



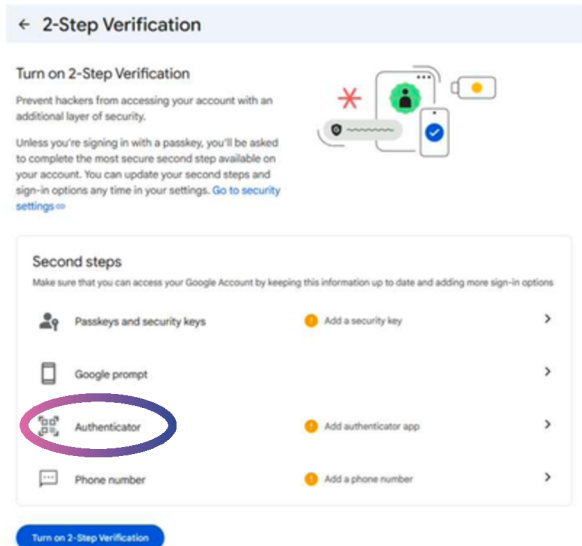
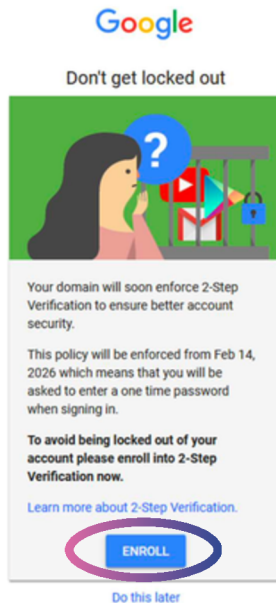
SYSTEMAGIC
DOING IT DIFFERENTLY

Enabling 2FA In Google Workspace

Step 1

When logging in to your Google Workspace account, you will be met with this message.

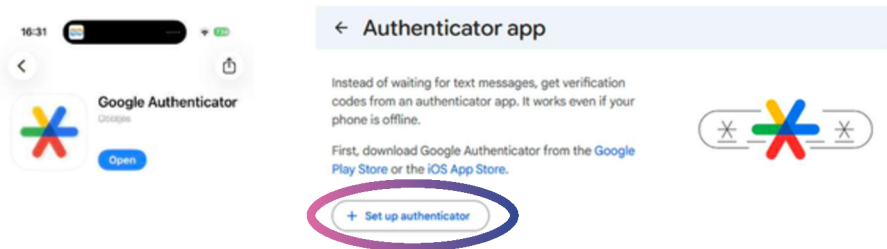
Please click enroll and then select 'Authenticator'.



Step 2

You will then be asked to install the Google Authenticator app from the App Store/Google Play Store on your phone.

Once installed, head back to Google Workspace and click 'Set Up Authenticator'.



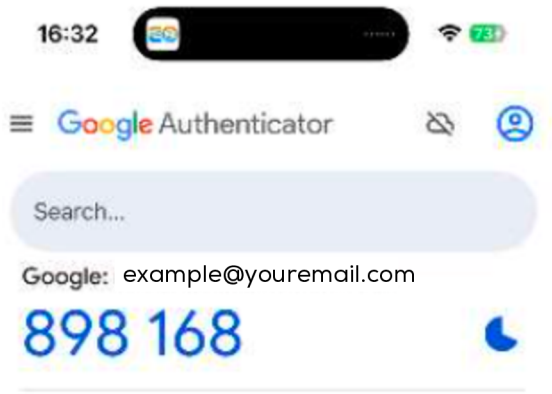
Step 3

You will be presented with a QR code on your screen. Open the Google Authenticator app on your phone again, and click 'Add A Code' and scan the QR code on your screen.



Step 4

Once you've done, your Google Authenticator app will display a time-sensitive 6 digit code



Head back to your computer, and enter the 6-digit code and click 'Verify'.

Set up authenticator app

Enter the 6-digit code that you see in the app

[Back](#)

[Cancel](#) [Verify](#)



Step 5

Click "Turn On" to enable 2-Step Verification

←

Authenticator app



Turn on 2-Step Verification

To sign in with your authenticator app, turn on 2-Step Verification.

Turn on

Instead of waiting for text messages, get verification codes from an authenticator app. It works even if your phone is offline.

First, download Google Authenticator from the [Google Play Store](#) or the [iOS App Store](#).

Your authenticator



Authenticator

Added just now

[Change authenticator app](#)



You will also be prompted to enter your mobile phone number. Once you've done this, click 'Next'.

Add a phone number

A phone number can be used to verify it's you when signing in and to receive alerts if there's unusual activity.



Enter phone number

You can use a Google Voice number, but you won't be able to receive codes if you lose access to your Google Account. Charges from your operator may apply. [Learn more about how Google uses this info](#)

☒ Receive codes by text message

☐ Receive codes by voice message

Cancel

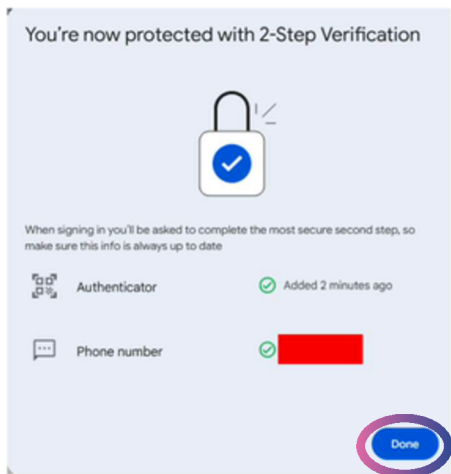
Next



Step 6

Once configured, you will see a message to say that your account is now protected with 2FA.

Click 'Done'.

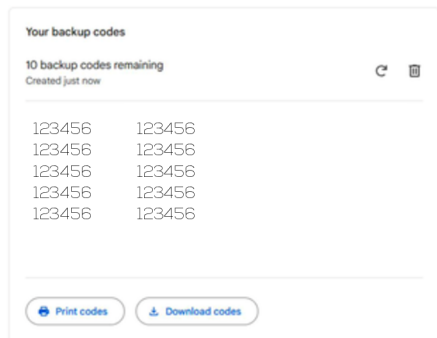


You will finally see a list of backup codes to download. These are used in case you get locked out of your account. However, if you forget to download them or lose them, do

not panic, as we can reset 2FA for you.

← Backup codes

Print a list of codes to keep with you that you can enter to sign in. Keep these backup codes somewhere safe but accessible.



Need A Helping Hand?

If you run into any difficulties during this process, please don't hesitate to reach out to our friendly team via:

support@systemagic.co.uk
01225 426800

