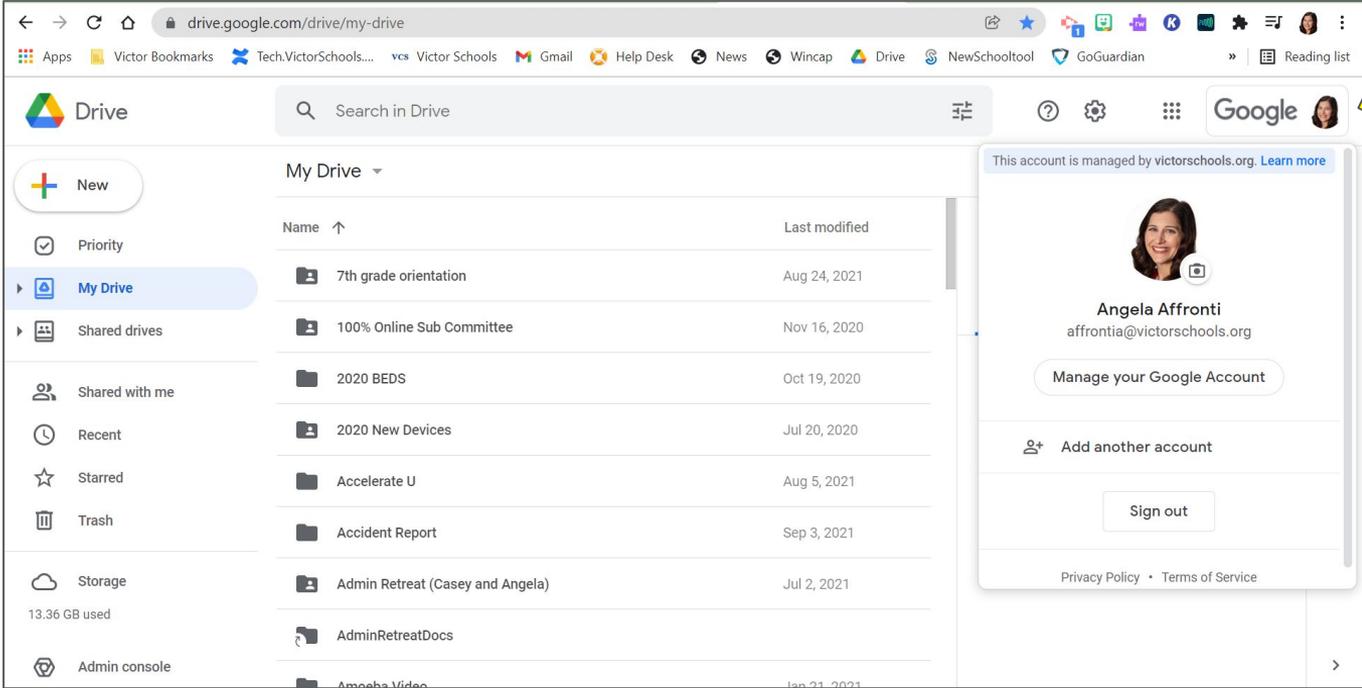


How to Turn on 2-Step Authentication in Gmail Using a Security Key

1. When logged in to Google Drive or Gmail, select your photo or initial in the top right corner.



The screenshot shows the Google Drive web interface. The browser address bar displays 'drive.google.com/drive/my-drive'. The top navigation bar includes the Drive logo, a search bar, and the Google logo with a user profile picture. A yellow arrow points to this profile picture. A dropdown menu is open, showing the user's name 'Angela Affronti', email 'affrontia@victorschools.org', and options to 'Manage your Google Account', 'Add another account', and 'Sign out'. The main content area shows a list of files and folders in 'My Drive'.

| Name | Last modified |
|----------------------------------|---------------|
| 7th grade orientation | Aug 24, 2021 |
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| 2020 BEDS | Oct 19, 2020 |
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| Accident Report | Sep 3, 2021 |
| Admin Retreat (Casey and Angela) | Jul 2, 2021 |
| AdminRetreatDocs | |
| Amoeba Video | Jan 21, 2021 |

2. Select “Manage your Google Account”

The screenshot shows the Google Drive web interface. On the left is a navigation sidebar with options like 'New', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', 'Trash', 'Storage', and 'Admin console'. The main area displays a list of files and folders under 'My Drive'. On the right, a user account menu is open, showing the user's profile picture, name 'Angela Affronti', and email 'affronti@victorschools.org'. The 'Manage your Google Account' button is circled in yellow, with a large yellow arrow pointing to it from the right. Other buttons in the menu include 'Add another account' and 'Sign out'. At the top of the menu, it says 'This account is managed by victorschools.org. Learn more'. The browser's address bar shows 'drive.google.com/drive/my-drive' and the top navigation bar includes various application icons.

