

How to Set Up Two-Factor Authentication (2FA) in Gmail

1. Sign into your Google Account

Go to <https://myaccount.google.com> and log in. Click your profile picture at the top right and select 'Manage your Google Account'.

2. Navigate to Security Settings

Click 'Security' in the left-hand menu. Scroll to the 'Signing in to Google' section and click '2-Step Verification'.

3. Begin Setup

Click 'Get Started'. Google may prompt you to re-enter your password to confirm it's you.

4. Choose Your Primary Method

Select either 'Text message' or 'Phone Call' by entering your phone number. Click 'Next', then enter the verification code sent to your device and click 'Verify'.

5. Turn On 2FA

Once verified, click 'Turn On' to enable 2-Step Verification.

6. Configure Backup Methods

Return to the 2-Step Verification settings. Under 'Backup second step', choose from Google Prompt, Authenticator app, Security keys, or Backup codes.

7. (Optional) Add Google Authenticator

Click 'Set up' next to the Authenticator app. Scan the QR code using the app, enter the 6-digit code, and click 'Verify'.

8. Save Backup Codes

Download or print the backup codes and store them securely offline in case you lose access to your phone.