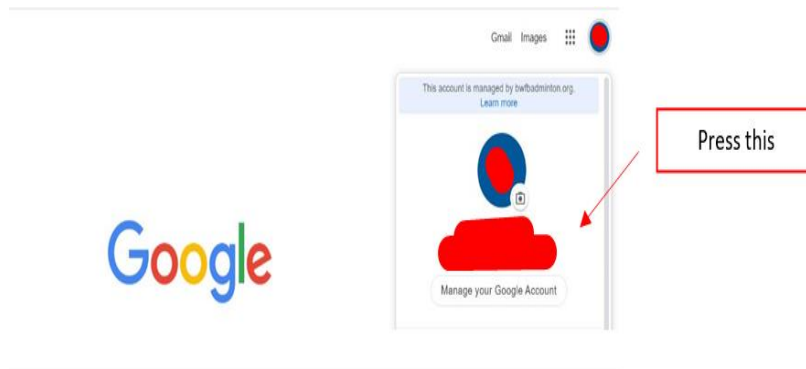


**How To: Generate G-Suite App Password for Office365 Migration**

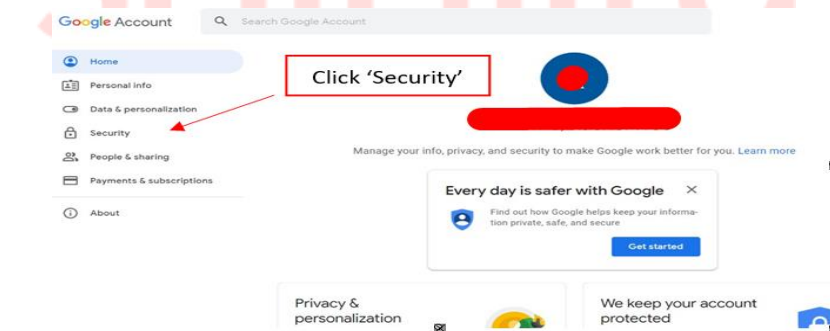
shinJiru

In order to be able to migrate the emails from Gsuite to Office365. We will need to provide an app password which can be obtain from the Googlesetting. Below are the steps you need to follow in order to obtain the app password.

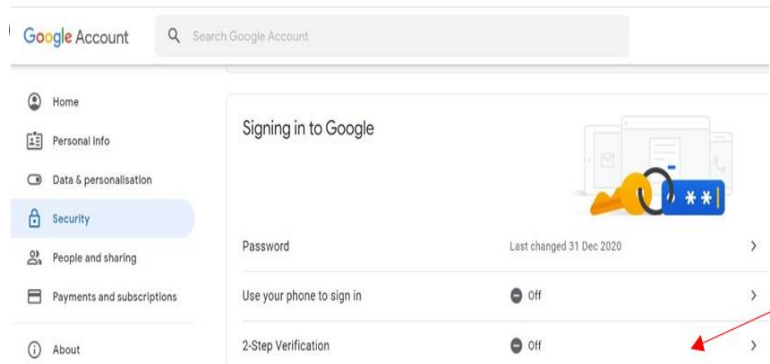
1. Click on Manage your Google Account:



2. Click "Security":



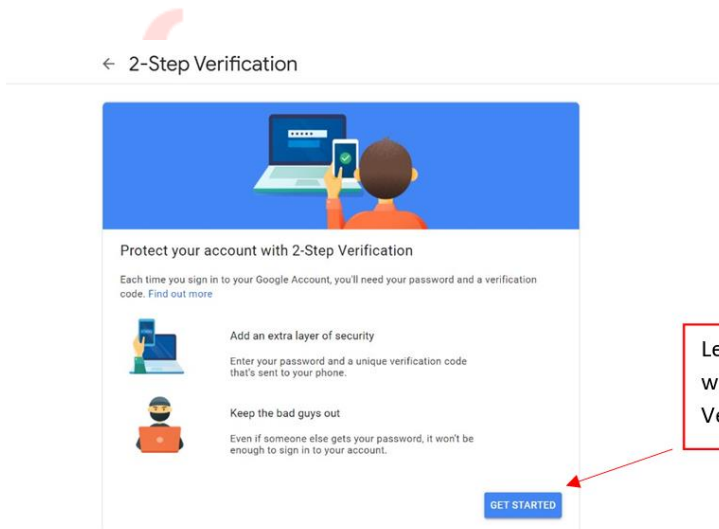
3.



The screenshot shows the Google Account Security settings page. The left sidebar includes Home, Personal info, Data & personalisation, Security (highlighted), People and sharing, Payments and subscriptions, and About. The main content area is titled "Signing in to Google" and contains three settings: Password (Last changed 31 Dec 2020), Use your phone to sign in (Off), and 2-Step Verification (Off). A red arrow points to the "2-Step Verification" toggle switch.

You will need to do the 2-Steps Verification first to obtain the passcode.

