# Google Apps 2-Step Verification:

Google Apps 2-step verification is a simple way to protect your account and your information. By using this method of verification, you will authorize a device to have access to your WVUP email for 30 days. Once the 30 day period expires, you will be required to generate new access codes for your devices.
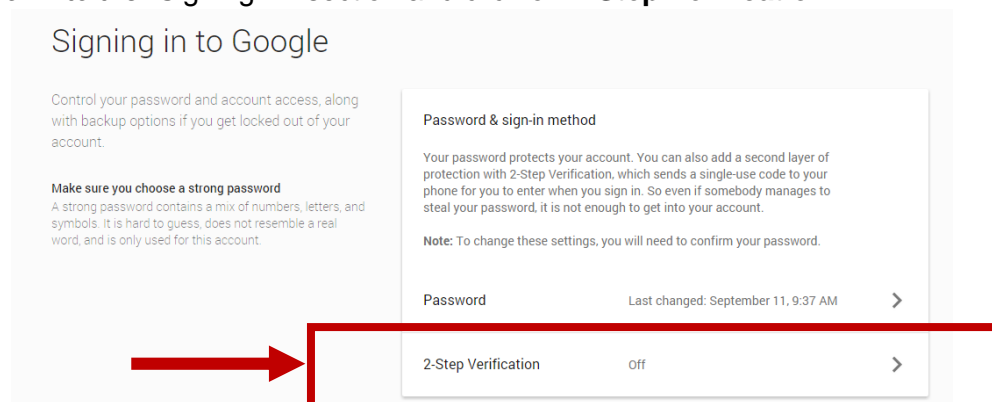
Enable 2-Step Verification:

1. Sign into your WVUP Email through the web client: https://webmail.wvup.edu

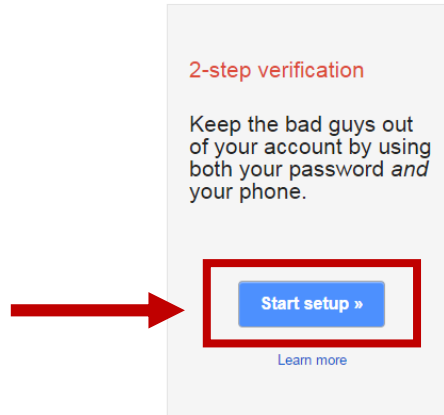2. At the top, click on the avatar at the top and select **My Account**
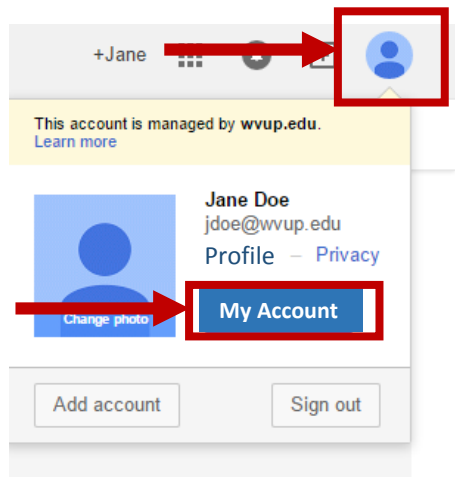
3. Click on Sign-in & security
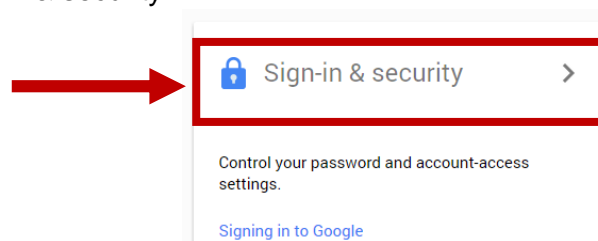
4. Scroll down to the "Signing In" section and click on **2-Step Verification.**

5. On the next screen, click **Start Setup.**

6. You will be asked to enter your password again to confirm your account. Enter your password in the textbox provided and click **Sign In.**

7. You will need to provide a phone number for authentication. You can use whatever personal phone number you would like to use. Then select if you want to get the codes via text message or Voice Call and then click on **Send Code**.

NOTE: In order to use the **text message** option, the phone the number is associated with must be able to accept text messages.
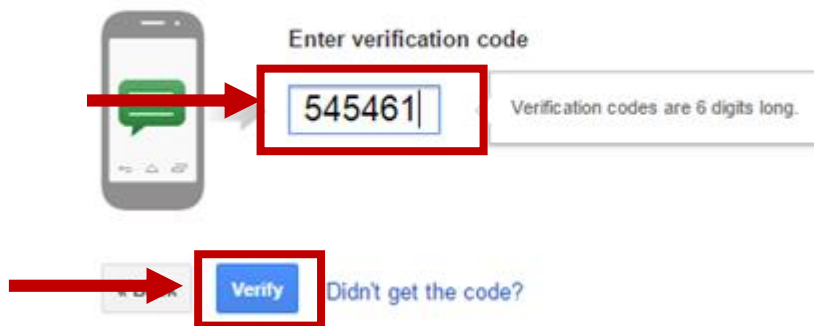
8. **If you set up the account for a voice call:** You will receive a phone call to the phone number you provided with a code.

If you selected Text Message: You will receive a text message to the phone number you provided with a code.

9. Enter the code in the textbox on the screen and click verify.

We sent a text message to   with a code

Enter verification code

545461   Verification codes are 6 digits long.

Verify   Didn't get the code?

