

# Setting up Two-Step Verification in your DDCC Email Account

[Video Tutorial](#)

[Logging into your DDCC Email](#)

[Accessing 2-Step Verification](#)

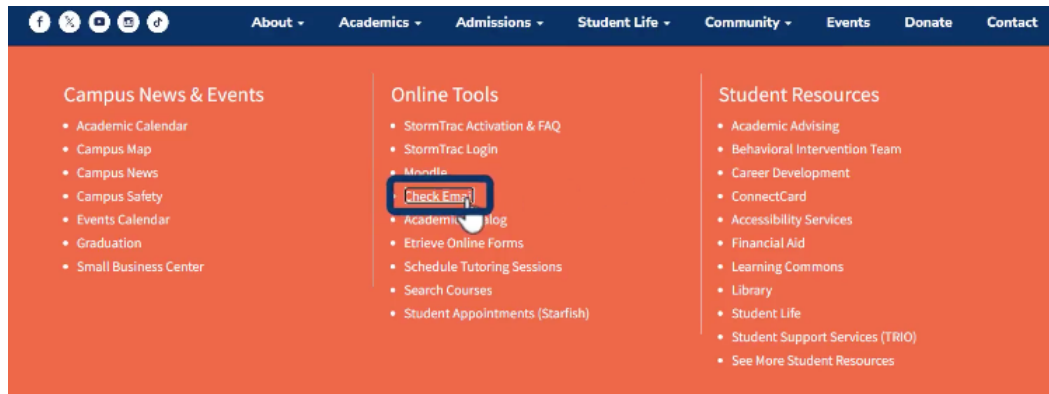
[Confirming 2-Step Verification](#)

## Video Tutorial

[Video Tutorial for Setting up Two-Step Verification in your DDCC Email](#) (opens in a new window)

## Logging into your DDCC Email

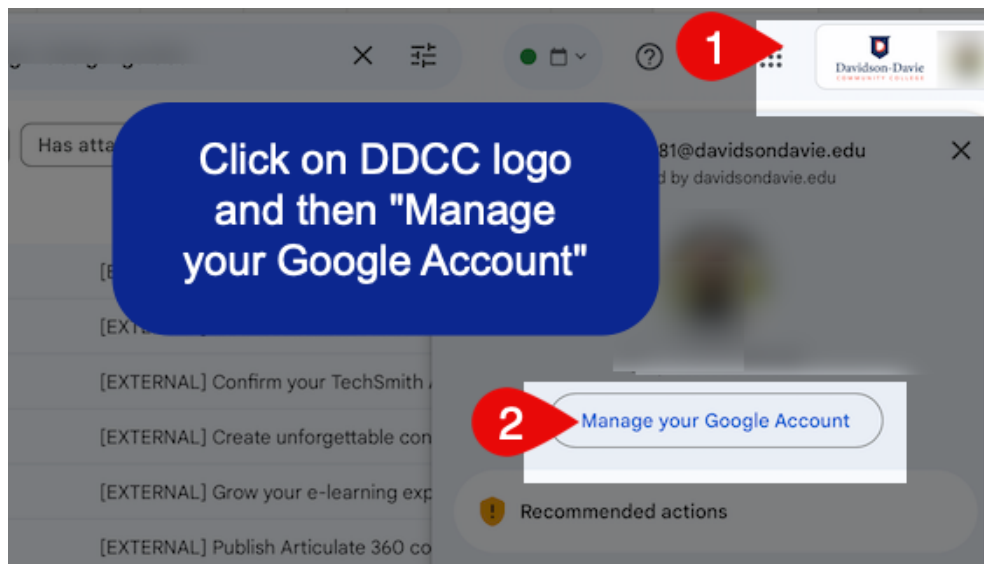
1. Log into your Davidson-Davie email. You can access your email through the Davidson-Davie homepage. Click on “Current Students” and select “Check Email.” You will use the same username and password you used to log into StormTrac.



