Enabling WorksIQ to use a Google Mail (gmail) email account

In order to use Google Mail, the mailbox owner must generate an application password for use by the WorkIQ software.

This document explains how to do this.

Step 1 – Log in to the Google mail website

Enter the Google Mail website via https://gmail.com

Logon using the Google Mail account that you intend to use for WorksIQ, using the normal password.

## Step 2 – Go to Account Settings

Go to your account settings by clicking on the right-most icon at the top right of the Google Mail webpage, and then clicking the "My Account" button.

This is shown as "G" in the screenshot below, but will usually be the first letter of the first name associated with the Google Mail account:
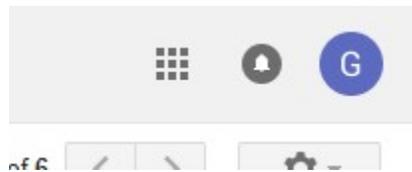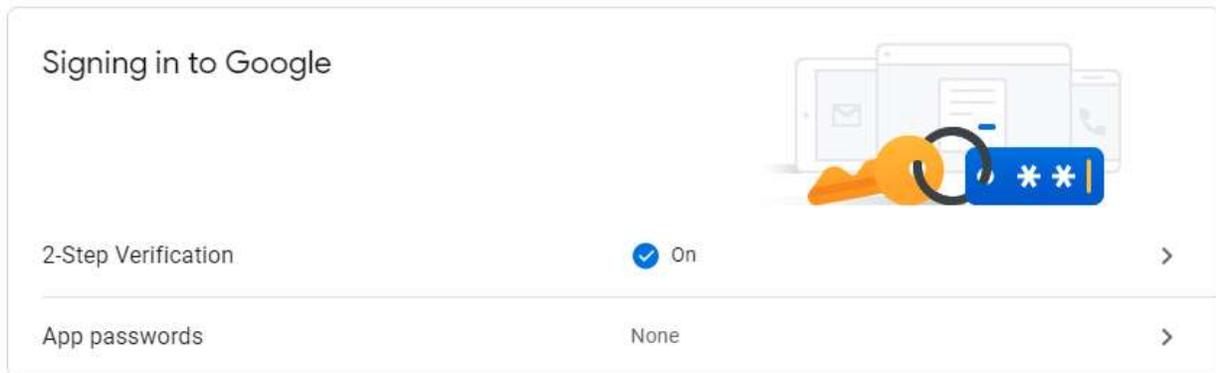

Step 3 – Click Security on the left hand menu

Go to your security settings by clicking on the Security menu item on the left:
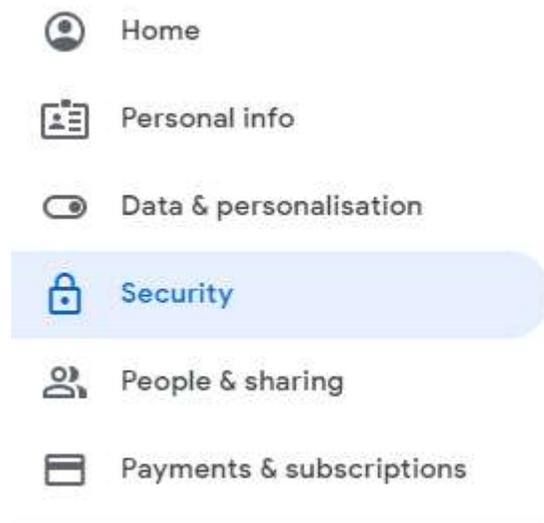
Step 4 – 2-Step Verification

In order to set up an "App password", you may have to temporarily switch on 2-Step Verification.

If you see the "App passwords" link, as shown in the screen shot below, skip ahead to step 8.

If you do not see this, then you will have to switch on 2-Step Verification first. Once you have set up the WorksIQ App password, you can switch 2-Step Verification off again.

To do this, click on the "2-Step Verification   Off" line. This should take you to the "Protect your account with 2-Step Verification" page. Click on the "Get Started" button.

Step 5 – Enter your phone number

At this point you will be asked to re-enter your normal password for the email account, and then you will see the "Let's set up your phone" page.

Your phone number may already be there. If not, enter it now and click Next

Step 6 – Enter the verification code.

