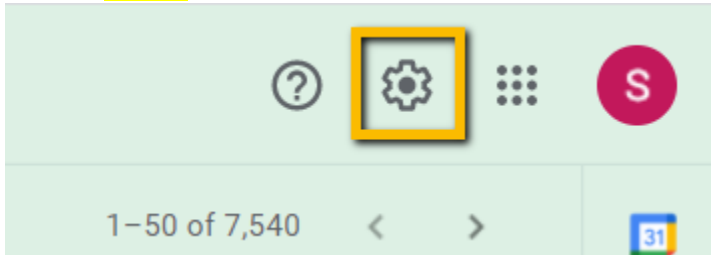


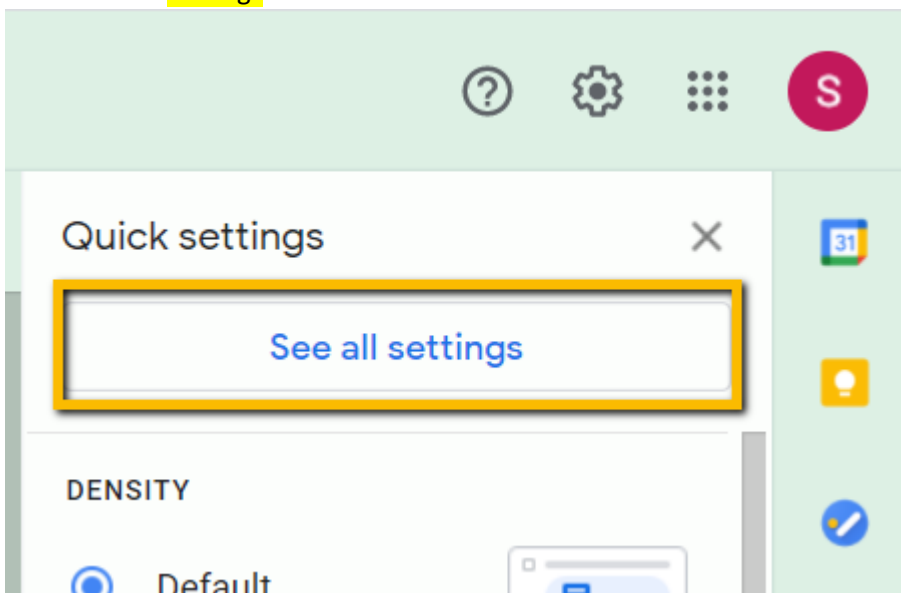
# Setting E Leave Email in Company Profile

May proceed to Step 8 if you are not using Gmail address.

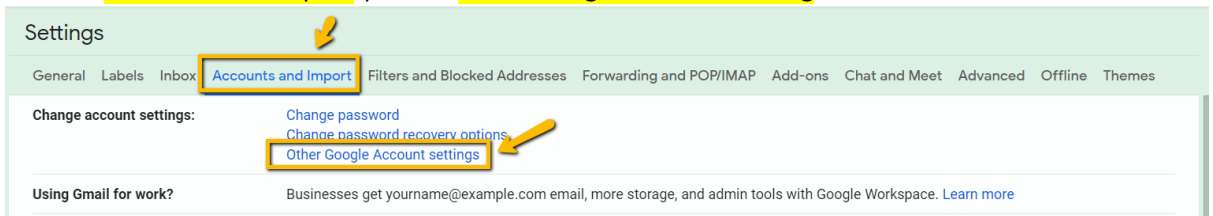
1. Logon to **Gmail Account**
2. Click on **Setting**