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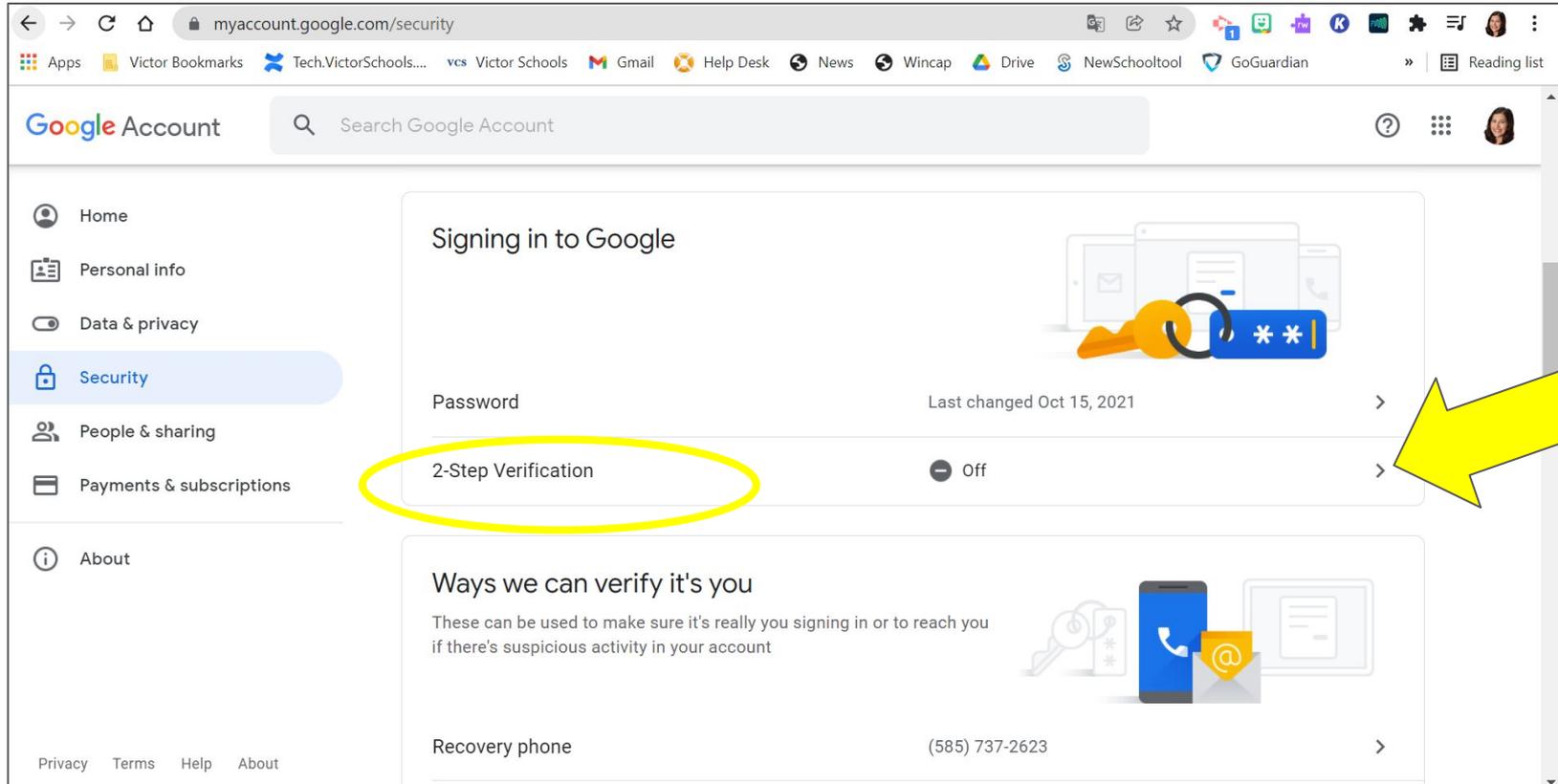
3. On the left side, select security, then in the "Signing in to Google" section, select 2-Step Verification

