

# Enabling Google's 2-Step Verification

- I. Using your preferred browser, go to [www.gmail.com](http://www.gmail.com) and login with your VT Google Apps credentials.
  - II. Open up another tab in the browser and go to <https://www.google.com/landing/2step/>
  - III. You can read the information under the three tabs if you're interested in more information about it but ultimately you should click on the "Get Started" button at the bottom of the page.
  - IV. Click the "Get Started" button in the lower right-hand corner of the window that appears and it will most likely require you to re-enter your password again.
  - V. Type in your phone number that you wish to use, choose whether you want a "Text message" or a "Phone call", and click on the "TRY IT" button. I'm assuming "Text message" for now.
  - VI. After entering in "Your Google verification code" that you should have received in a text message click on the "Next" button.
  - VII. Assuming it tells you that it worked, go ahead and click on the "TURN ON" button.
  - VIII. If you have a smartphone you might want to click on the "ADD PHONE" button below the "Google prompt" option under the "Set up alternative second step" section of the screen. This will allow your phone to just prompt you for verification instead of having to enter in a verification code. Once you click on the "ADD PHONE" button just follow the onscreen directions to enroll you cell phone.
  - IX. Once you're back on the "2-Step Verification" screen, I recommend that you also click on the "SETUP" button below the "Backup codes" to print out your 10 one-time backup codes for when you need to prove to Google you are who you say you are but don't have your phone. Just like with VT's DUO implementation I suggest that you keep these with you in a safe place like your wallet or purse.
- **Note that once you have turned on Google's 2-Step Verification your Outlook client will start to complain about not having the correct password if you have your VT Google Apps account linked to your profile. If this happens to you should follow the additional instruction below. These instructions assume you've closed your VT Google Apps session but if you're still logged in you can skip the first step.**
- I. Using your preferred browser go to [www.gmail.com](http://www.gmail.com) and login with your VT Google Apps credentials.
  - II. Open up another tab in the browser and go to <http://security.google.com/settings/security/apppasswords>
  - III. From the "Select app" dropdown select "Mail", from the "Select device" dropdown select "Windows Computer", and click on the "Generate" button.
  - IV. You can either Copy & Paste the newly generated app password into the password dialog box in Outlook or write it down (in a safe place) so you can enter it in manually next time Outlook prompts you for this information.
  - V. Click on the "Done" button noting that this is the only time you'll see that password, if you need it again in the future you'll just have to recreate a new one.