3. Select See all **Settings**



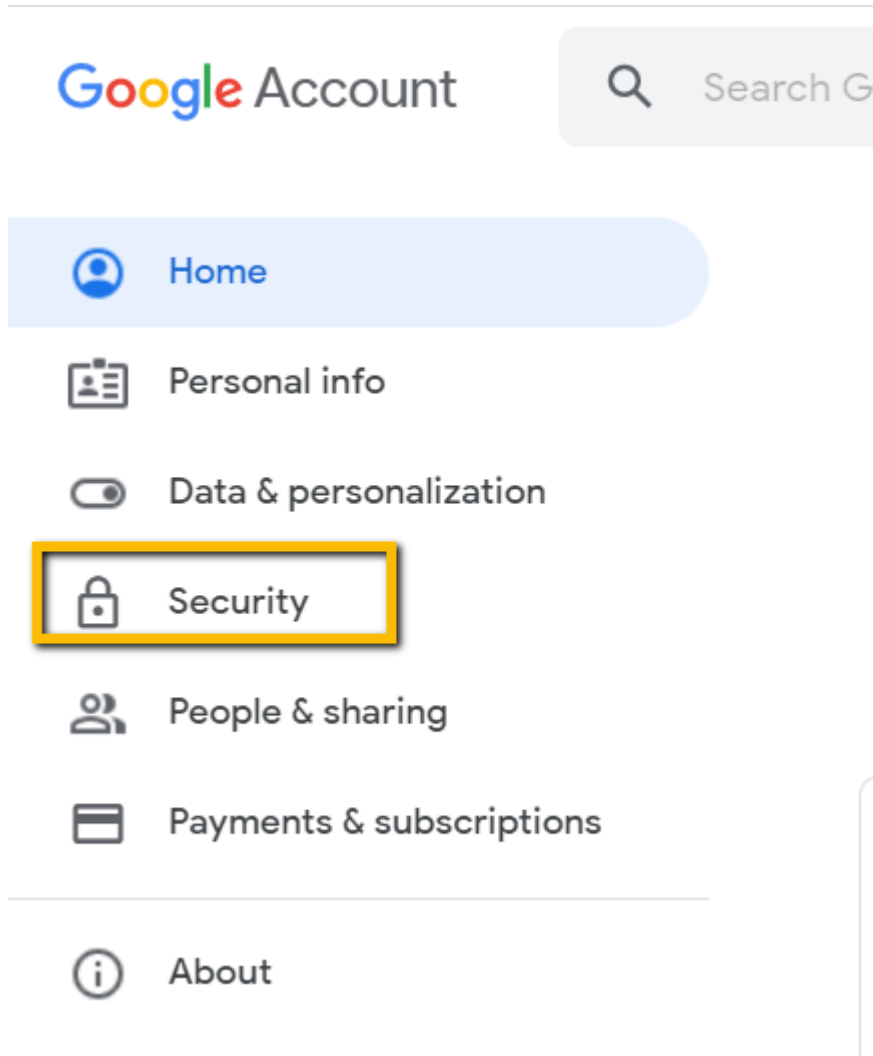
4. Click on **Accounts and Import** | Select **Other Google Account Setting**



5. Click on **Security**



## Setting E Leave Email in Company Profile




6. Turn on **2 Step Password** (*May skip this step if you have turn on*)
  - 6.1 Click on **2 Step verification**



# Setting E Leave Email in Company Profile

Google Account

Signing in to Google




Password Last changed Nov 6, 2007 >

Use your phone to sign in - Off Click this >

2-Step Verification - Off   >


6.2 Press on **GET STARTED**

← 2-Step Verification




## Protect your account with 2-Step Verification

Each time you sign in to your Google Account, you'll need your password and a verification code. [Learn more](#)



**Add an extra layer of security**

Enter your password and a unique verification code that's sent to your phone.



**Keep the bad guys out**

Even if someone else gets your password, it won't be enough to sign in to your account.

**GET STARTED**

6.3 Enter your **Gmail Password**



# Setting E Leave Email in Company Profile

6.4 Press **Continue**

6.5 Press **Sent**

6.6 Enter **Gmail code**

7. Click on **App Passwords**

If you do not have this option, it might because of : *(Skip if you have this option)*

i) 2-Step Verification is not set up for your account.

ii) 2-Step Verification is only set up for security keys.

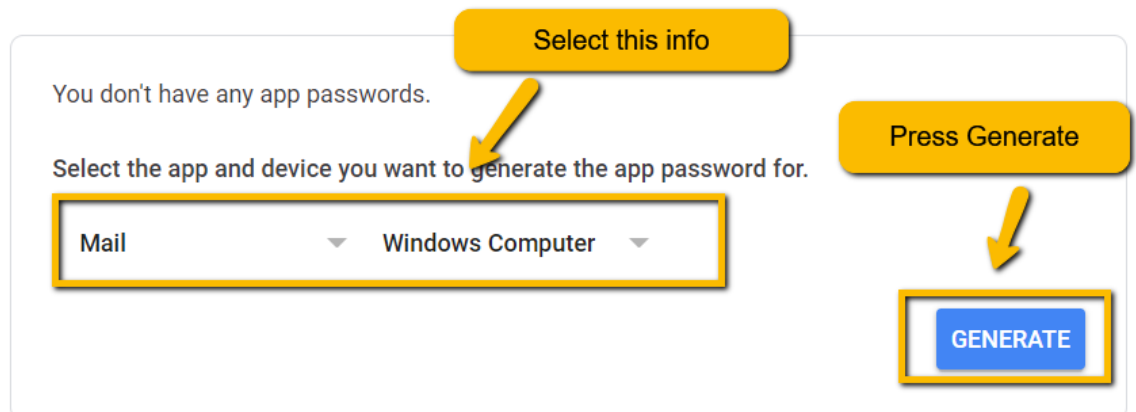
iii) Your account is through work, school, or other organization.

iv) You turned on Advanced Protection.