The screenshot shows the Google Account Security page. The left sidebar contains the following menu items: Home, Personal info, Data & privacy, Security (highlighted with a yellow circle and arrow), People & sharing, Payments & subscriptions, and About. The main content area is titled "Security" and includes the subtitle "Settings and recommendations to help you keep your account secure". A prominent message states "Your account is protected" with the text "The Security Checkup checked your account and found no recommended actions" and a "See details" link. Below this is a section for "Recent security activity" with the following entries:

| Activity | Time | Location | Action |
|---|--------------|---------------|--------|
| Signing in with 2-Step Verification was turned on | 10:07 AM | New York, USA | > |
| New sign-in on Windows | Dec 17, 2021 | New York, USA | > |

At the bottom of the page, there are links for Privacy, Terms, Help, and About.

4. Scroll down to “Signing in to Google” and select the arrow on the right



The screenshot shows the Google Account Security page. The left sidebar contains navigation links: Home, Personal info, Data & privacy, Security (highlighted), People & sharing, Payments & subscriptions, and About. The main content area is titled "Signing in to Google" and features an illustration of a laptop, a smartphone, and a keychain with a blue key. Below this, there are two rows of settings:

| Setting | Value | Action |
|---------------------|---------------------------|--------|
| Password | Last changed Oct 15, 2021 | > |
| 2-Step Verification | Off | > |

The "2-Step Verification" row is circled in yellow. A large yellow arrow points to the right arrow in the same row. Below the "Signing in to Google" section is another section titled "Ways we can verify it's you" with an illustration of a smartphone, a keychain, and an envelope. It contains the text: "These can be used to make sure it's really you signing in or to reach you if there's suspicious activity in your account". Below this is a "Recovery phone" row with the value "(585) 737-2623" and a right arrow.

At the bottom left, there are links for Privacy, Terms, Help, and About.

5. Select “Get Started”

myaccount.google.com/signinoptions/two-step-verification/enroll-welcome

Google Account

← 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

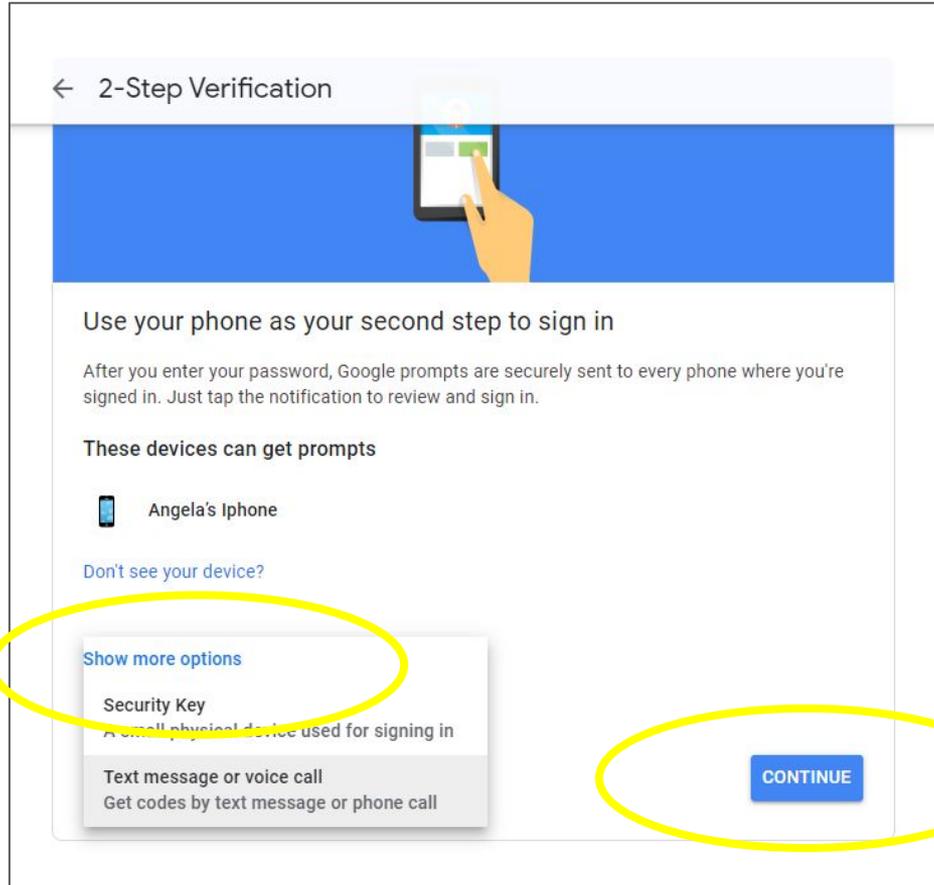
Even if someone else gets your password, it won't be enough to sign in to your account.

