1-800-552-2229   service@excelbusiness.ca

<u>Scan to Email Changes</u>

How to create Gmail Account, enable 2FA, Generate an App Password:

- Due to recent security changes that Google has implemented on the Gmail platform, it may be necessary to re-create or reconfigure the Gmail address being used on your copier. ***For scan to email to work correctly on your copier you must configure your Gmail account to use 2-Factor authentication (2FA) and create an App password. This App password will be used in your device's scan to email settings. This change is being implemented by Google on June 1, 2022.***

- If you or your IT department currently have access to log into and make changes to the Gmail account being used on your copier, please log in and make the necessary changes to enable 2-Factor Authentication and create an App Password for use with your device. This App password will need to be configured in the copier for scan to email to work.

- If you do not have access to the Gmail account being used on your copier, please refer to the video below on how to create a new Gmail account. This video details how to enable 2-Factor Authentication and create an App password that will be required for your scan to email setup.

    Visit [this video](#) link for the instructional video.

    Visit [this page](#) to create a new Gmail address.

- ***Be sure make note of the new Gmail address and the generated App password that have been created .*** Contact us with this information so we may assist you in configuring your copier's scan to email settings.