

How to Create a Google App Password

Before You Start:

- You must have 2-Step Verification (2FA) enabled.
- App passwords will NOT appear until 2FA is ON.

1. Open Google Account Settings

1. Go to: <https://myaccount.google.com/>
2. Sign in if needed.

2. Enable 2-Step Verification

1. Click "Security" on the left menu.
2. Under "Signing in to Google," click "2-Step Verification."
3. Follow the steps to turn it on (SMS or Google Authenticator).
4. Return to the Google Account homepage.

3. Access App Passwords (Updated Method)

App Passwords no longer shows automatically. You must search for it.

Method A — Using Google Account Search:

1. At the top of the Google Account page, click the Search bar.
2. Type: App passwords
3. Click the result.
4. Re-enter your password.

Method B — Direct Link:

<https://myaccount.google.com/apppasswords>

4. Generate Your App Password

1. Under “create a new app specific password,” type (“InfoHubX” or other name).
2. Click “Create.”
3. Google will show a 16-character password (example: abcd efgh ijkl mnop).

5. Fill and Save SMTP Configuration

1. Go to Email Settings Page on InfoHubX and fill in the SMTP Configuration.
2. Click “Save SMTP Settings”.
3. Click “Send Test Email” and a test email will be sent to the sender email address.

SMTP Server smtp.gmail.com

Port 587

Sender Email (Username) your full Gmail address (e.g., user@gmail.com)

Sender Password your 16-character app password

6. Manage App Passwords

- You cannot view the app password again.
- If you lose it, delete it and create a new one.