SMS*.

If you have not already set up your GMail account, you can click the *Use GMail* button to set up the default information.

**IMPORTANT:** Please make sure that the *Old Version* box is NOT checked.

Now paste or manually enter your new App Password in the spot for *Password*.

The screenshot shows the 'Email Account' configuration window. The 'Outgoing EMail (SMTP)' section is active, with the 'Old Version' checkbox unchecked and 'Explicit TLS' checked. The server is set to 'smtp.gmail.com', the user name is 'myaccount@gmail.com', and the password field is masked with asterisks. The sender name is 'Acme Optometry' and the return address is 'myaccount@gmail.com'. The port number is 587 and the authentication method is 'Plain'. There are buttons for 'Use GMail', 'Use Outlook', 'Use 1 and 1', and 'Test'. Below this is a 'Bcc Self' checkbox and a 'Bcc Address' field. The 'SMS Account' section has a 'Confirmation History' button and a 'Polling Interval' of 0. The provider is set to 'Swift SMS Gateway' and there is an empty 'Account' field. At the bottom are 'Continue' and 'Cancel' buttons.

If you would like to try out sending an EMail, use the *Test* button.