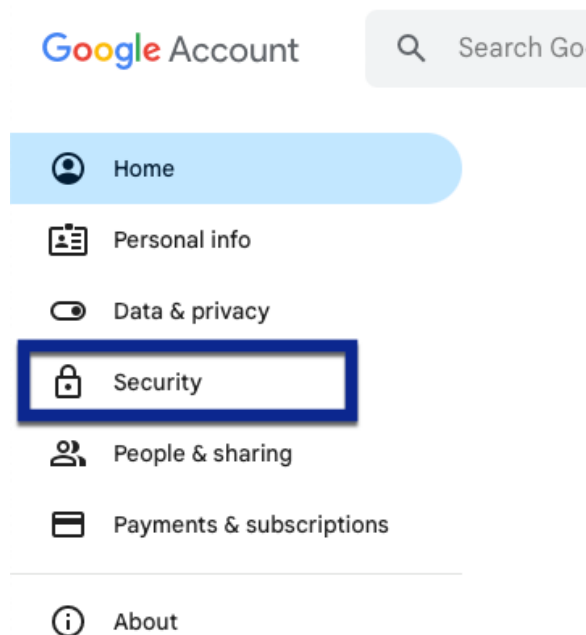
If this is your first time logging into your email, a welcome message will appear.

## Accessing 2-Step Verification

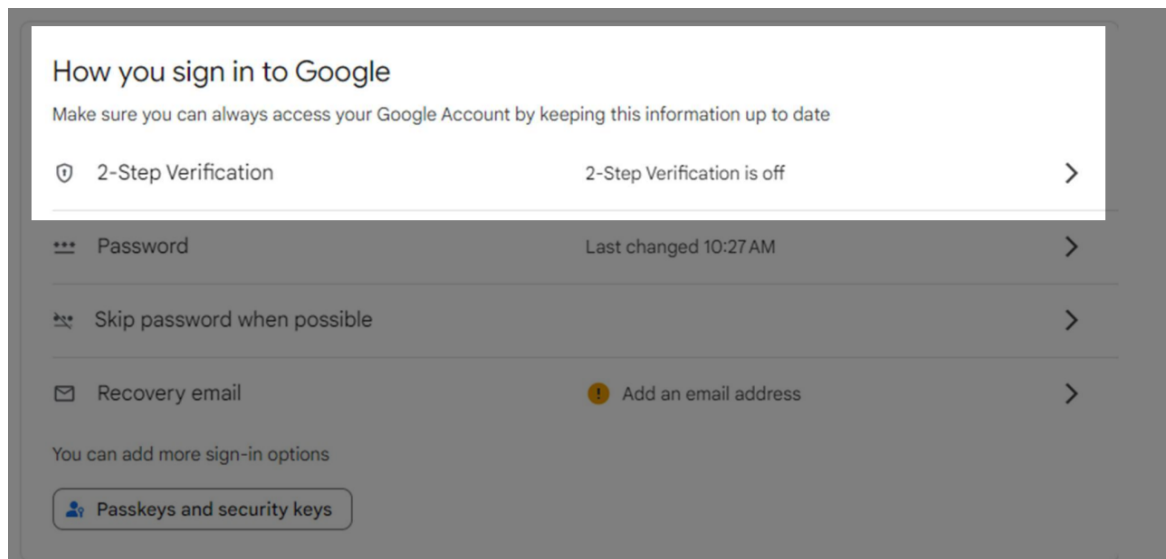
1. Once you are logged into your email, click on the Davidson-Davie logo in the upper right hand corner (Marker 1), and then select "Manage Your Google Account" (Marker 2)



2. On the left hand side, click on "Security"



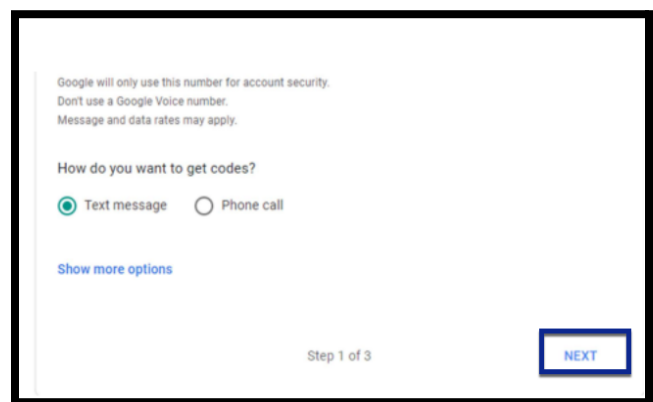
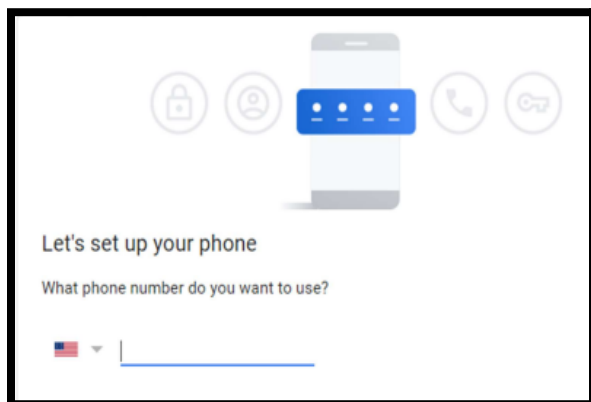
- Under the “How You Sign into Google” section, you will see the 2-Step Verification setting. Select the arrow to the right of the “2-Step Verification is off” row. It will move you to a new screen briefly explaining Google’s 2-Step Verification. **If you have already completed the two-step verification, you will see a green circle and the start date of your verification.** If this is not turned on, proceed to the next step.