10. You will then be given the option to "Trust" this computer for 30 days. Click NEXT >

Trusted computers only ask for verification codes once every 30 days.

If you lose your phone, you might be able to access your account from a trusted computer without needing a code. We recommend that you make this a trusted computer only if you trust the people who have access to it.

✓ Trust this computer
You can always change which computers you trust in your Google Account settings.

Next »
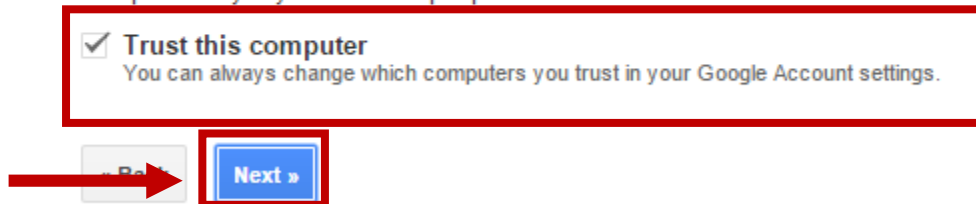
11. Then confirm you wish to turn 2-step verification on.

Turn on 2-step verification

You'll only be asked for a code whenever you sign in using your **jdoe@wvup.edu** account every 30 days, on each trusted computer or device.

If you lose your phone, you can always change it in account settings.

The Google Apps SLA (Service Level Agreement) does not apply to any services that are used in connection with 2-step verification, if the verification process relies on third-party voice or data providers to deliver the verification code. Details of the agreement are available here.

Confirm

Setting up Devices with a 2-Step Verification Account:

Mail App of iPhone or iPad:

1. On the 2-step verification menu, click on **App-Specific Passwords** at the top.
2. At the bottom, click on **Manage application-specific passwords.**

App passwords allow 2-Step Verification users to access their Google Accounts through apps such as Mail on an iPhone or Mac, or Outlook.

Mail on iPhone or iPad

Microsoft Outlook

Mail on Mac

Unfortunately, such apps can only be configured with a username and a password, rather than a username, password, and verification code.

Instead of codes, you'll use app passwords to access your account through those apps.

If an app gives you an error about something being wrong with your password, you may need to configure it with an app password. Don't worry - we'll generate the app password for you, and you won't need to remember it. Or consider using a Google app instead.

Manage application-specific passwords

3. Enter your email password in the box and click **Sign in**.

4. Select the app you want to authenticate and the device you want to authenticate from the dropdown lists and click GENERATE.
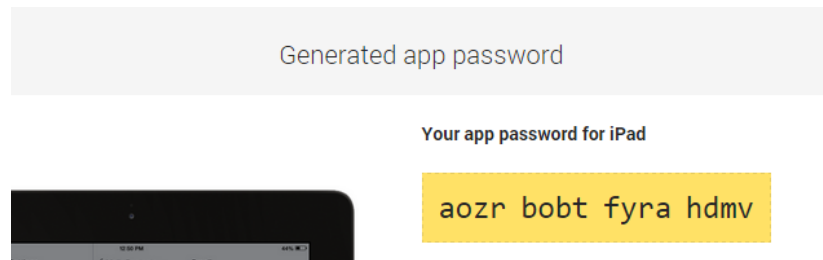
You have no app passwords.

Mail   on my   iPhone   GENERATE

5. This process takes a few minutes to generate a special password for the account. **DO NOT SHARE THIS PASSWORD WITH ANYONE.**

Generated app password

Your app password for iPad

aozr bobt fyra hdmv

Now go to your device:

IMPORTANT NOTES:

- **It is recommended to have different codes for each device that is connected to your WVUP email.**

- **In the event you try to access your email from a device you have not authenticated yet, a message (text or voice) will go to the phone number you provided in the setup notifying you.**

Android Devices:

1. Sign in to your WVUP Email via the browser. Once signed in, go to the settings page by clicking on your name or picture in the upper right corner of the screen and then clicking **Account**.

2. Scroll down to the "Signing in" box.

3. Android users (4.0 or older) will see a screen providing an option to install the Google Authenticator app.

4. If you prefer to receive codes via SMS instead of using the Google Authenticator app, click on the link at the bottom of the screen that says "You can receive codes by text message (SMS) or voice instead" and follow the instructions to complete the setup.

5. If you would like to use Google Authenticator, click "Send me the app" to install the app on your phone and follow the instructions on your screen to complete the setup process.

6. Verify that the time on your Android device is correct.

7. You're done! Next time you sign in, you'll be prompted to enter a code that you'll get from the Authenticator app.

BlackBerry Steps:

1. Open "System settings" on your BlackBerry phone.
2. Select "Accounts".
3. Select your Google Account.
4. Replace your password with the 16-character password shown above.

Gmail app (any device):

1. When you click on the app, a window will pop up asking for a code, at the same time a message (voice or text) will be sent to your provided phone number.

2. Enter the code in the textbox provided and click verify.

iPadSteps:

1. Open "Settings" on your iPad.
2. Select "Mail, Contacts, Calendars".
3. Select your Google Account from the list of available accounts.
4. Edit your account information and replace your password with the 16-character password shown above.

iPhoneSteps:

1. Open "Settings" on your iPhone.
2. Select "Mail, Contacts, Calendars".
3. Select your Google Account from the list of available accounts.
4. Edit your account information and replace your password with the 16-character password shown above.

Windows Phone:

1. Open "settings" on your Windows phone.
2. Select "email + accounts".
3. Select your Google Account.
4. Replace your password with the 16-character password shown above.