



GMAIL 2-STEP VERIFICATION

Step 1: Sign into Lamar Gmail

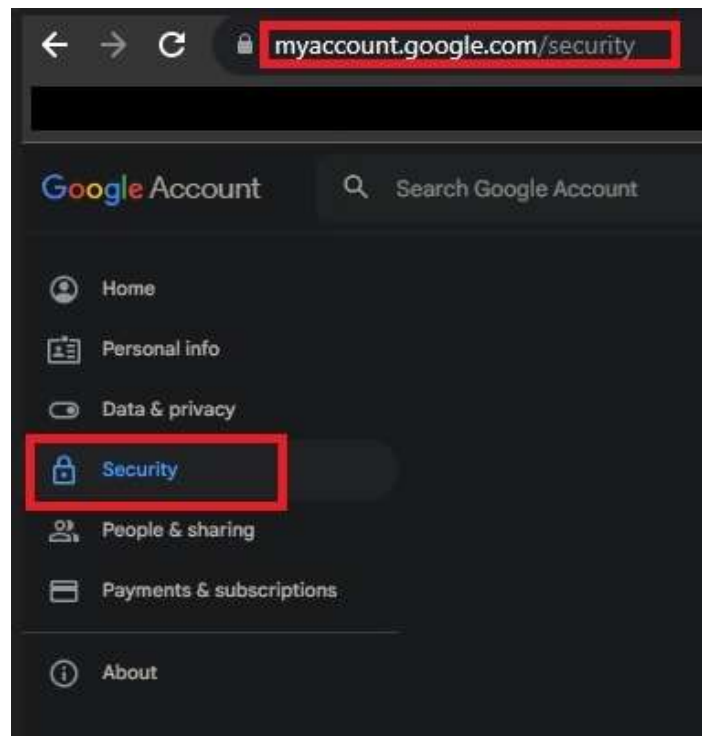
You should receive your new employee setup guide from HR which will include the name of your Lamar Gmail account.

Once you receive that email make sure to set up your Lamar Gmail account to proceed to the next step.