GET STARTED

6. Sign In (if prompted)

The screenshot shows a web browser window with the URL `accounts.google.com/signin/v2/challenge/pwd?continue=https%3A%2F%2Fmyaccount.google.com%2Fsigninop...`. The browser's address bar and tabs are visible at the top. The main content area displays the Google sign-in interface. At the top of the sign-in box is the Google logo, followed by the text "Hi Angela". Below this is a dropdown menu showing the email address "affrontia@victorschools.org" with a small profile picture icon to the left and a downward arrow to the right. The text "To continue, first verify it's you" is centered below the email. A large, yellow arrow points from the right side of the screen towards the "Next" button. Below the text is a text input field containing the placeholder text "Enter your password". Underneath the input field is a checkbox labeled "Show password", which is currently unchecked. At the bottom left of the sign-in box is a blue link that says "Forgot password?". At the bottom right is a blue button with the text "Next". At the very bottom of the browser window, there are links for "English (United States)", "Help", "Privacy", and "Terms".

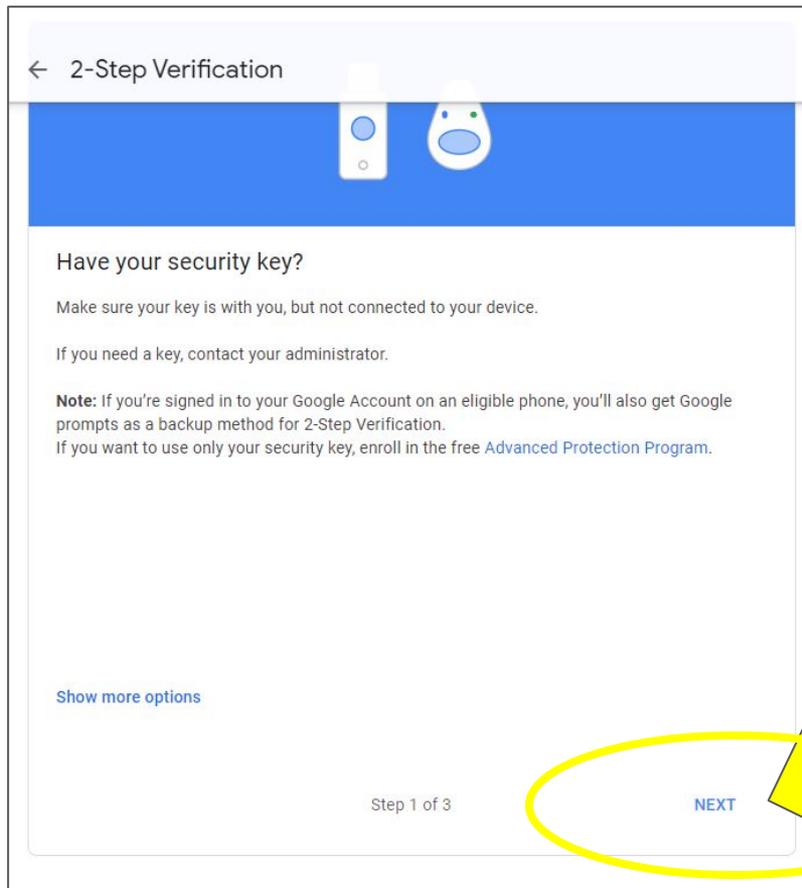
7. Show More Options, Select Security Key, Select Continue



