#### Enabling 2 factor authentication on your Gmail account

- 1. Log into your gmail account
- 2. Click on the **Google Apps Icon** in the upper right hand corner



- 4. Click on Sign in and Security
- 5. Click on **2 Step Verification** under **Password & Sign-in Method** Password & sign-in method

Sign-in & security

>

Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.

Note: To change these settings, you will need to confirm your password.

Password	>
2-Step Verification	>
App passwords	>

6. Follow the steps to activate 2 Factor Authentication. You can either have it send you a code via text message or use the google authenticator app to generate the codes for you.

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### Enabling 2 factor authentication on your Yahoo account

- 1. Sign in to your Yahoo Account info page
- 2. Click Account Security
- 3. Next to Two-step verification, click the On/Off icon  $\bigcirc$
- 4. Enter your mobile number
- 5. Click Send SMS to receive a text message with a code or Call me to receive a phone call
- 6. Enter the verification code and the click Verify
- 7. The next window refers to the use of apps like iOS Mail or Outlook. Click Create app password to reconnect your apps.



# Enabling 2 factor authentication on your Hotmail/Outlook account

- 1. Log into your Hotmail/Outlook account and go to your account settings
- 2. Click the Set up two-step verification link
- 3. Select either a text message for your phone or choose an app such as google authenticator
- 4. If you choose to use an app such as google authenticator follow the steps to add your account to

the app.





## Enabling 2 factor authentication on your GoDaddy account

- 1. Log in to your GoDaddy account
- 2. In the upper left corner of the page, click Account Settings, and then select Login & PIN
- 3. In the 2-Step Verification area, click Add Verification
- 4. Select the way you want the code sent to you and then click continue
  - You will have 2 different options
    - o SMS Text Messages Text message will be sent to your phone
    - Authenticator App Use an app such as Google Authenticator for codes
- 5. Select when you would like to use two-step verification and then click Continue
  - You will have 2 different options
    - o Every login
    - High risk transactions only
- 6. Click Add Backup
- 7. Repeat Steps 4 and 5 to select a backup authentication method



### Enabling 2 factor authentication on your Dropbox account

- 1. Sign in to dropbox.com
- 2. Click on your avatar from the upper-right of any page to open your account menu
- 3. Click Settings from the account menu and select the Security tab
- 4. Under Two-step verification section, click Enable
- 5. Click Get started
- For security reasons, you'll be asked to re-enter your password to enable two-step verification.
  Once you do, you'll be given the choice to receive your security code by text message or to use a mobile app.

