Two Factor Authentication

Two-Factor Authentication is a way to provide an extra layer of security when it comes to accessing accounts. It not only requires the logon password, but also a code that ONLY the authorized user has possession of. For example: If an unauthorized user tried to logon using your username and password, they would need an additional code that only you have. This code can be sent to your phone number, or it can be a One-Time-Password on an app or a separate device that changes the code over short time periods. This method of logon greatly reduces the risk of any account being accessed from an unknown device or a user with malicious intentions.

Below are step-by-step guides to help you configure some of your accounts, to ensure their security:This section will give instructions on how to establish two-factor authentication while using several applications that are used in the office. If you need help at anytime, please e-mail us at CFCyberRisk@CFins.com

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Setting Op Two Factor Authentication in Gmail

1. Go to **mail.google.com**
2. **Sign in** to your Gmail account
3. Click on your account photo (in the upper-right corner, It may be your first initial), and **select Google Account**
4. Scroll down to the "**Sign-in & security**" section, and Click **Signing in to Google**
5. Scroll down and click on **2-Step Verification**, then click "**Get started**"
6. Follow the instructions provided

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Setting Op Two Factor Authentication in Yahoo Mail

1. Go to **mail.yahoo.com**
2. **Sign in** to your Yahoo mail account
3. Click on your profile name in the top right corner
4. Click on your "**Account info**" page
5. Click on the **Account security** tab on the left side (you may have to enter your password again)
6. Scroll down until you see the **Two-step verification** section
7. Click on the toggle button to turn it **on**
8. Enter your mobile number
9. Click **Send SMS** to get a verification code
10. Enter the given verification code, then click **verify**
11. Click "**Skip for now**" if you don't use yahoo mail in third party apps
12. If you do use apps like iPhone mail then, click **Create app passwords**

    App-specific passwords are used to access your yahoo mail from third party apps. You need to generate passwords for the apps to make sure you are securely accessing your mail.
13. Follow the instructions provided

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Setting Op Two Factor Authentication in Outlook.Com

1. Go to **outlook.live.com**.
2. **Sign in** to your account.
3. Click on your profile picture in the top right corner, then **Edit** profile.
4. Click on the **Security** tab on the top of the screen.
5. Click on **more security options** towards the bottom of the screen.
6. Under **Two-step verification**, select Set up **two-step verification**.
7. Follow the given instructions.

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Setting Op Two Factor Authentication with AT&T Mail

1. Go to **mail.yahoo.com**.
2. **Sign in** to your account.
3. Click the symbol in the top right corner (**three horizontal lines**)
4. Click on your **name/account**
5. Click the **account security** tab on the left side of your screen
6. Scroll until you see "**Two-step verification**" and click the Toggle button to **turn it on**.
7. Put in your **mobile cell phone number**.
8. A verification code will be sent to your cell phone. **Enter the verification code** into the screen on your computer, and then click **Verify**.

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Setting Op Two Factor Authentication with Comcast/Xfinity

1. Go to **login.xfinity.com**.
2. **Sign in** to your Comcast/Xfinity account.
3. Select the **settings tab** at the top of the page
4. Select **Username & Password** in the left menu bar
5. See **Two-Step Verification** on the right side of the page and click **Edit**
6. Follow the given instructions
7. Make sure that you change the 2-factor authentication setting to **On** when you are done entering your information.

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Setting Op Two Factor Authentication with Verizon

1. Go to **login.aol.com**
2. **Sign in** to your account
3. Click the symbol in the top right corner (**three horizontal lines**)
4. Click on your **name/account**
5. Click the account **security tab** on the left side of your screen
6. Scroll until you see "**Two-step verification**" and click the Toggle button to turn it to **"On"**
7. Put in your **mobile cell phone number**.
8. A verification code will be sent to your cell phone. **Enter the verification code** into the screen on your computer, and then click **Verify**.

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Two Factor Authentication for Drop Box

1. **Sign on** to DropBox.
2. **Click** on your **personal profile** to select
3. **Click** "Settings" in the left **menu**
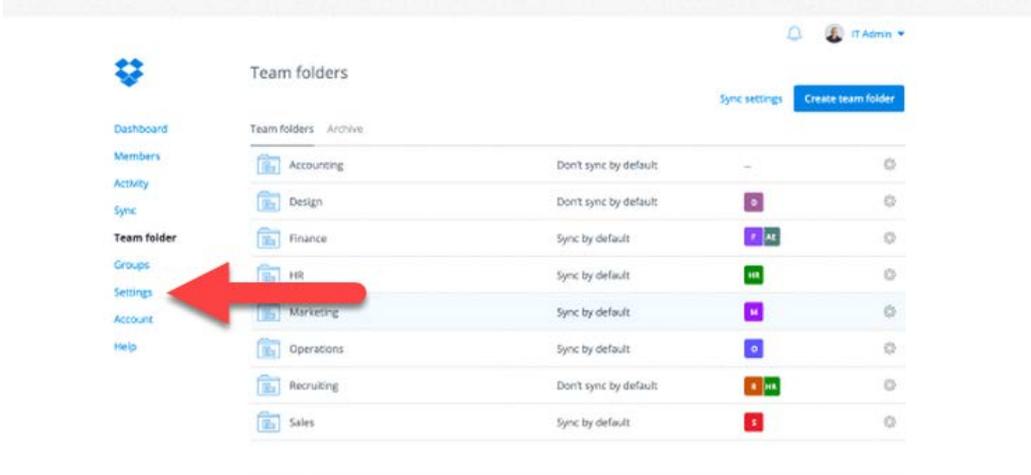
4. **Click** the "**Security**" Tab

