

# Enabling Google 2 - Step Verification

- 1) Logon to the computer / chromebook you are planning to use.
- 2) Start Google Chrome
- 3) Logon to your Google Workspace account
- 4) Click 'Waffle icon' in upper right, select Account



Waffle Icon

- 5) Click Security on the left navigation pane
- 6) Scroll down to 'Signing in to Google', select 2 - Step Verification.

← 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](#)

# Enabling Google 2 - Step Verification

- 1) Click 'Get Started'
- 2) Enter your normal Google Workspace password
- 3) You will see this screen

← 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](#)

Step 1 of 3

[NEXT](#)

# Enabling Google 2 - Step Verification

- 1) Enter your mobile phone number that will receive text messages related to 2 - step Verification. If there is a number already listed, verify it is correct.
- 2) Click Next

← 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 **email address** on these devices: **Your phone model**

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

**TURN ON**

# Enabling Google 2 - Step Verification

- 1) Click 'Turn On'

## ← 2-Step Verification

2-Step Verification is ON since Mar 24, 2021

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.



#### Your phone type

Added: Unknown



#### Voice or text message

Your phone number Verified

Verification codes are sent by text message.



[ADD PHONE](#)



# Enabling Google 2 - Step Verification

- 1) Make sure it says 2 - Step Verification is on
- 2) Under voice or text message section. Your phone number is verified
- 3) Close this window, 2 - Step verification is on

# Enabling Google 2 - Step Verification

Now when you attempt to sign-in to Google on an unverified device you will be prompted to enter a verification code, which you will receive via SMS or call, depending on which setting you chose, to or on your phone number. Enter the verification code and you are in. If you have the Gmail mobile app open on an iOS device when you set 2-Step up and you are not prompted for a verification code and just see a white background and spinning circle double tap your home button and swipe up to close the Gmail app. When you open it again it will ask you to sign-in and then prompt/send the verification code.