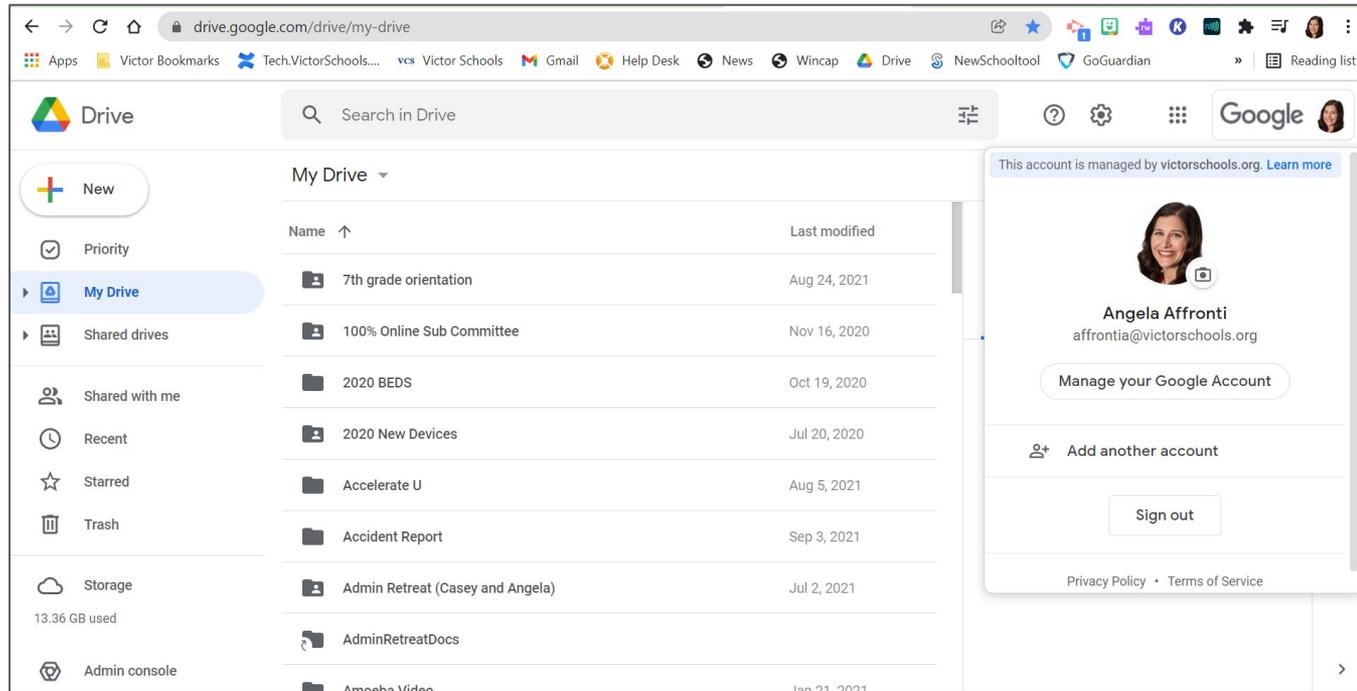


How to Turn on 2-Step Verification in Gmail



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



2. Click “Manage your Google Account”

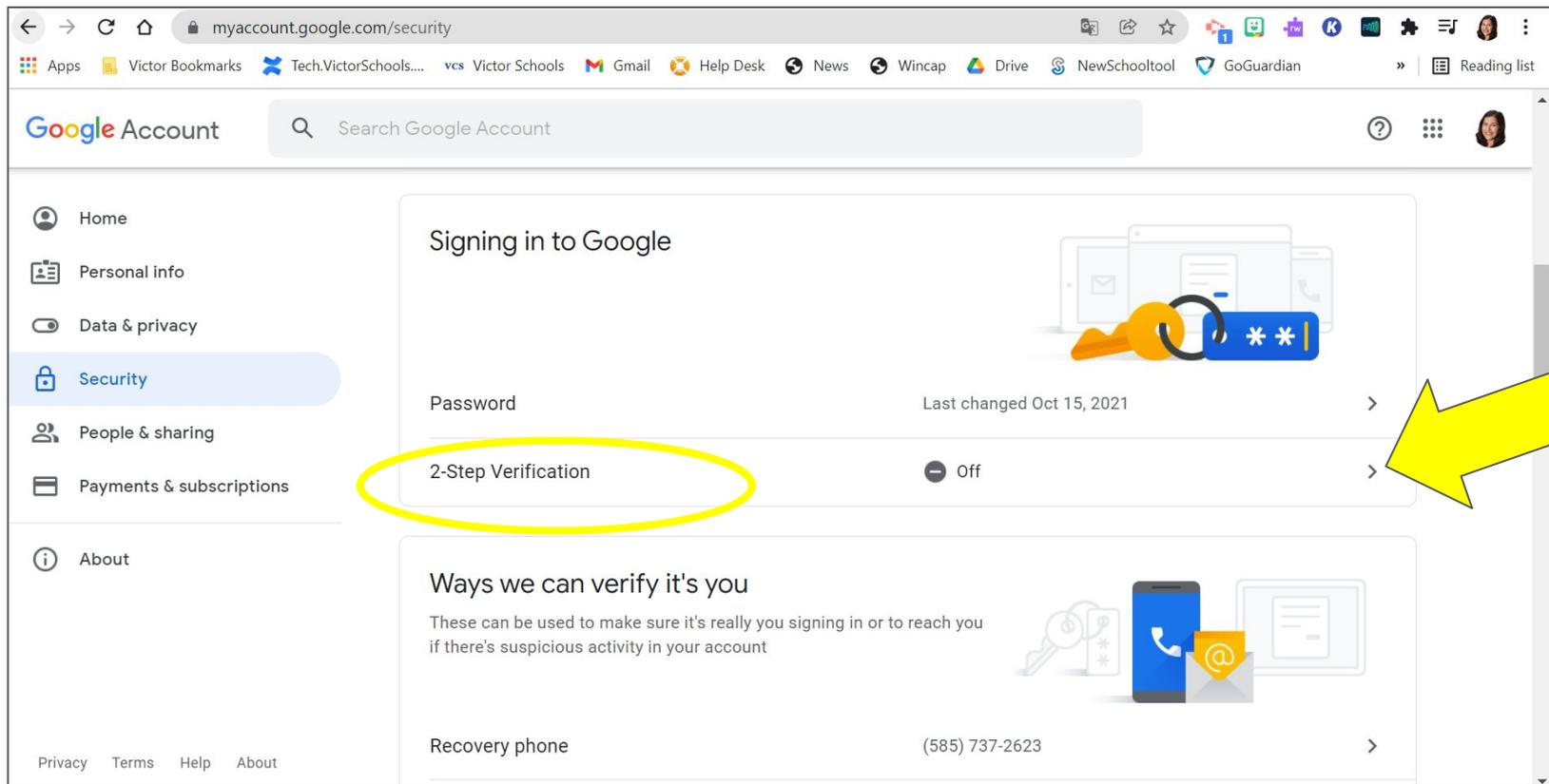
The screenshot shows the Google Drive web interface. On the left is a navigation sidebar with options like 'New', 'My Drive', 'Shared drives', 'Shared with me', 'Recent', 'Starred', 'Trash', 'Storage', and 'Admin console'. The main area displays a list of files and folders under 'My Drive'. On the right, a user account menu is open, showing the user's profile picture, name 'Angela Affronti', and email 'affronti@victorschools.org'. A yellow circle highlights the 'Manage your Google Account' button, 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.

Name	Last modified
7th grade orientation	Aug 24, 2021
100% Online Sub Committee	Nov 16, 2020
2020 BEDS	Oct 19, 2020
2020 New Devices	Jul 20, 2020
Accelerate U	Aug 5, 2021
Accident Report	Sep 3, 2021
Admin Retreat (Casey and Angela)	Jul 2, 2021
AdminRetreatDocs	
Amoeba Video	Jan 21, 2021

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 large card 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 two entries: "Signing in with 2-Step Verification was turned on" (10:07 AM · New York, USA) and "New sign-in on Windows" (Dec 17, 2021 · New York, USA).