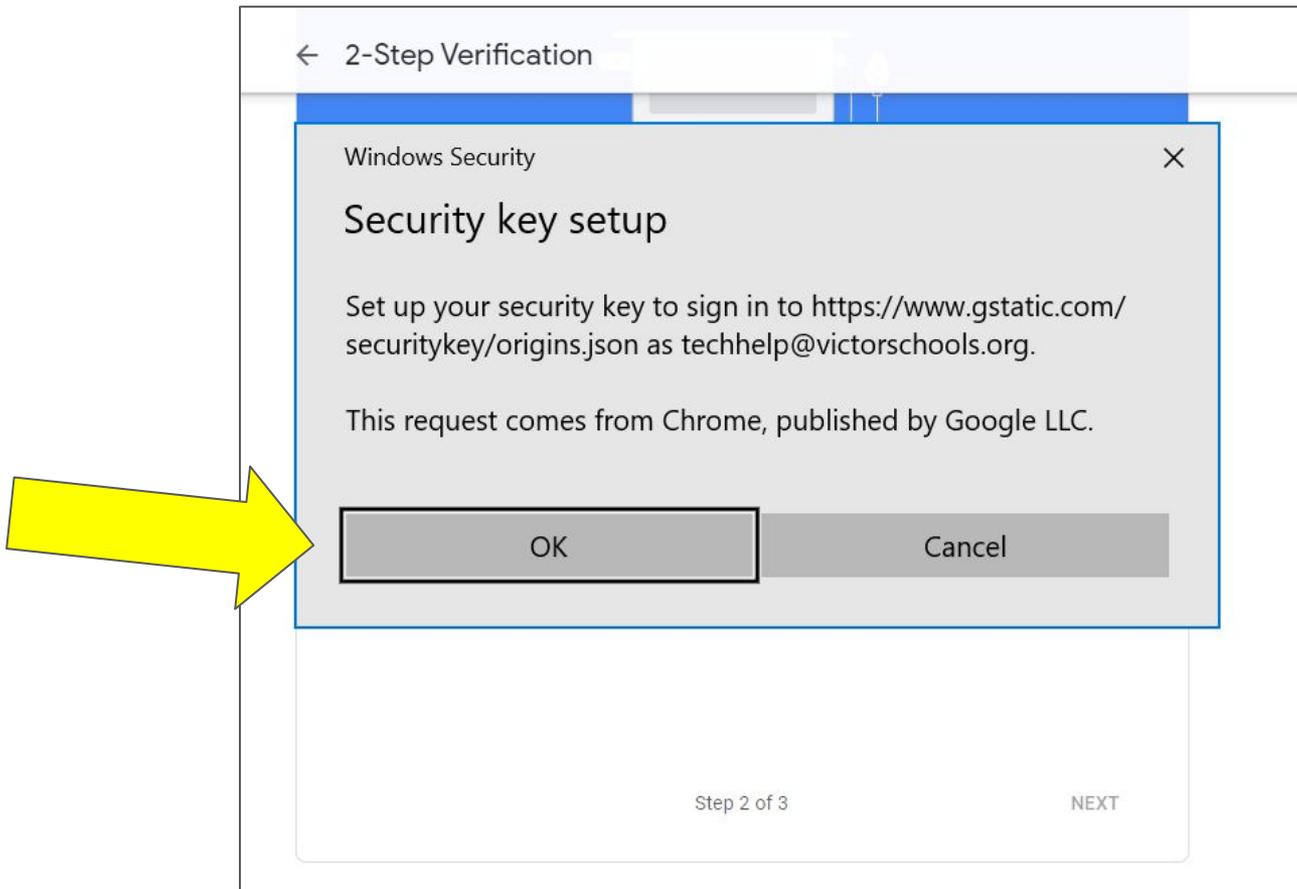
8. Register Security Key- Plug Security Key in to USB