4. 2 Step Verification:



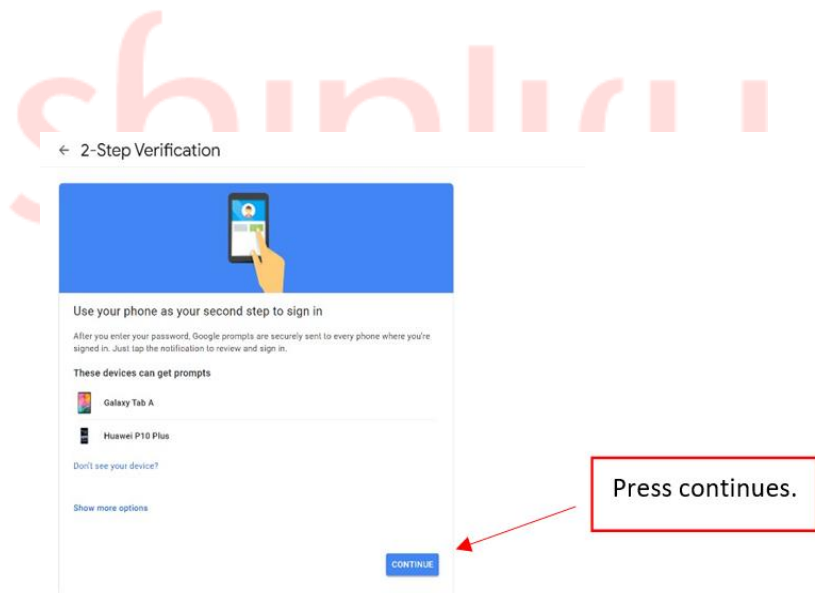
The screenshot shows the "2-Step Verification" setup page. The breadcrumb trail is "← 2-Step Verification". The main heading is "Protect your account with 2-Step Verification". Below this, it states: "Each time you sign in to your Google Account, you'll need your password and a verification code. Find out more". There are two sections: "Add an extra layer of security" (Enter your password and a unique verification code that's sent to your phone.) and "Keep the bad guys out" (Even if someone else gets your password, it won't be enough to sign in to your account.). A blue "GET STARTED" button is at the bottom right, with a red arrow pointing to it from a text box.

Let us get start with the 2-Step Verification.

5. Login to your Google Account:



6.



## 7. Key in your Phone Number:

The screenshot shows the '2-Step Verification' setup page for a Google Account. At the top, there is a blue header with a white checkmark icon and the text 'Almost there! Add a backup option'. Below this, a warning message states: 'If you lose your phone or your second step is unavailable, you'll need a backup option to help you get in to your account.' There is a dropdown menu for the country code, currently set to '+60', followed by a redacted phone number field. Below the phone number, there is a note: 'Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply.' Underneath, there are two radio buttons: 'Text message' (which is selected) and 'Phone call'. At the bottom of the form, there is a 'SEND' button and a link that says 'USE ANOTHER BACKUP OPTION'. Red arrows point from text boxes to the phone number field and the 'SEND' button.

Key in your phone number.

Press sends.

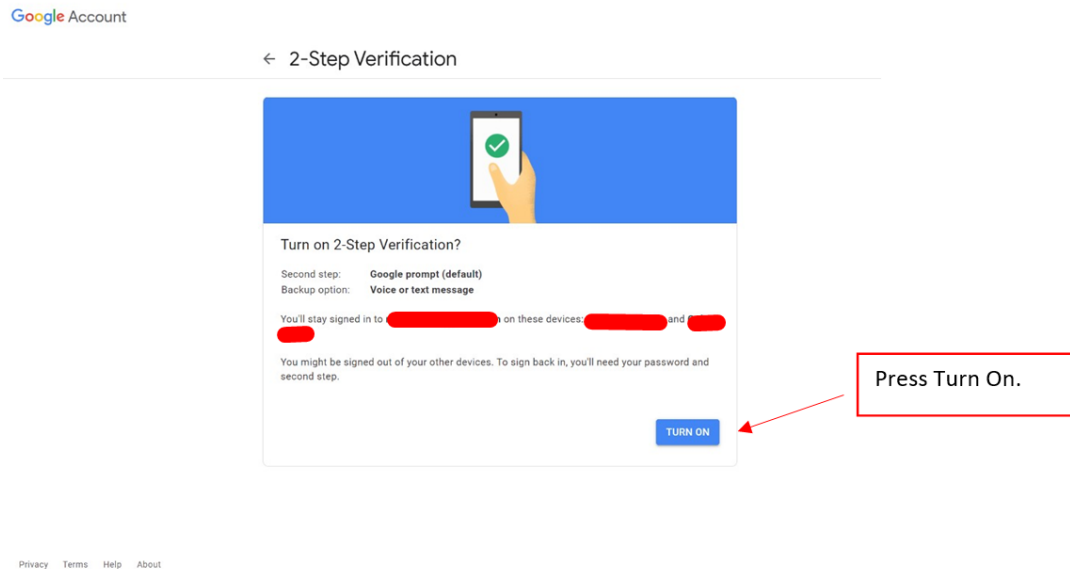
## 8. The key in the code will be send to in SMS on your phone:

The screenshot shows the '2-Step Verification' setup page for a Google Account. At the top, there is a blue header with an icon of a hand holding a smartphone and the text 'Confirm that it works'. Below this, a message states: 'Google just sent a text message with a verification code to 012-699 8208.' There is an input field labeled 'Enter the code' with a red arrow pointing to it from a text box. Below the input field, there is a link that says 'Didn't get it? Resend'. At the bottom of the form, there are 'BACK' and 'NEXT' buttons. Red arrows point from text boxes to the input field and the 'NEXT' button.