If the phone number is correct, you will receive a text or call.

Enter the code given on the page and click Next.

If entered correctly, you will get the "It Worked!" screen. At this point click "Turn On".

Step 7 – Return to Account Settings

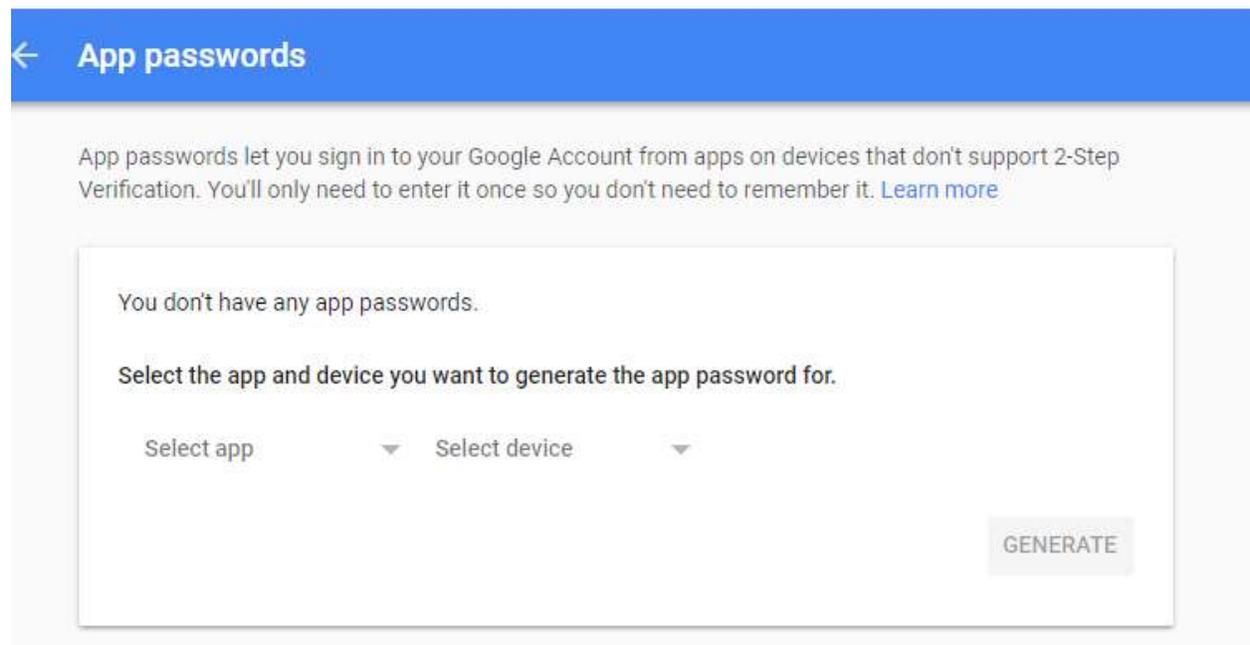To do this, return to step 2.

Step 8 – Go to App passwords

Click on the "App Passwords" link.

You will be prompted to re-enter your password. Do this and click Next.

Google will then send you another verification code. Enter it into the dialog and click Next.

You should then be presented with the App passwords page:

Step 9 – Generate a WorksIQ App password

Click on the "Select app" link and choose "Other *(Custom name)*"

You can enter any name here, but we suggest "WorksIQ", and then click Generate.

Google will generate a password. Take a copy of the password, shown as "`nimguiqkdkjwxmkl`" in the example below.

Keep a note of this, as this will be the only time you see it. If you lose it, you will have to delete the existing one and re-generate.

Generated app password

Your app password for your device

nimg uiqk dkjw xmkl

How to use it

Email

Step 10 – Enter the App password in WorksIQ

You now need to enter this password into the WorksIQ administrator screens (or send the App password to your support representative to do this), where you would normally enter your usual email password.

Step 11 – Switch off 2-Step Verification

If you do not wish to keep using 2-Step verification, return to you "Signing in to Google" page (steps 1-3), click on the "2-Step Verification" page, enter your password, and the click the "Turn Off" button.

Confirm that you wish to turn off 2-Step Verification.