

Email - How To's

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How To Set Up User's Email Settings

This procedure will connect your email to your 1place Account enabling you to send emails directly from 1place (when sending Invoices, POs, etc).

How To Set Up User's Email Settings

- in **1place.cloud**, go to **Settings** (gear icon, upper right corner of the screen) > **Users**.
- On the **User Security List**, click on the **pencil** icon beside the account to be edited. Select by clicking on **Email Settings** tab.
- Select your **E-mail Provider** on the drop down list.
- Input your **Email Address**.
- On the **Password** field, enter the generated password which you can create using your email account.
 - Please see the Instructions below for "**How To Generate App Passwords**".
- Click on **Test Connection** button.
- When test is successful, click on the **Save** button.

How To Generate App Passwords

To generate app password for **YAHOO Mail** Accounts:

- Log in to your YAHOO Mail account on (mail.yahoo.com). Click on your **account name** (upper right corner of the screen) then click on "**Account Info**".
- Click on "**Account Security**" (YAHOO may ask you to login again) then scroll down a bit and click on "**Generate app password**".
- Enter "**1Place**" as the app name and click on "**Generate Password**".
- Copy this password and continue **procedure #5** of **How To Set Up User's Email Settings** (above).

To generate app password for **Office 365 Mail** Accounts:

***Accounts that are managed by an administrator account cannot create App passwords.

- Log in to your Office 365 Mail account. Click on your **Account name logo** (upper right corner of the home screen) then click on **My Microsoft Account**.
 - Click on **Security** then click on **Advanced security options**.
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- Users need to navigate to the portal, select "view account," then "security info," and choose "app password" under the "add sign-in method" option. For the app password option to appear, an admin must first enable a setting within the organization.
- To make the app password option available, the administrator must access the admin center, go to "users," then "active users," and ensure that the MFA status for the desired email accounts is set to "enforced". Enabling MFA is the action that allows the app password option to be generated for the user.
- Under **Additional Security**, turn ON **Two-step verification** and set up your desired authentication.
- After setting up your **Two-step verification**, go back to the **Advanced security options** page.
- Scroll down and you will see **App passwords**. Click Create a new app password.
- Copy this password and continue **procedure #5** of **How To Set Up User's Email Settings** (above).

To generate app password for GMAIL Accounts:

- Note: The 2-Step Verification in your Gmail Account needs to be toggled on before you can set App passwords.
- Log in to your Gmail account. Click on your **Account Name logo** (upper right corner of the home screen) then click on **Manage Your Google Account**.
- Click on **Security** (left side of screen).
- On the 'Signing in to Google' panel, choose 'App passwords'. If you don't see this option, the following could be the reasons:
 - 2-Step Verification is not set up for the account;
 - You need to turn on the 2-Step Verification to show the 'App password' option.
 - 2-Step Verification is set up for security keys only;
 - The account is through work, school or other organization;
 - The '**Advanced Protection**' is turned on for this account
- Click on **App Passwords** (under the **Signing in to Google** section). You will be required to re-enter your Gmail Account password.
- On the **App passwords** screen, click **Select app** dropdown arrow and choose **Other (Custom Name)**. Type "**1place**" on the **Name** field. Click on **Generate** button.
- Copy this password and continue **procedure #5** of **How To Set Up User's Email Settings** (above).

UPDATED PROCESS FOR GMAIL:

***Update: App Password was moved somewhere by Google. On the homepage of your Google account settings, simply search App Password on the search bar.

1. Log in to your Gmail account. Click on your **Account Name logo** (upper right corner of the home screen) then click on **Manage Your Google Account**.
2. Type in the search bar "App Passwords"
3. Click on **App Passwords**. You will be required to re-enter your Gmail Account password.
4. Type **1Place** on the App Password screen.
5. Click **Create** and it will generate a code.
6. Use the code in the Email Settings in 1Place.

Google Account results

- App passwords**
Security
 - Web & App Activity
Data & privacy
- Help Center articles
- Sign in with app passwords
 - Use or fix App password
 - Save, manage & protect your passwords
 - Use passwords across your devices

← App passwords

App passwords help you sign into your Google Account on older apps and services that don't support modern security standards.

App passwords are less secure than using up-to-date apps and services that use modern security standards. Before you create an app password, you should check to see if your app needs this in order to sign in.

[Learn more](#)

You don't have any app passwords.

To create a new app specific password, type a name for it below...

App name
1Place

Create

-This is only a sample generated app password.

Generated app password

Your app password for your device

oqky zhui xckt xzys

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