


Step 1. Click this link to go to the Google account creation page [Gmail account creation](#)

Step 2. Fill out your information and hit next



Create your Google Account

to continue to Gmail

First name John	Last name Doe
--------------------	------------------

Username
Novatechtestcopier@gmail.com


You can use letters, numbers & periods

Password	Confirm
-------------------	------------------

Use 8 or more characters with a mix of letters, numbers & symbols


Show password

[Sign in instead](#)





One account. All of Google working for you.

Step 3. Be sure to put in a cell phone number and recovery email so that you can get back into the account if you forget the password. The phone number will also be used for setting up 2 Factor authentication. Once you have finished typing out your info click next.



John, welcome to Google

 Novatechtestcopier@gmail.com

 Phone number (optional)

Google will use this number only for account security. Your number won't be visible to others. You can choose later whether to use it for other purposes.

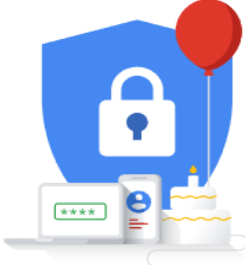
Recovery email address (optional)
We'll use it to keep your account secure

Month Day Year
Your birthday

Gender

[Why we ask for this information](#)

[Back](#) [Next](#)



Your personal info is private & safe

Step 4. Scroll to the bottom of the Privacy and Terms and hit I agree.

understand how our services are used. We also have partners that measure how our services are used. [Learn more](#) about these specific advertising and measurement partners.

Combining data

We also combine this data among our services and across your devices for these purposes. For example, depending on your account settings, we show you ads based on information about your interests, which we can derive from your use of Search and YouTube, and we use data from trillions of search queries to build spell-correction models that we use across all of our services.

You're in control

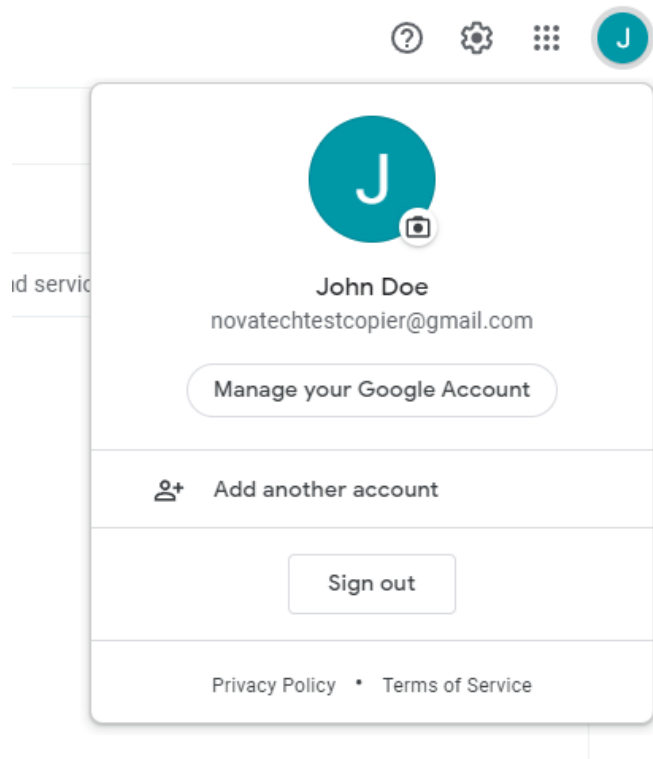
Depending on your account settings, some of this data may be associated with your Google Account and we treat this data as personal information. You can control how we collect and use this data now by clicking "More Options" below. You can always adjust your controls later or withdraw your consent for the future by visiting My Account (myaccount.google.com).

