

Google – How To Set Up and Use 2- Step Verification

This How To will guide you through the steps needed to set up **2-Step Verification** for Google. Two-Step Verification (also known as 2-Step Authentication) adds an additional layer of security to your Google account. Once you have completed the set up, you will need to log into your Google account using two steps every 30 days and also whenever you log in using a new device. Alerts are sent as part of this process, keeping you informed if anyone other than you attempts to access your account. Shorthand version on Page 9.

Turn on 2-Step Verification.

Click on the Logo Icon to view your Account.

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1	Compose	□ - C :	1-3 of 3 < > 📷 🗸	31
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✓ Mail		🗌 📩 Gmail Team	Tips for using your new inbox - Welcome to your inbox Find emails fast With th Jan 18	· · ·
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4 Click on "2-Step Verification".

	See details		
Home			
📰 Personal info	Recent security activity		
Data & privacy	New size is an Mar		
Security	New sign-in on Mac	9:54 AM · Massachusetts, USA	,
People & sharing	New sign-in on Mac	Mar 3 · Massachusetts, USA	>
Payments & subscriptions	Review security activity		
() About	Gigning in to Google	* *	
	Password	Last changed Jan 18	>
	2-Step Verification	Off	>
Privacy Terms Help About			



Google needs to verify that it is you making the request, so you will be prompted to enter your password.



Enter your password and Click the "Next" Button.



7 Enter your Phone Number and then Choose Text message or Phone Call.

Google Account		(?) :::	1
	← 2-Step Verification			
	Let's set up your phone			
	What phone number do you want to use?			
	• ·			
	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			

This is the preferred set up. You may click on "Show more options" if you would rather a different method for your **Primary "Second Step"**. Other methods include **Google Prompts** (which we will discuss a bit further in this document) and a physical Security Key.







10 Your Phone Number should now show. You are all set!



It is recommended that you add another **"Second Step"** just in case your other options are not available. Suggested additional **"Second Steps"** include **Google Prompts** and **Backup Codes**, both of which can work even if you do not have cell service or access to your phone. **Google Prompts** can also be used as a **Primary "Second Step"** in the event that you do not want to use your phone number in **Step 7**. There are other **"Second Step"** options but they will not be covered in this How-To.





Option 1: Backup Codes



Google Account	(508) 76 Verificatio	9-4812. Verified n codes are sent by text message.	1	0	000 000 000	T
	← 2-Step Verif Add more second ste Set up additional backu	ication ps to verify it's you o steps so you can sign in even if your other options aren't available.				
	Backup These prir phone, like	codes Itable one-time passcodes allow you to sign in when away from your a when you're traveling.	>			
	Google To receive After you phone wh You're not	prompts Google prompts, just sign in to your Google Account on your phone. enter your password on a new device, Google will send a prompt to every ere you're signed in. Tap any one of them to confirm. currently signed in on any devices that support prompts.	>			
	C Authent Use the A offline. Av	icator app uthenticator app to get free verification codes, even when your phone is ailable for Android and iPhone.	>			
	Add a bac	phone kup phone so you can still sign in if you lose your phone.			_	





The ten backup codes created can be used when you do not have cell service. When all ten have been used, create and print/download ten more.

Option 2: Google Prompts

To use this option, you will need to download the **Google App** to your *Android Phon*e or your *iPhon*e. When it has downloaded and installed, sign in to your Google Account from the App. Now you will be able to select it in **Step 15**. The device will also now appear in the list in **Step 16** below.



16 Tap the notification that appears on the Google App. You are all set!

The Devices that can get Prompts you can use to approve the 2-Step Verification with will appear here.

Google Account		0	. 1
	← 2-Step Verification		
	Use your phone as your second step to sign in After you enter your password, Google prompts are securely sent to every phone where you're signed in. Just tap the notification to review and sign in. These devices can get prompts Don't see your device?		



Google - Turn On 2-Step Verification (Shorthand Version)

- 1. *Click* the Logo Icon in the upper right to view your Account.
- 2. Click on "Manage your Google Account".
- 3. *Click* on **Security** in the menu on the left.
- 4. Click on "2-Step Verification".
- 5. *Click* on the "Get Started" Button.
- 6. Enter your Password and Click the "Next" Button.
- 7. Enter your Phone Number and choose "Text Message" or "Phone Call".
- 8. *Enter* the **Code** received and *Clic*k the **"Next" Button**.
- 9. Click the "TURN ON" Button. Your Phone Number will show and you are all set!

Optional: Additional Second Steps:

10. Click on "add more second steps" and choose Backup Codes, Google Prompts or both.

Option 1: Backup Codes

- 11. Click on "Backup codes".
- 12. Click on "Get Backup Codes".
- 13. Print or Download the Codes generated and store in a safe place.
- 14. Use Codes as needed. Generate ten more once all ten are used.

Option 2: Google Prompts

- 15. Download and install the Google App on your Android phone or iPhone.
- 16. Sign In to your Google Account on the App.
- 17. Click on "Google Prompts".
- 18. *Tap* the Notification you receive through the Google App.