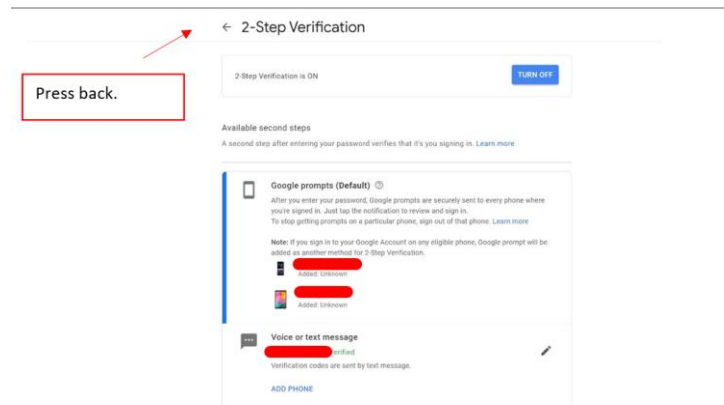
Key in the code

Press sends.

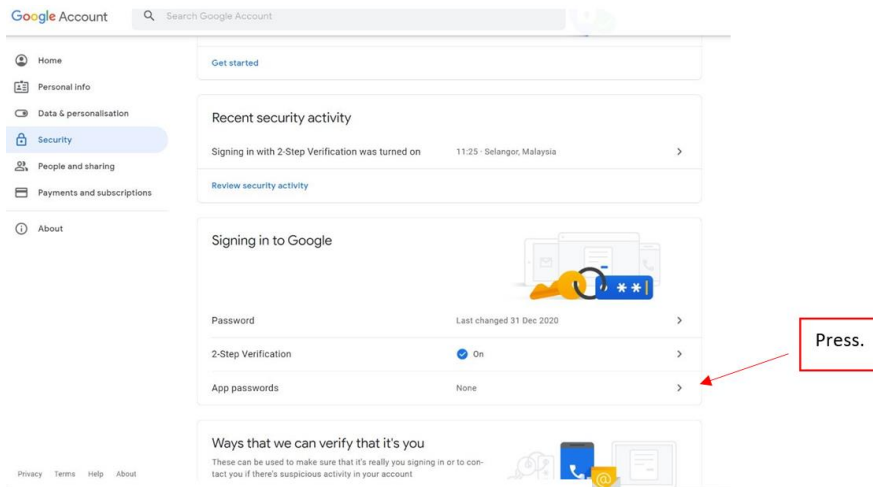
## 9. Turn On the 2-Step Verification:



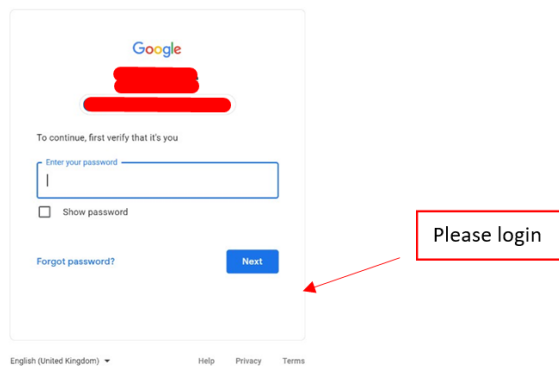
## 10. Click on



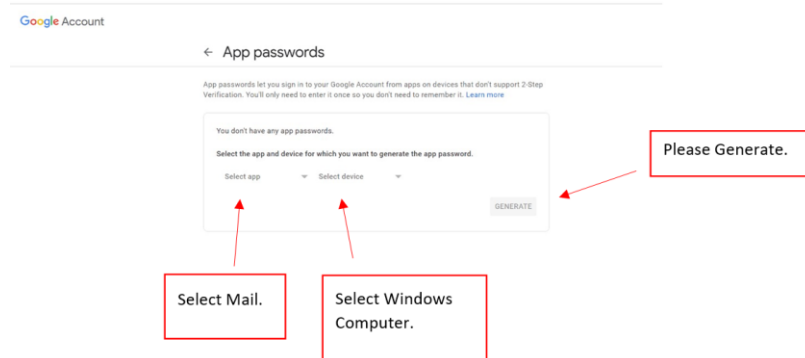
## 11. Enable App password:



## 12. Login to Google Account again:



13. Configure App Password, once done Click on Generate and Provide this 16 Digit password to Shinjiru.



shinjiru