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 key and a smartphone. 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 and a key. It includes a "Recovery phone" setting with the number (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)

accounts.google.com/signin/v2/challenge/pwd?continue=https%3A%2F%2Fmyaccount.google.com%2Fsigninop...

Apps Victor Bookmarks Tech.VictorSchools... vcs Victor Schools Gmail Help Desk News Wincap Drive NewSchooltool GoGuardian Reading list

Google

Hi Angela

affrontia@victorschools.org

To continue, first verify it's you

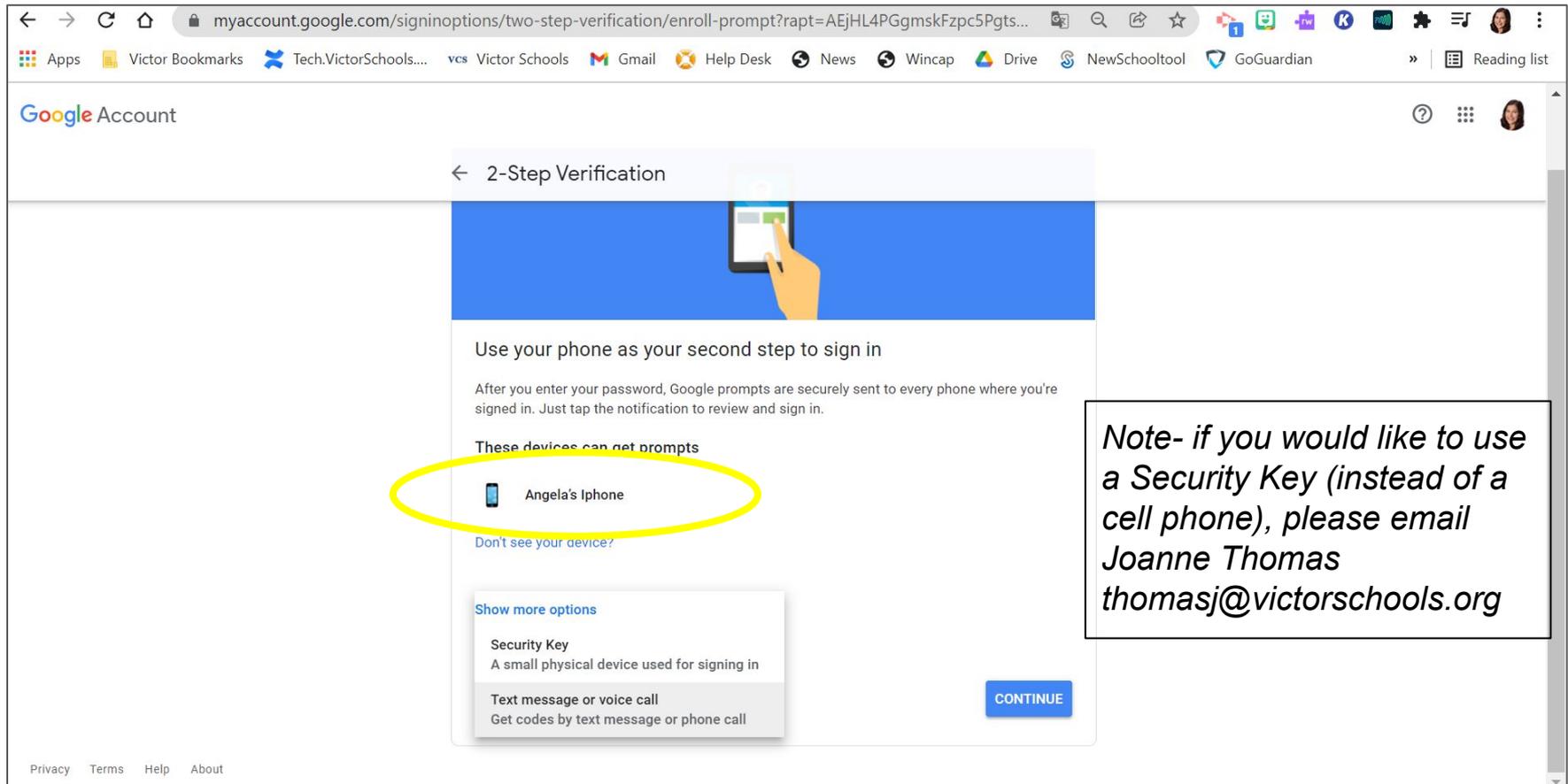
Enter your password

Show password

[Forgot password?](#) [Next](#)

English (United States) Help Privacy Terms

7. Select “Iphone” Or other Phone Options



← 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

- Angela's Iphone

[Don't see your device?](#)

[Show more options](#)

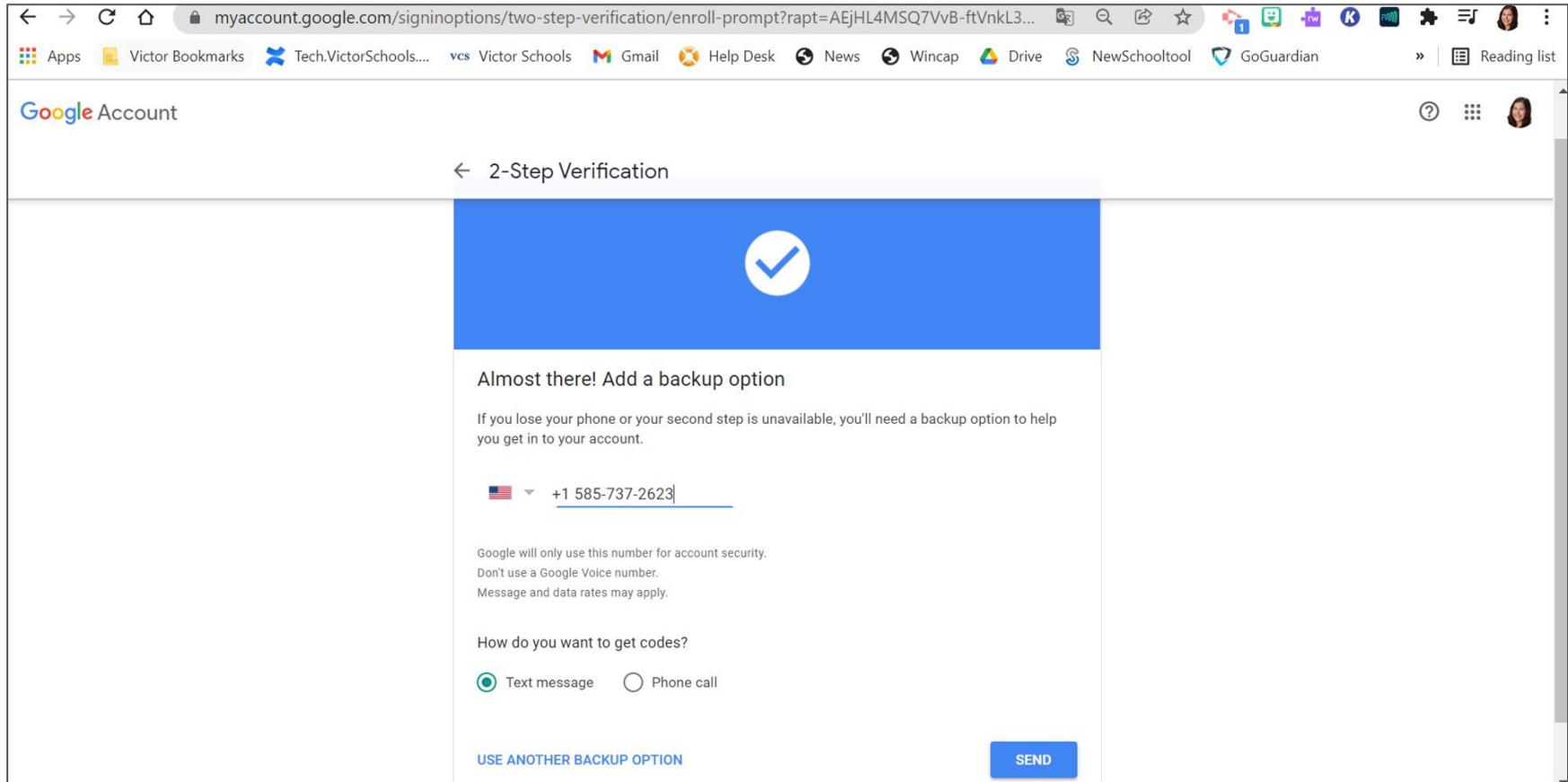
- Security Key
A small physical device used for signing in
- Text message or voice call
Get codes by text message or phone call