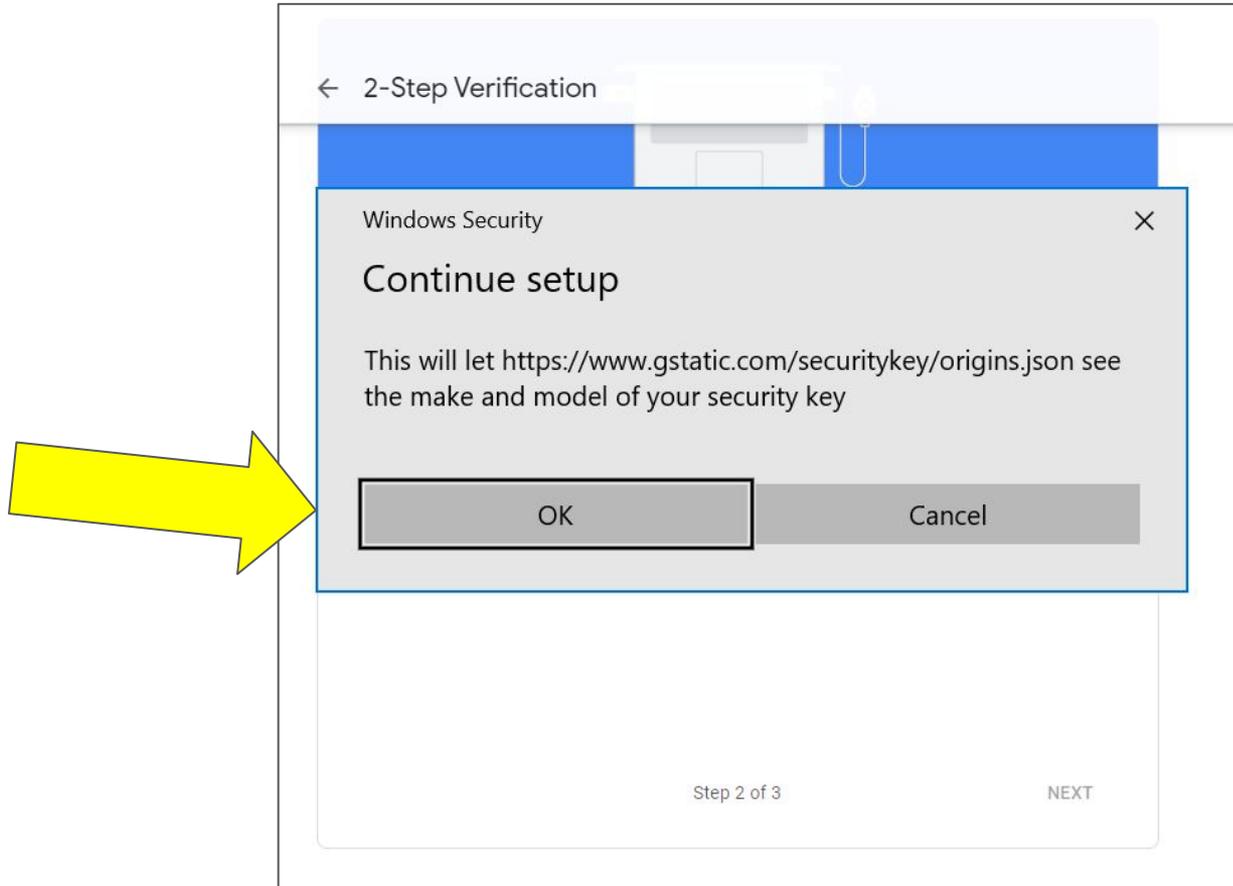
9. Select Next



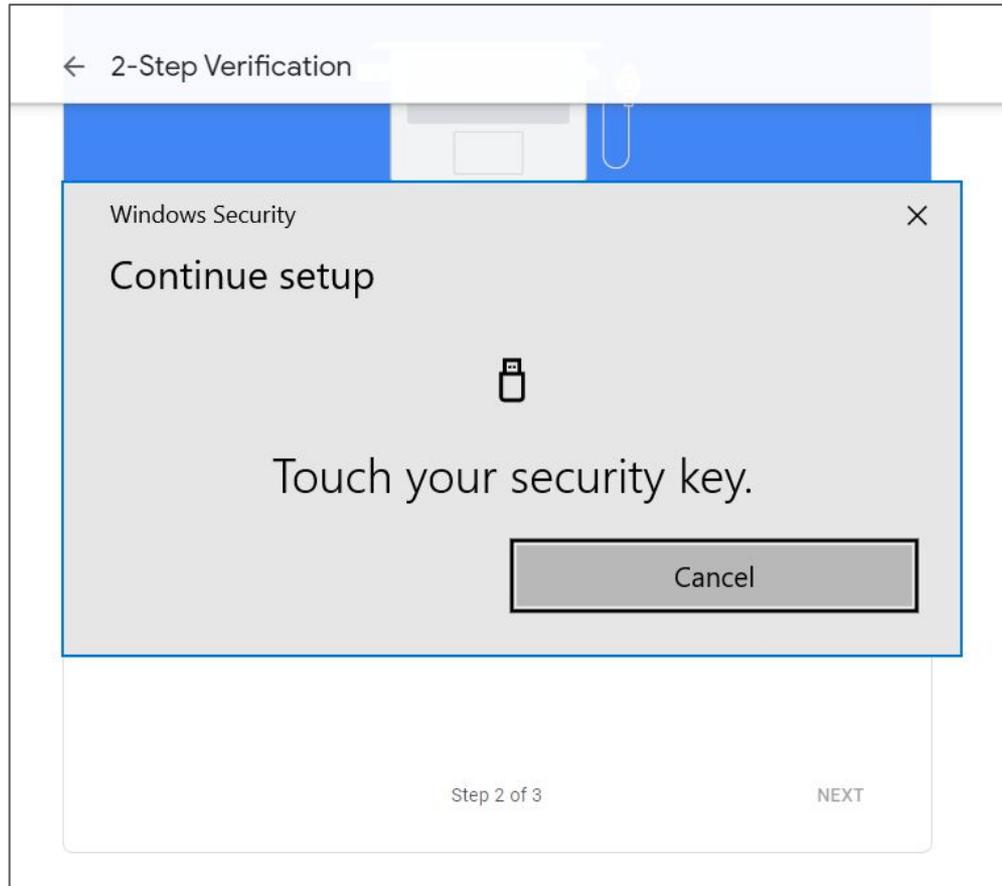
10. Select Ok



11. Select Ok



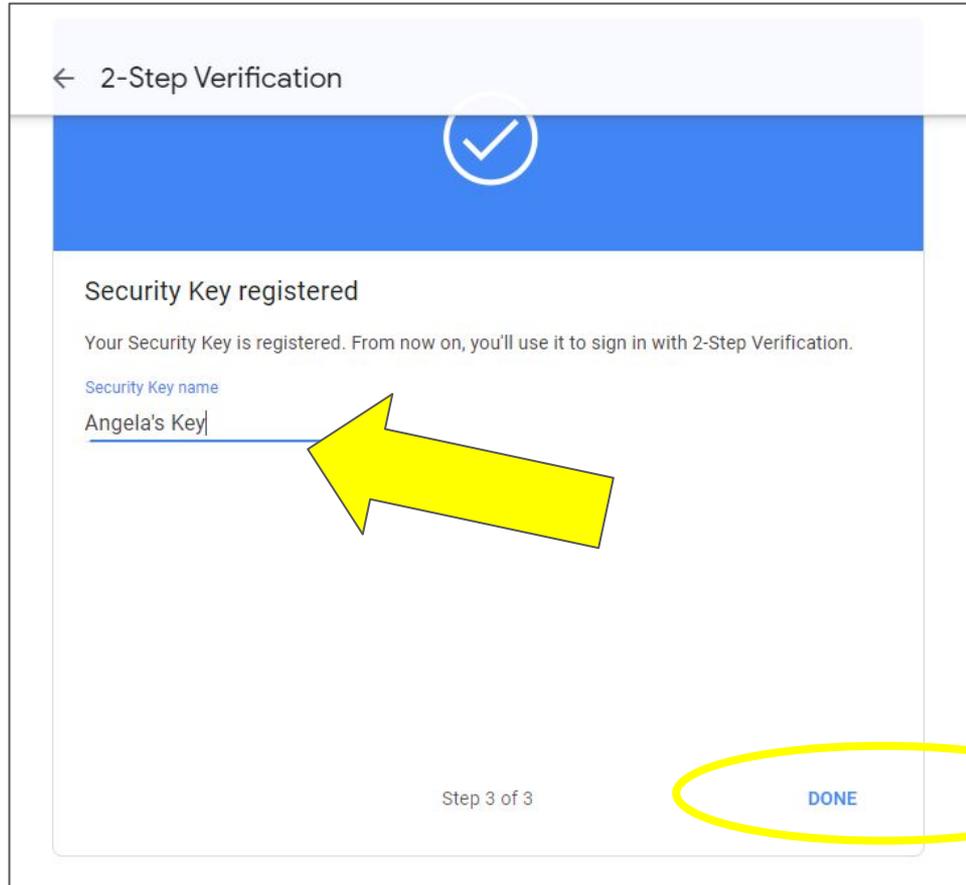
12. Touch Security Key



13. Touch Security Key w/ Index Finger or Thumb



14. Give Security Key a Name, Select Done



15. Done!

← 2-Step Verification

2-Step Verification is ON since Jan 11, 2022 [TURN OFF](#)

Available second steps

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

 **Security Key (Default)** [?](#)

After you enter your password, use your security key to finish signing in.

 **Techhelp Key (Added: Just now)** 

Last used: -

[ADD SECURITY KEY](#)

 **Google prompts**

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.

To stop getting prompts on a particular phone, sign out of that phone. [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.