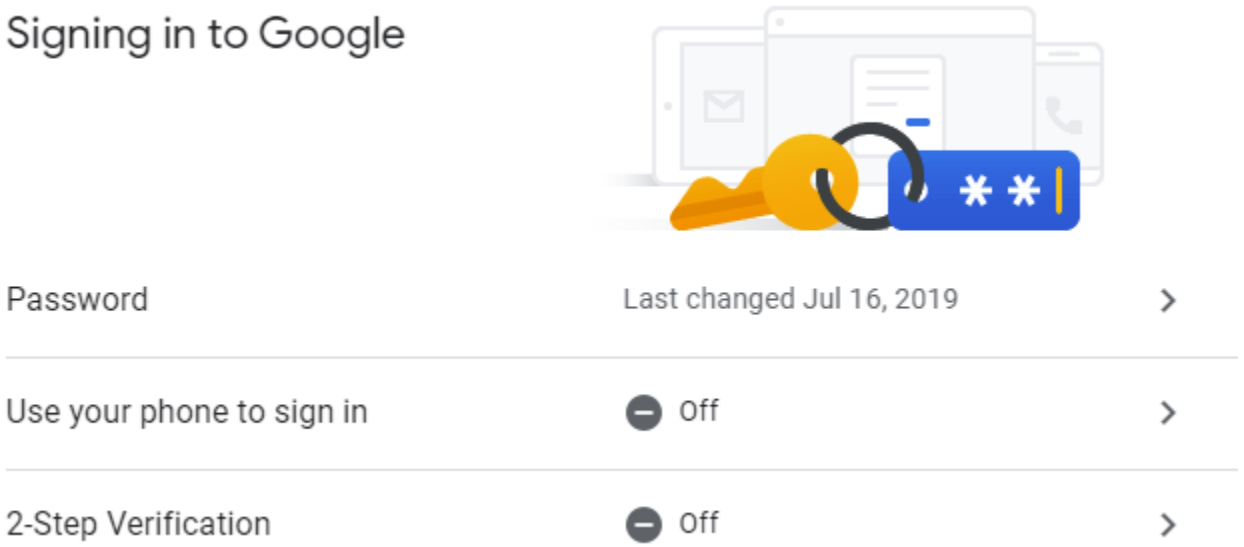
# Step 1: Enable 2-Step Verification

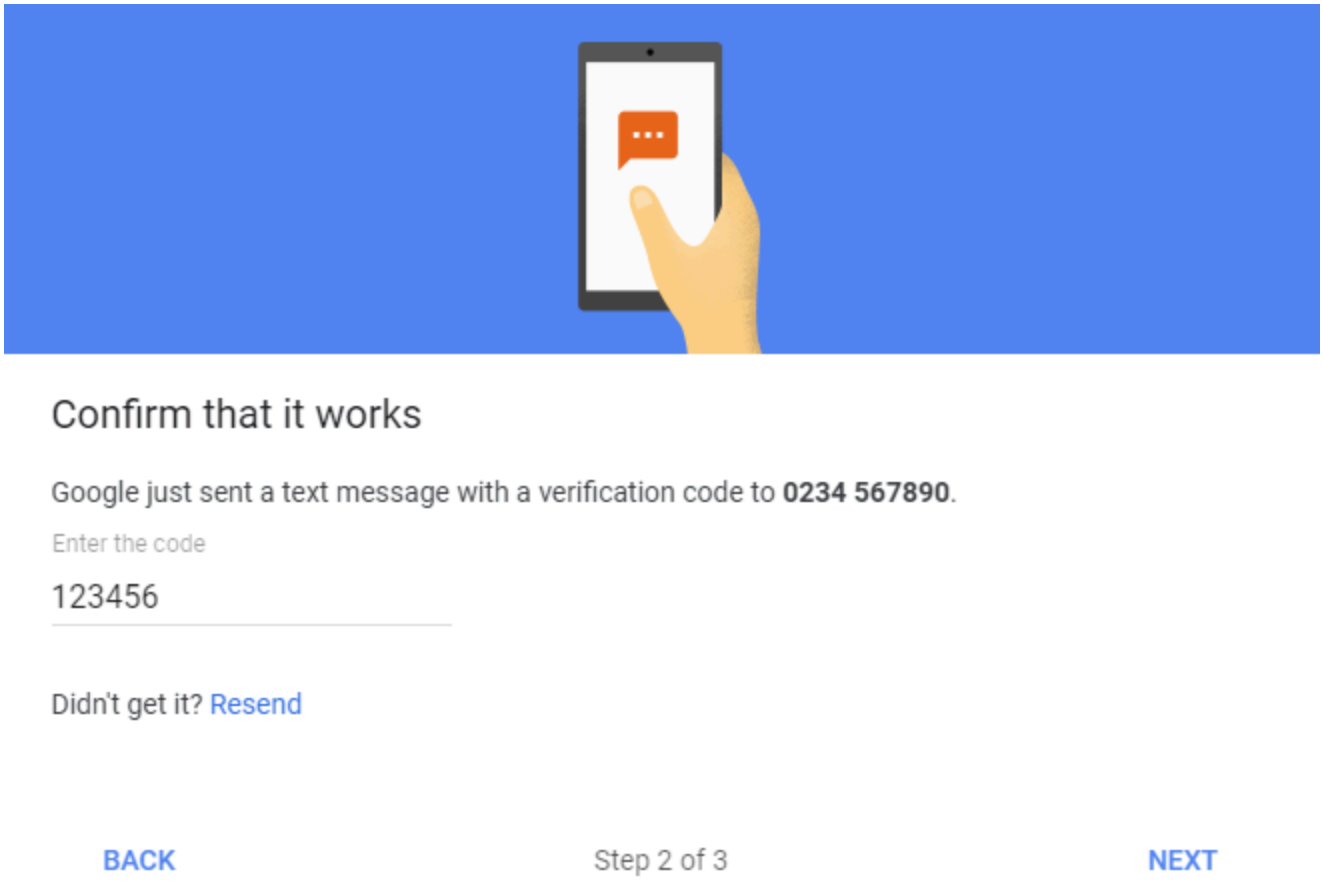
First, enable 2-Step Verification for your Google Accounts:

1. Logon to Google and open your Account Settings page. This can be done by visiting: https://myaccount.google.com
2. From the Navigation Pane on the left, click on: Security.
3. In the "Signing in to Google" section, click on: 2-Step Verification.
   This direct link should also take you there.




*Google Account Security - Currently 2-Step Verification is off.*

4. On the introduction page, click on the "Get Started" button.
5. Provide your password when prompted.
6. Enter a phone number on which you want to receive the verification codes.
   *In a later stage, you can safe-list trusted computers and also install an App so you won't have to deal with SMS messages to log on each time.*
7. Enter your received verification code.




8. Confirm that you want to enable 2-step verification for your account.

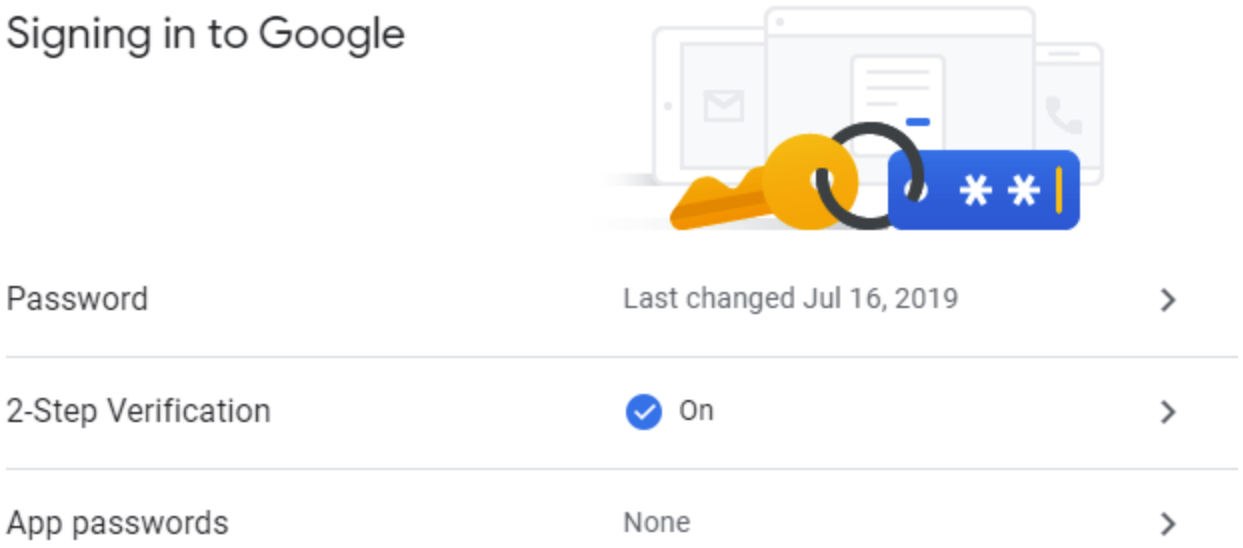
# Step 2: Outlook 2016 (msi) and previous versions; Get an App password for Outlook




Now that you have enabled 2-Step Verification for your Gmail account, you'll start getting Send/Receive errors and/or password prompts in Outlook.