[CONTINUE](#)

Note- if you would like to use a Security Key (instead of a cell phone), please email Joanne Thomas thomasj@victorschools.org

Privacy Terms Help About

7.5 Verify that it is your correct phone number



The screenshot shows a web browser window with the URL `myaccount.google.com/signinoptions/two-step-verification/enroll-prompt?rapt=AEjHL4MSQ7VvB-ftVnkL3...`. The browser's address bar and tabs are visible at the top. The page content includes a "Google Account" header, a back arrow, and the title "2-Step Verification". A large blue banner with a white checkmark icon is displayed. Below this, the text reads "Almost there! Add a backup option" and "If you lose your phone or your second step is unavailable, you'll need a backup option to help you get in to your account." A phone number field shows a dropdown for the United States flag and the number `+1 585-737-2623`. Below the field, it states: "Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply." The question "How do you want to get codes?" is followed by two radio button options: "Text message" (which is selected) and "Phone call". At the bottom, there is a blue link "USE ANOTHER BACKUP OPTION" and a blue "SEND" button.

← 2-Step Verification

Almost there! Add a backup option

If you lose your phone or your second step is unavailable, you'll need a backup option to help you get in to your account.

 `+1 585-737-2623`

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

[USE ANOTHER BACKUP OPTION](#) [SEND](#)

8. Type in the code that was sent to your cell phone

myaccount.google.com/signinoptions/two-step-verification/enroll-prompt?rapt=AEjHL4P9mjT6oUBugKP3...

Apps Victor Bookmarks Tech.VictorSchools... vs Victor Schools Gmail Help Desk News Wincap Drive NewSchooltool GoGuardian Reading list

Google Account

← 2-Step Verification

Confirm that it works

Google just sent a text message with a verification code to (585) 737-2623.

Enter the code

Didn't get it? [Resend](#)

[BACK](#) [NEXT](#)

Privacy Terms Help About

9. Select Turn On

← 2-Step Verification

Turn on 2-Step Verification?