[More options](#) ▼

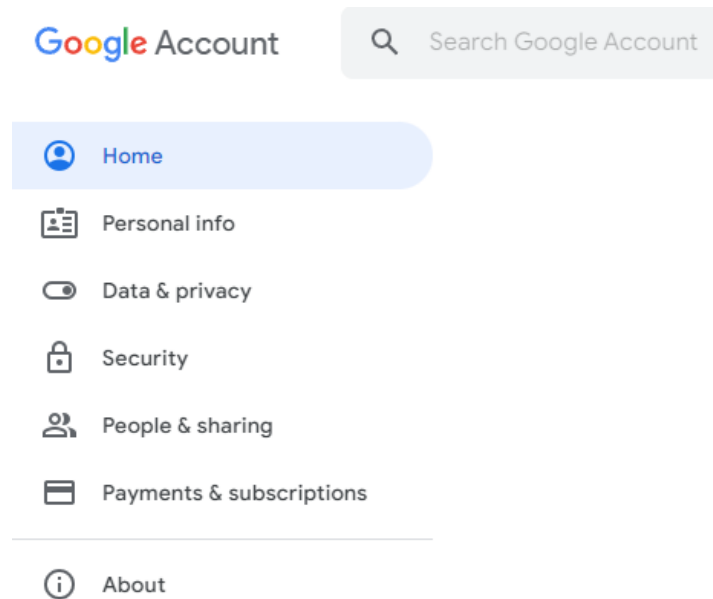
[Cancel](#)

[I agree](#)

Step 5. You will now be taken to your new Gmail account inbox. In the top right corner click the colored circle with a letter in it and select “Manage your account”.

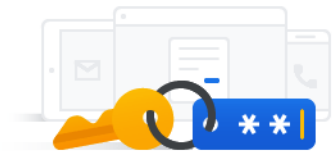


Step 6. Now on the left-hand side of the screen click security



Step 7. Scroll down to the “Signing in to Google” Section and click the “2-Step Verification” option.


Signing in to Google



Password	Last changed 12:18 PM	>
Use your phone to sign in	Off	>
2-Step Verification	Off	>



Step 8. On the next screen click the blue “Get Started” button.


← 2-Step Verification



Protect your account with 2-Step verification

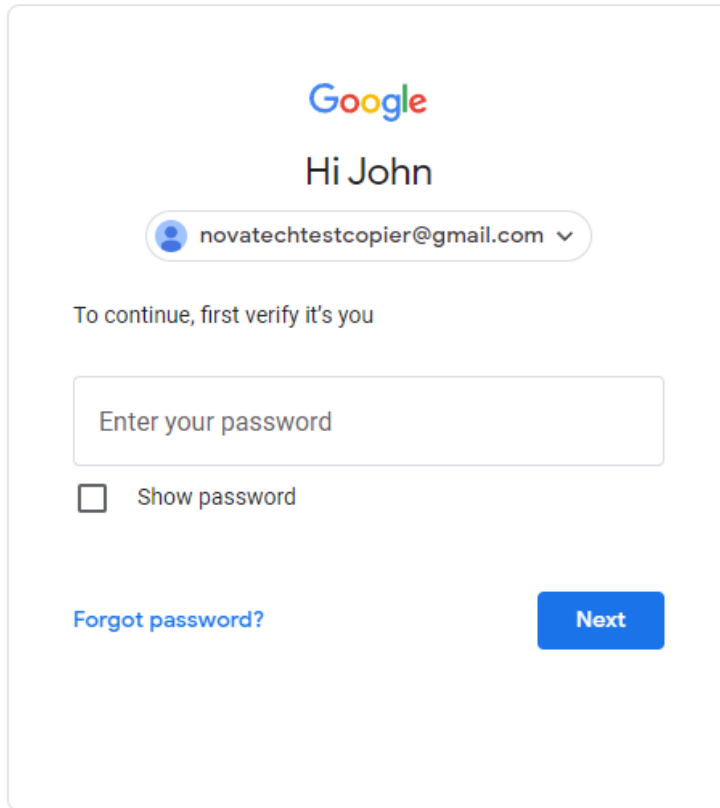
Prevent hackers from accessing your account with an additional layer of security. When you sign in, 2-Step verification helps make sure your personal information stays private, safe and secure.

-  **Security made easy**
In addition to your password, 2-Step verification adds a quick second step to verify that it's you.
-  **Use 2-Step verification for all your online accounts**
2-Step verification is a proven way to prevent widespread cyberattacks. Turn it on wherever it's offered to protect all your online accounts.


Safer with Google

[GET STARTED](#)


Step 9. You will be taken to a login prompt. Input your password for the Gmail account and click “Next”.



The image shows a Google login interface. At the top is the Google logo. Below it, the text "Hi John" is displayed. Underneath is a dropdown menu showing the email address "novatechtestcopier@gmail.com" with a small downward arrow. Below the email address, the text "To continue, first verify it's you" is shown. A text input field contains the placeholder text "Enter your password". Below the input field is a checkbox labeled "Show password". At the bottom left, there is a link that says "Forgot password?". At the bottom right, there is a blue button with the text "Next".