Step 2: Go to Gmail Security Center

Click on the link below to get to the Gmail Security Center

<https://myaccount.google.com/security>

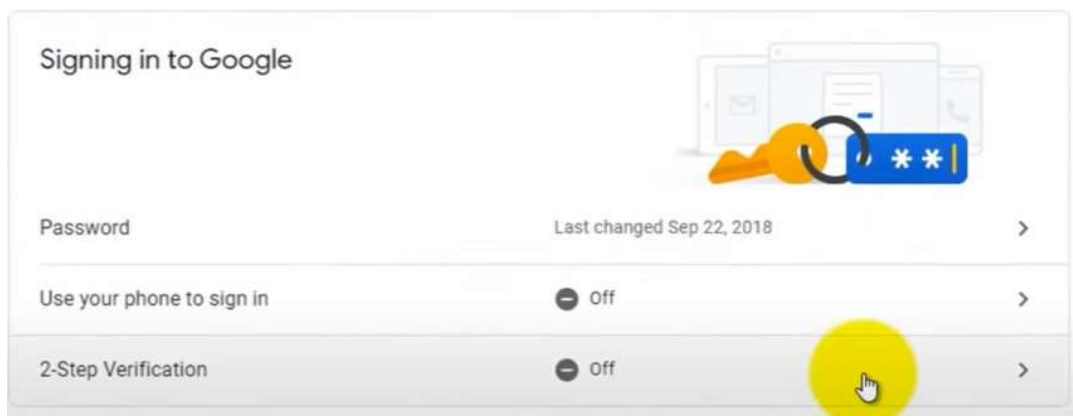




GMAIL 2-STEP CONT

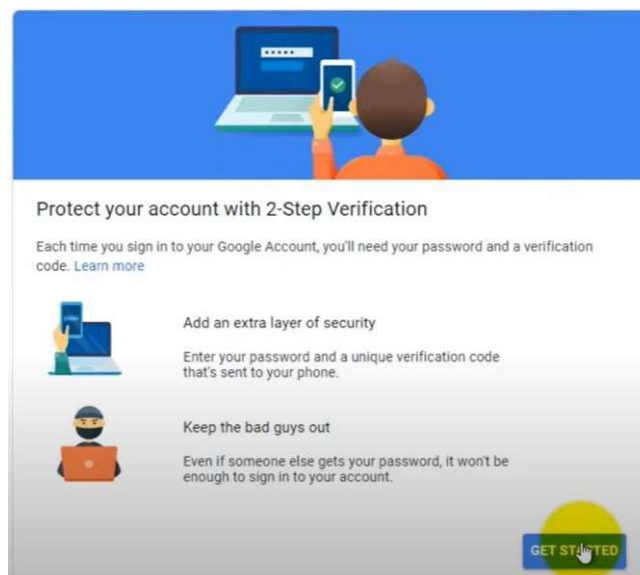
Step 3: Proceed with 2-Step Process

Click on the 2-Step Verification option under “How you sign in to Google”



Step 4:

Google should walk you through the 2-Step setup.

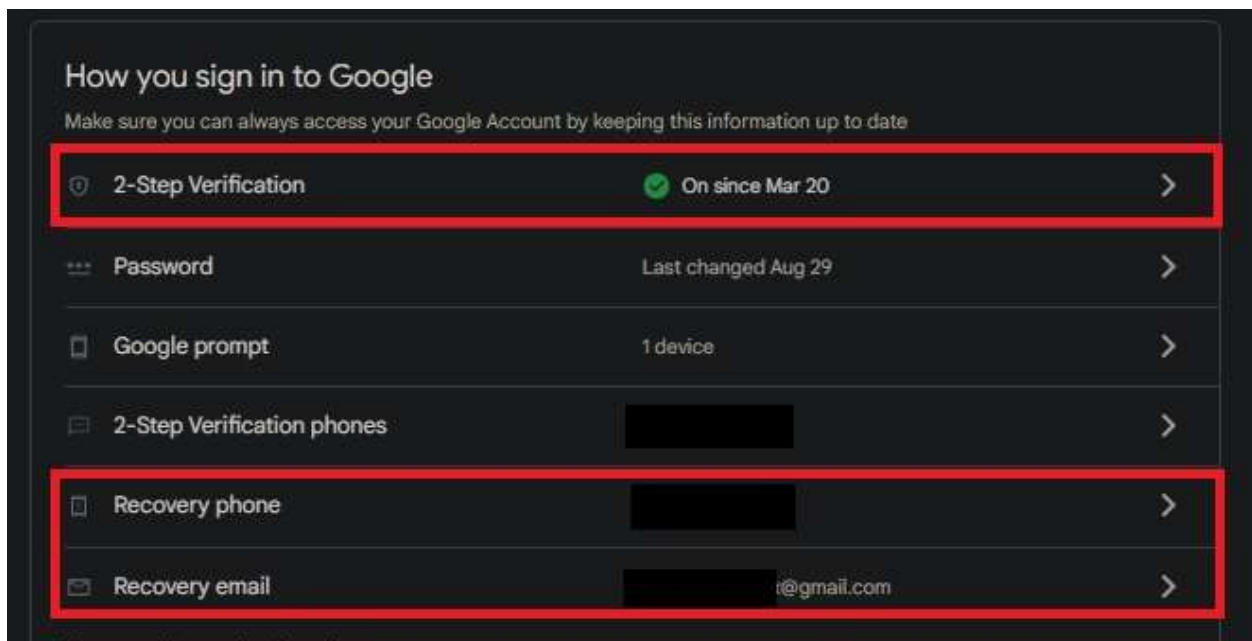




GMAIL 2-STEP CONT

Step 5: Make sure to Create Recovery Device(s)

Once 2-step is complete, make sure to put in a Recovery Phone number and Recovery Email as a backup just in case your password expires or are unable to get into Gmail.



To help recover your Gmail account if a lockout of any kind occurs, it is recommended to have an alternate Email address and personal phone number set as recovery devices. Gmail provides security codes that can be sent to one or both of the recovery options, so filling out at least one helps to further secure your account

