**Step-by-Step procedure for changing app passwords**

The most likely case to happen is that after some time google will be prompting to change password for the [befikrdropbox@gmail.com](mailto:befikrdropbox@gmail.com), or the password is changed manually, then all app passwords are deleted. App passwords are simply just randomly generated passwords to use instead of your actual gmail password to increase security (it is advised that you should create a new password for each different application/service you are going to be using).

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Step 1: Go to your google account after you have successfully changed your password

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Step 2: Go to security

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Step 3: Search “app password” in the search bar and select the option

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Step 4: Create a new password and give the app a name like mail for eg. And click create

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Step 5: A pop up window will appear with the new password, make sure to copy it without closing as you will not be able to access it again.

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Step 6: Voila there you have a new password just paste this in the admin portal in the change/update password menu.