5. **Click** "**On**" or "**Enable**" in "**Two Step Verification**"
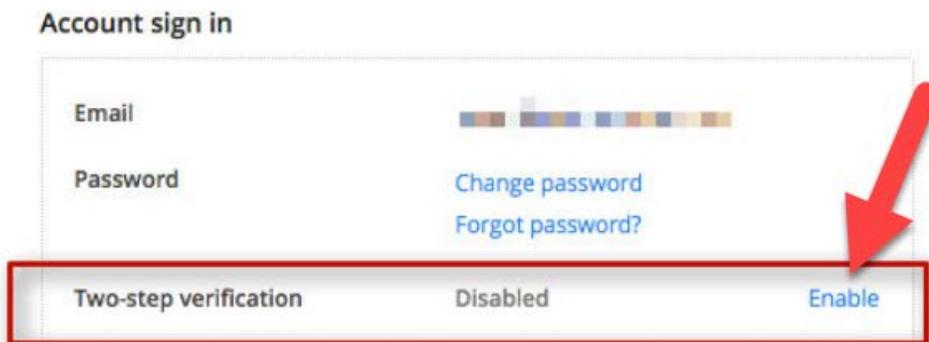
6. **Click** the "**Get Started**" button from the popup window.

7. **Re-Type** your **password** for verification. Then **click** "**Next.**"
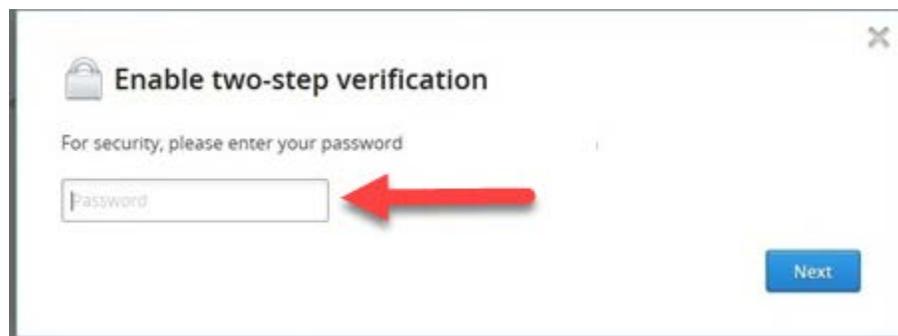
8. Click the radio button ⊙ to choose the preferred method of receiving the Security Code either text message or a Mobile 2FA Application.
   - ■ **Text message:** will send a security code as a text message to your telephone
   - ■ **Mobile Application :** **Requires an application be installed on your Mobile Phone:**
     - ■ **Google Authenticator (for iPhone or Android)** ,
     - ■ **Duo Mobile (Android or iPhone)**
     - ■ **Authenticator (Windows 7)**
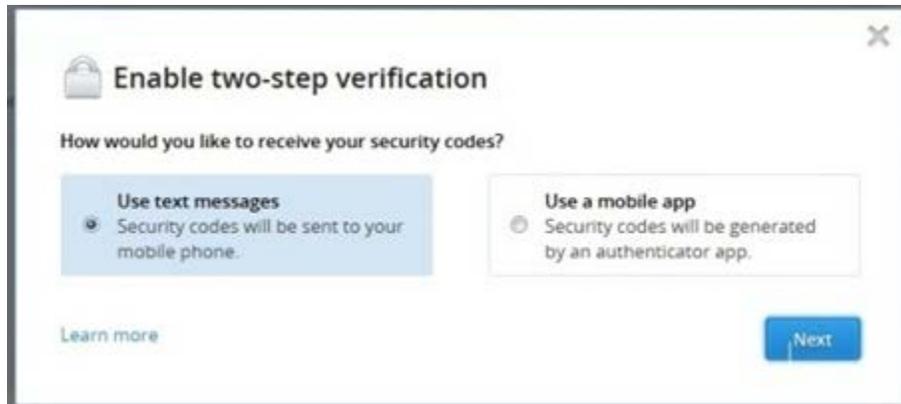
Click the "Next "button once preference is selected.

