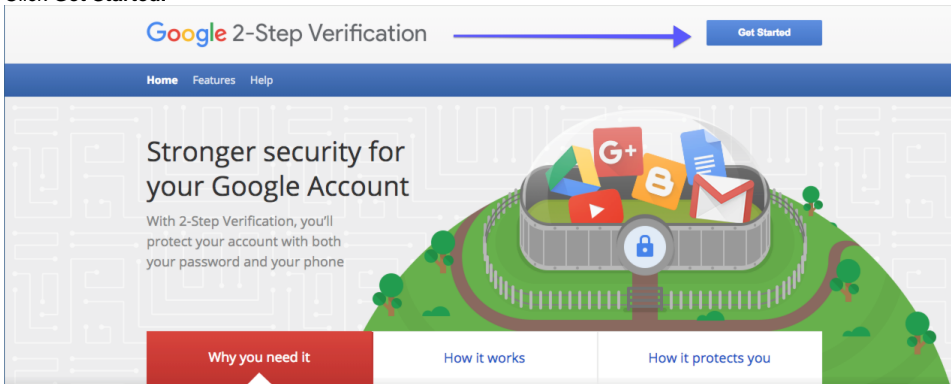


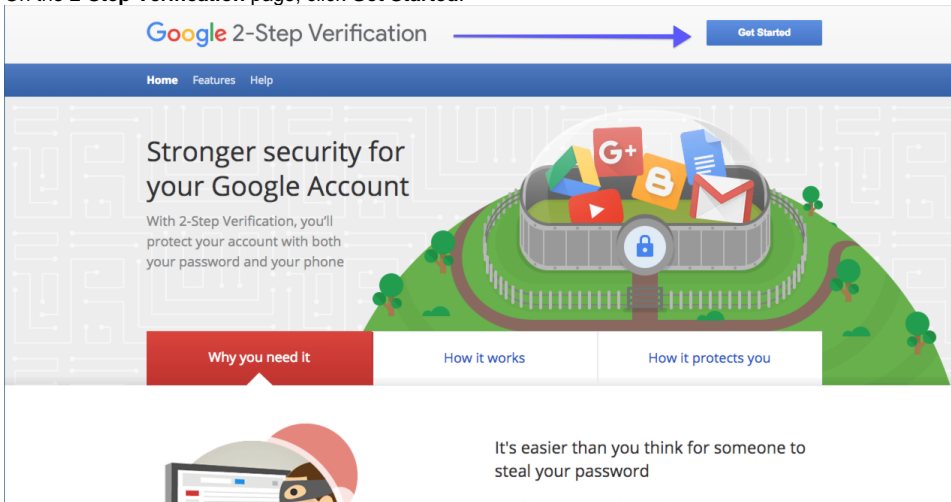
Configuring 2-step(2-factor) authentication for Google

How To Set Up Google Two-Step Authentication:

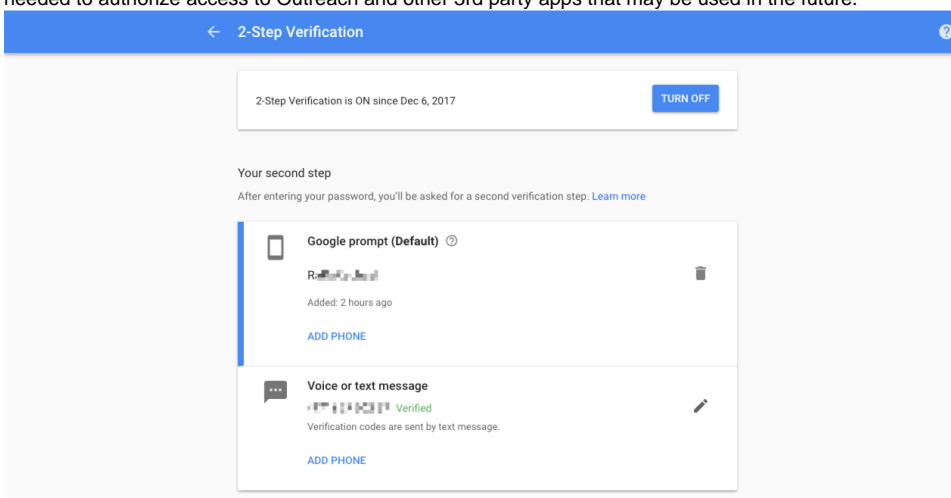
1. Access [Google 2-Step Verification](#).
2. Click **Get Started**.



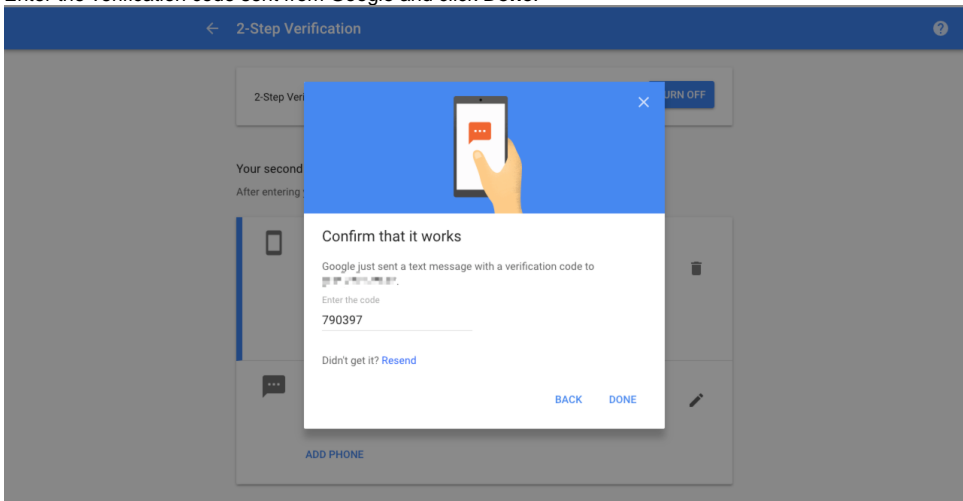
3. On the **2-Step Verification** page, click **Get Started**.



4. Sign into the applicable Gmail account.
5. Click to turn on 2 step verification. **Note:** If the **Turn Off** button is present, 2-Step Verification is already enabled.
6. Input the applicable phone number in the **Voice or Text Message** option. **Note:** This number will be used to receive a numeric code from Google needed to authorize access to Outreach and other 3rd party apps that may be used in the future.



7. Click **Send Code**.
8. Enter the verification code sent from Google and click **Done**.



9. Check the **Trust this computer** option as applicable.
10. Click **Next** and click **Confirm**. The 2-Step Verification is now configured.

Learn more about 2-factor authentication and password security by visiting our [Password Security](#) wiki page.

Other resources: <https://support.google.com/accounts/answer/185839>