Second step: **Google prompt (default)**

Backup option: **Voice or text message**

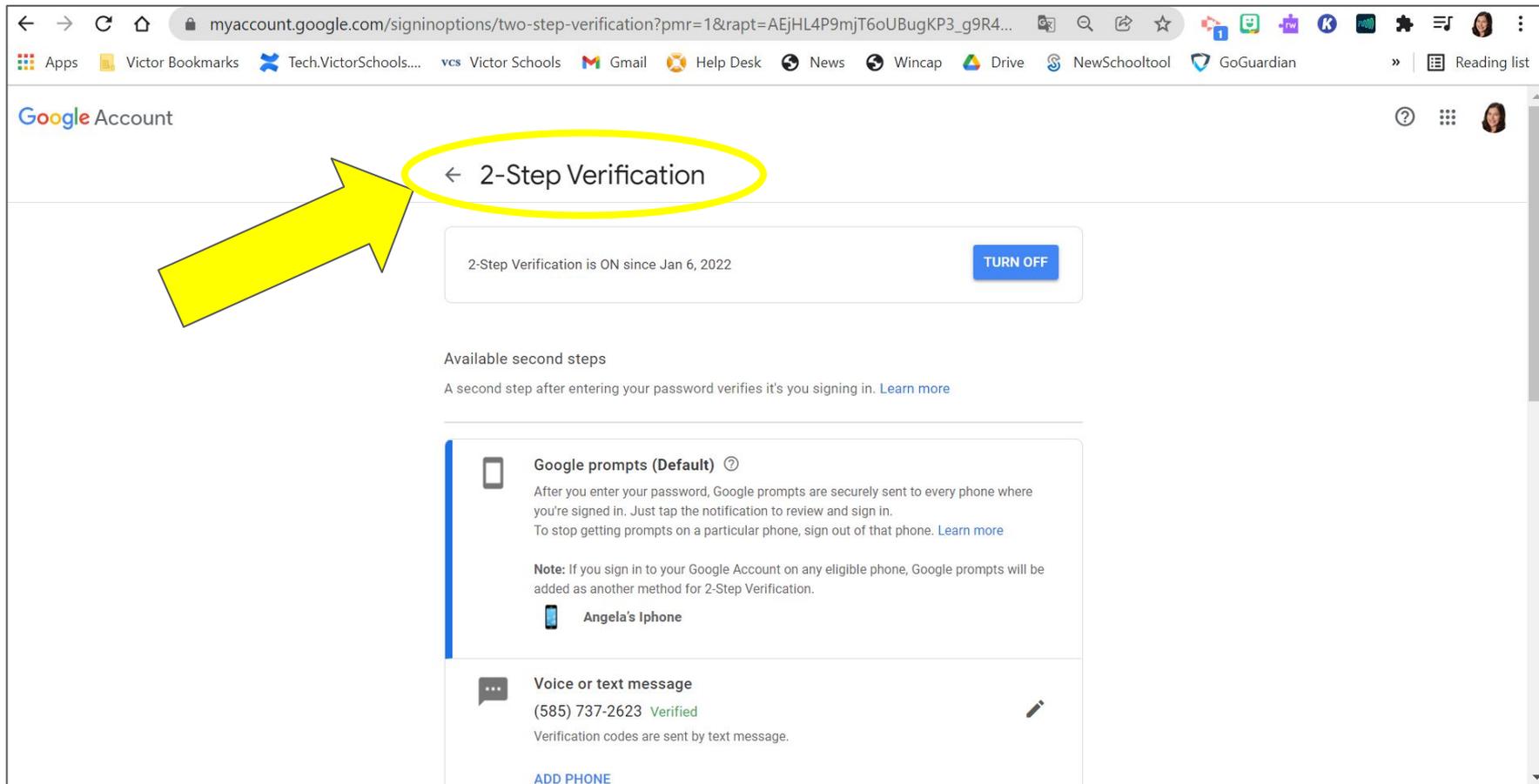
You'll stay signed in to **affrontia@victorschools.org** on these devices: **Angela's iPhone**.

You might be signed out of your other devices. To sign back in, you'll need your password and second step.

TURN ON

Privacy Terms Help About

10. Select Arrow Next to “2-Step Verification” to Return to Menu



The screenshot shows the Google Account '2-Step Verification' settings page. A yellow arrow points to a yellow circle around the back arrow and '2-Step Verification' text. Below this, a card indicates '2-Step Verification is ON since Jan 6, 2022' with a 'TURN OFF' button. The 'Available second steps' section lists 'Google prompts (Default)' and 'Voice or text message'.

← 2-Step Verification

2-Step Verification is ON since Jan 6, 2022 [TURN OFF](#)

Available second steps

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

Google prompts (Default) ⓘ

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.

Angela's iPhone

Voice or text message

(585) 737-2623 Verified

Verification codes are sent by text message.

[ADD PHONE](#)