Dropbox: Instructions for Use Text Message Option (RECOMMENDED)

1. **Type** the **phone number** of the mobile device that the verification text message is to be sent, then **click** "**Next.**"
2. **Type** in the **verification code** once received from Dropbox in the field provided. Click "**Next."**
   If the code was not received: Click the **"Didn't Receive the Code"** link. A new text will be sent.
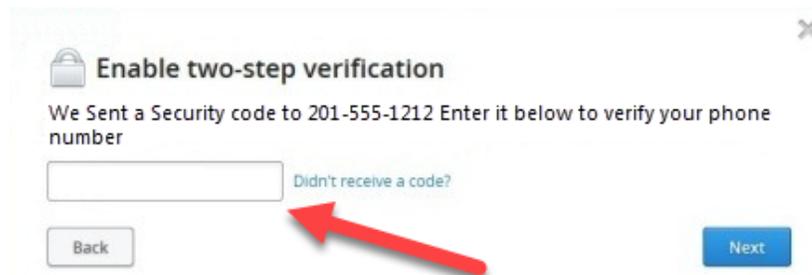
3. **Write** down the **emergency verification code** when displayed. This code will be required should you lose your phone. **Store** this **code** in a safe place for future reference.
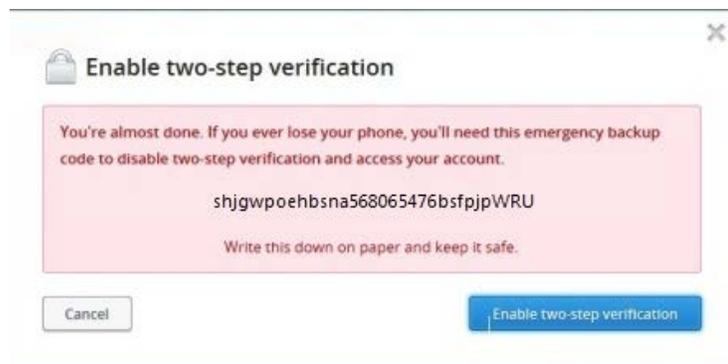
4. **Click** the "**Enable Tow Step Authentication**" button.

5. **Click** the **" Done"** button on the Notification
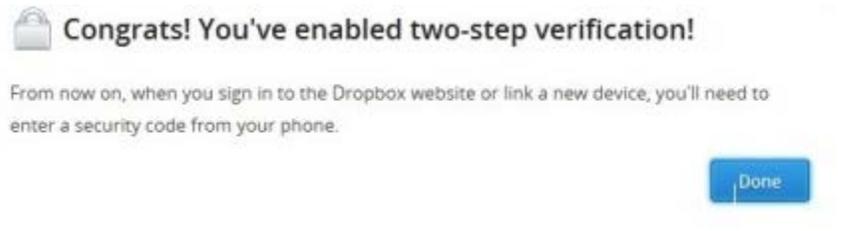
DropBox: Instructions for the Mobile App Option

1. Select a **mobile application**. Possibilities include:
   --Google Authenticator (Android/iPhone)
   -Duo Mobile (Android/iPhone)
   -Authenticator (Windows Phone 7)

2. Depending on the Mobile application being used, perform one of the following:
   - **Scan the barcode:** Open the app and choose to add a new account. You can use the phone's camera to scan the barcode on dropbox.com.
   - **Manually enter the secret key**: A a secret key is displayed on dropbox.com to type into the app. Use the steps in the specific application being used to add a new account using a secret key.

3. Click "**Next.**"

4. Once the app is configured, **enter** the **security code** to verify setup and enable two-factor authentication.

5. **Click** the "Next" button

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Setting Op Two Factor Authentication in AOL Mail

1. Go to **login.aol.com**
2. **Sign in** to your account
3. Click the symbol in the top right corner (**three horizontal lines**)
4. Click on your name/account
5. Click the **account security tab** on the left side of your screen
6. Scroll until you see "**Two-step verification**" and click the **Toggle button** to turn it on
7. Put in your mobile number
8. Enter the verification code, and then click **Verify**

If you use one of the following apps, you can create secure passwords for them:

Android Mail, iPhone Mail, iPad Mail, iPhone Calendar, iPad Calendar, Mac Mail, Mac Calendar, Outlook iOS, Outlook Android, Outlook Desktop

App-specific passwords are used to access your AOL mail from third party apps. You need to generate passwords for the apps to make sure you are using are securely accessing your mail.

To **create app-specific passwords**:

A. Click **Create app passwords**
B. On the down page, **select an app** from the menu
C. Then, click **Generate**
D. Go to the **settings** section of your app
E. Find the screen where you enter your AOL account username/password
F. **Enter the app password** into the password field
G. Finish signing in to the app

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NEED HELP?!?   Please e-mail us at CFCyberRisk@CFins.com