7.1 Enter Gmail Password to continue

## ← App passwords

App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)



7.2 Copy **App Password** and press **DONE**



# Setting E Leave Email in Company Profile

## Generated app password

Your app password for Windows Computer

niwb ahnw tsjv acwh

### How to use it

1. Open the "Mail" app.
2. Open the "Settings" menu.
3. Select "Accounts" and then select your Google Account.
4. 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.

[Learn more](#)

Add your Google account

Enter the information below to connect to your Google account.

Email address  
securesally@gmail.com

Password  
\*\*\*\*\*

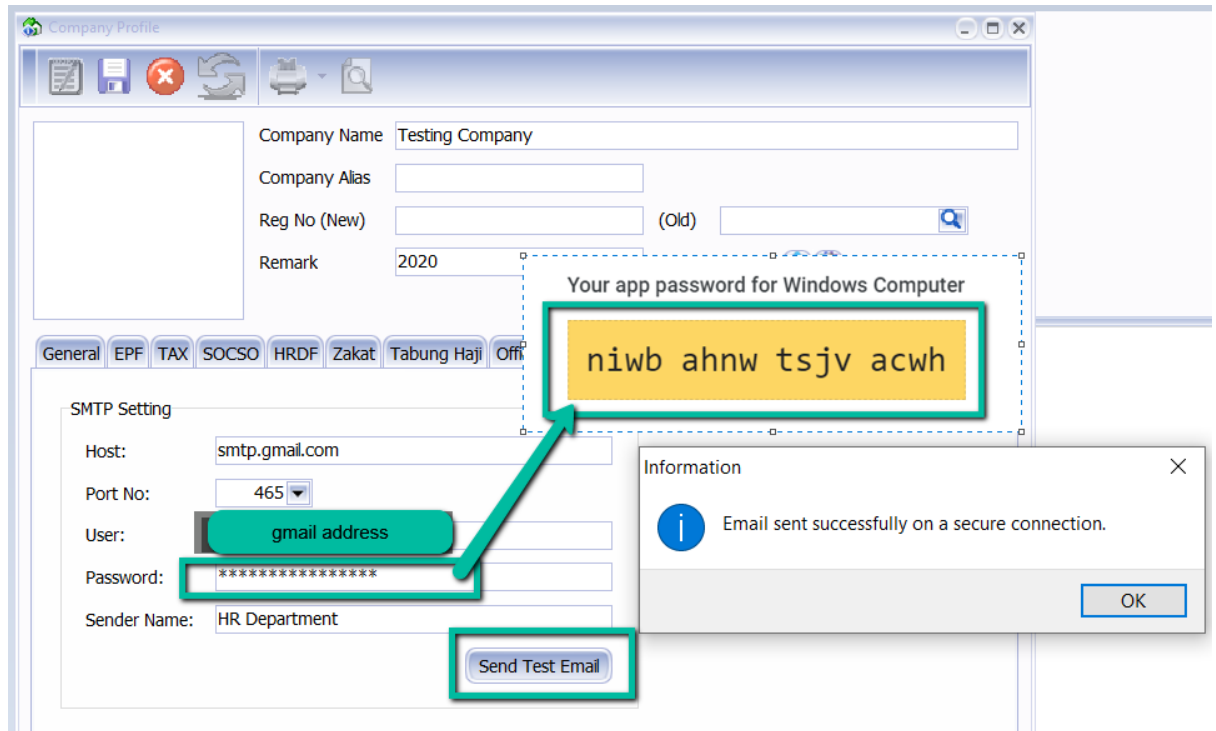
Include your Google contacts and calendars

DONE

Guide : <https://support.google.com/accounts/answer/185833?hl=en>

8. Logon SQL Payroll
9. File -> Company Profile -> Click on E Leave Tab

# Setting E Leave Email in Company Profile



- **General Tab** -> remember to fill in **EMAIL** for testing purpose

For Microsoft :

<https://www.windowscentral.com/how-generate-app-passwords-your-microsoft-account>

1. Go here <https://account.live.com/proofs/Manage?mkt=en-us>
2. Under App passwords, click the Create a new app password link.

~ Done ~