# myob | IMS PAYROLL

Step-by-step instructions on how to create a Google app password:

1. Google search "Google Sign in" and click on the first suggestion
2. Login with your username and password
3. Click Security
4. Click App passwords (if you can not see the app password option, please turn on 2-Step Verification)
5. Enter your password
6. Select the app – Other and Enter the IMS as the app name
7. Click generate
8. The password will generate for you.
9. Enter the password in IMS under Tools > SMTP Settings > Password field

## Google Account

Search Google Account

- Home
- Personal info
- Data & privacy
- **Security**
- People & sharing
- Payments & subscriptions
- About

### Your account is protected

The Security Checkup checked your account and found no recommended actions

See details

### Recent security activity

| | | |
|---|---|---|
| Signing in with 2-Step Verification was turned on | 10:11 PM | › |
| New sign-in on Windows | 10:09 PM | › |
| New sign-in on Windows | Feb 22 | › |

Review security activity (5)

### Signing in to Google

| | | |
|---|---|---|
| Password | Last changed Feb 22 | › |
| 2-Step Verification | ✓ On | › |
| App passwords | None | › |

← **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

← App passwords

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You don't have any app passwords.

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

IMS                                    ✕

GENERATE

## Generated app password

Your app password for your device

**ulrr waqh hrmu fklx**

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.

DONE

E-mail - SMTP Mail Profile v1.24

| | | |
|---|---|---|
| SMTP Host | | ✓ Send |
| Port | 25 Requires Secure Connection? (SSL/TLS) ☐ | ✗ Close |
| User Name | Authenticate? ☐ | 🌸 Test Settings |
| Password | Retain Password? ☐ | ❓ Help |
| Senders E-Mail | | 📋 Recipient Report |
| CC E-Mail | | |
| Show Report | ☑ Email Hosted via Office 365? ☐ | 📋 Show Log |