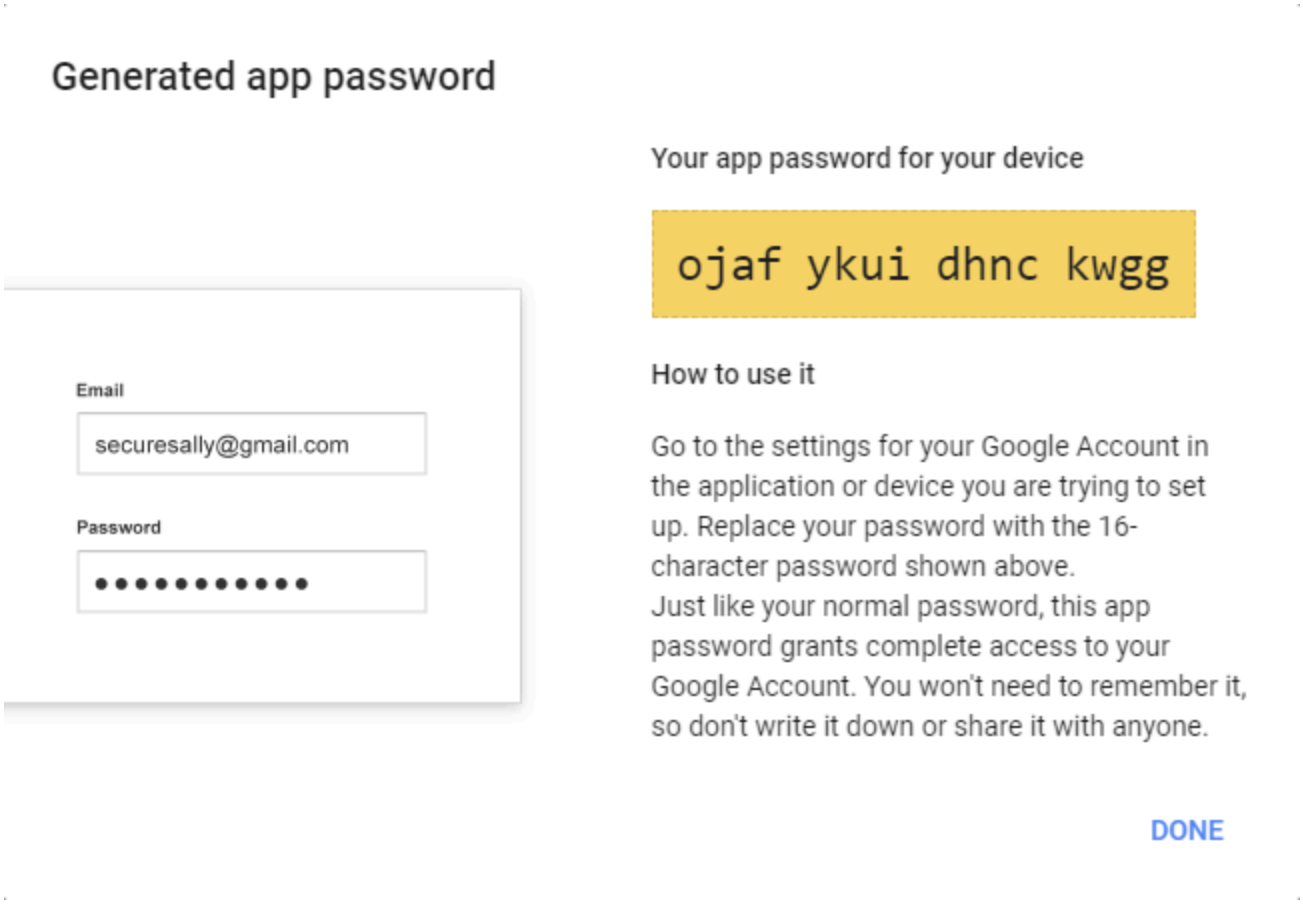
As mentioned before, you'll need to generate a special "App password" for Outlook instead of trying to logon with your current Gmail password.

1. Go back to the Security page for your Google Account and click on the "App passwords" link in the "Signing in to Google section".




*Google Account Security - Currently 2-Step Verification is on.*

2. Provide your password and verification when prompted.
    - Optionally, you can enable the "Don't ask again on this computer" option.
3. Use the "Select app" dropdown lists to select: Other (Custom name)
4. Type: Outlook.
5. Click the Generate button.
6. Copy the obtained password code.




***Note that the app password doesn't actually contain spaces, the separators between the code blocks are just to improve readability.***

7. **Go to Outlook and paste or type the obtained app password when being prompted for your password.**
   **You can also do it directly via your Account Settings.**
   - **Outlook 2007**
     **Tools-> Account Settings…-> double click on your Gmail account**
   - **Outlook 2010, Outlook 2013 and Outlook 2016 (msi)**
     **File-> Account Settings-> Account Settings…-> double click on your Gmail account**
8. **Once you've updated your password, Outlook will be able to connect to Gmail again with 2-Step Verification enabled for your account.**