Step 10. When you created the account if you put a phone number in the field it will be auto populated here, if not put in a phone number you can get a text message to. If you do not have a cell phone you can use a landline and then select the “Phone Call” bubble. This will send you an automated call with a code. After you have the number in the field click next.

← 2-Step Verification



Let's set up your phone

What phone number do you want to use?

 ▼ 555-555-5555

Google will only use this number for account security.
Don't use a Google Voice number.
Message and data rates may apply.

How do you want to get codes?

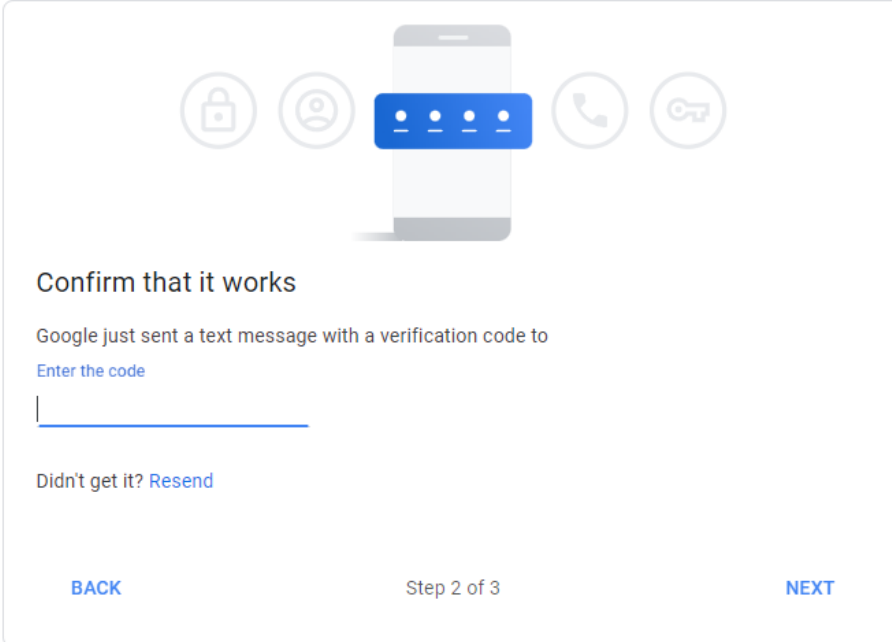
Text message Phone call

[Show more options](#)

Step 1 of 3 NEXT

Step 11. Once you have received the code type it into the field (numbers only) and hit next.

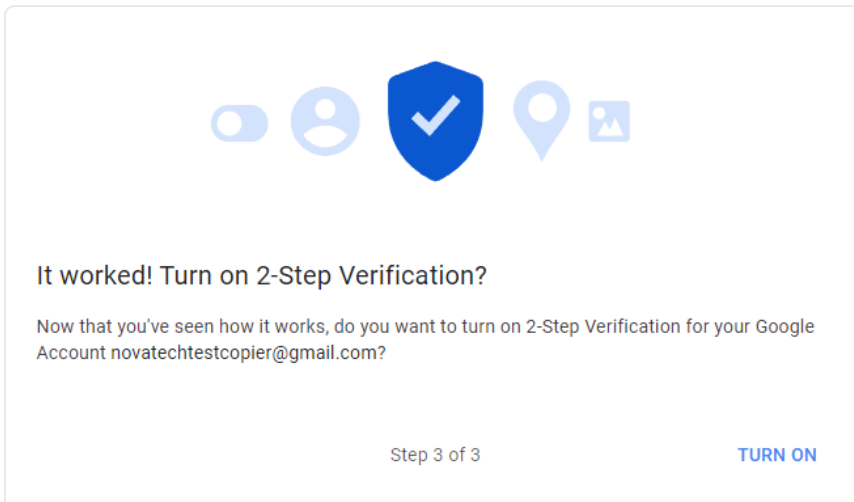
← 2-Step Verification



The screenshot shows a mobile interface for 2-Step Verification. At the top, there are five circular icons: a padlock, a person, a smartphone with a blue bar containing four dots, a telephone, and a key. Below the icons, the text reads "Confirm that it works". Underneath, it says "Google just sent a text message with a verification code to" followed by a blue link "Enter the code". Below this is a text input field with a blue underline and a cursor. Further down, it says "Didn't get it? Resend". At the bottom, there are three elements: a blue "BACK" button on the left, "Step 2 of 3" in the center, and a blue "NEXT" button on the right.

Step 12. After doing the verification you will be prompted to turn on the 2-step authentication. Click the blue "Turn on" in the bottom right.

← 2-Step Verification



The screenshot shows a mobile interface for 2-Step Verification confirmation. At the top, there are five circular icons: a toggle switch, a person, a blue shield with a white checkmark, a location pin, and a photo icon. Below the icons, the text reads "It worked! Turn on 2-Step Verification?". Underneath, it says "Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account novatechtestcopier@gmail.com?". At the bottom, there are two elements: "Step 3 of 3" in the center and a blue "TURN ON" button on the right.

Step 13. After you click turn on you will be brought to a screen with the 2-Step settings, click the left pointing arrow to go back to the account settings.

← 2-Step Verification

2-Step Verification is ON since Jun 9, 2022

TURN OFF


Available second steps

A second step after entering your password verifies it's you signing in. [Learn more](#)

Note: If you sign in to your Google Account on any eligible phone, Google prompts will be added as another method for 2-Step Verification.

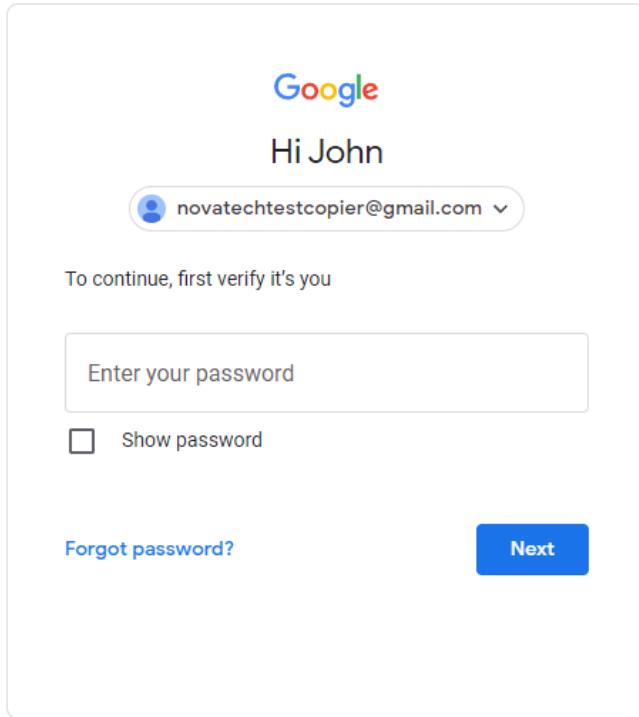
Step 14. Now that you are back in the security section scroll back down to the “Signing in to Google” Section. 2-step verification should say that it is on with a blue check mark. Now you can click the App passwords section right below that.

Signing in to Google



Password	Last changed 12:18 PM	>
2-Step Verification	<input checked="" type="checkbox"/> On	>
App passwords	None	>

Step 15. You will be prompted to log back into the account so put your password for the Gmail account in and click next.



The image shows a Google login interface. At the top is the Google logo. Below it, the text "Hi John" is displayed. A dropdown menu shows the email address "novatechtestcopier@gmail.com" with a downward arrow. Below the email is the instruction "To continue, first verify it's you". A text input field contains the placeholder "Enter your password". Below the input field is a checkbox labeled "Show password". At the bottom left is a link "Forgot password?". At the bottom right is a blue button labeled "Next".

English (United States) ▾

[Help](#)

[Privacy](#)

[Terms](#)

Step 16. In the “Select app” drop down click it and choose mail. In the “Select device” drop down click it and choose other then name it copier and hit “Generate”. This is going to be the password you use later on when you log into the copier to setup the scan to email with the new account. **Once you click “Done” you will not be able to see this screen again so make sure you write it down or keep the window open.** If you accidentally close it go back in and generate a new app password.

← 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](#)

You don't have any app passwords.

Select the app and device you want to generate the app password for.

Copier| X

GENERATE

Generated app password

Your app password for your device

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

Step 17. After you click done you can click the left pointing arrow and go back to the main page of the account. You have now successfully created a new account and set an app password.