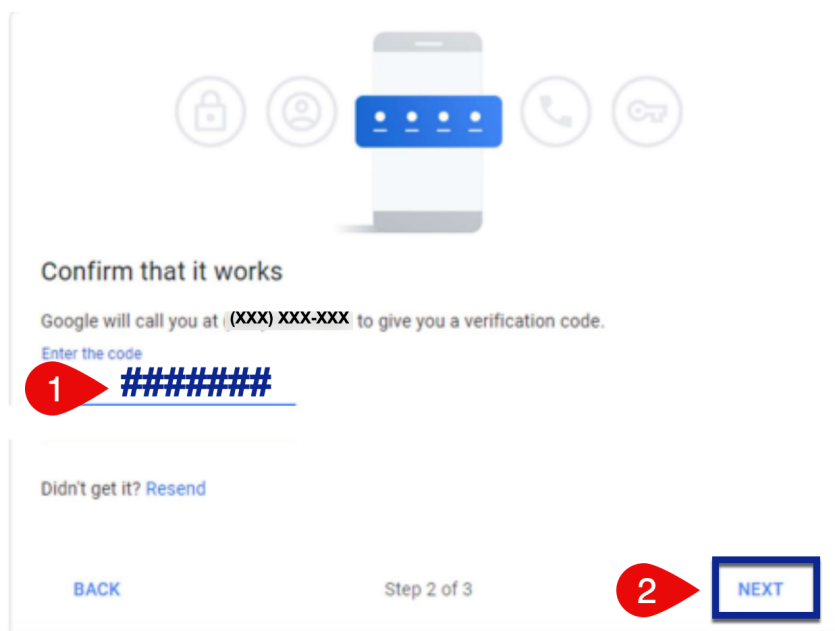
## Using Multifactor Authentication (MFA) with your Phone to Confirm 2-Step Verification

If you have your email account set up on your mobile device, you may have that as an option to receive notifications. You may also register a phone to receive a call or text message.

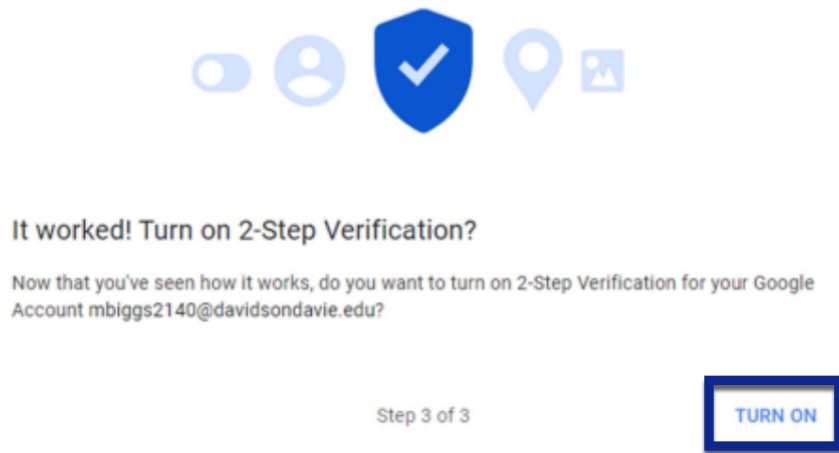
1. Enter your phone number and if you prefer to receive a text message or a phone call. Then, click “Next”



2. Confirm that your phone number works. You should receive a verification code. Enter your seven digit verification code (Marker 1), then, click “Next” (Marker 2).



3. Turn on 2-Step Verification. In the bottom right corner, click “Turn On” to enable 2-Step Verification.



4. You can check that 2-Step verification is turned on by going back through security and seeing the green, checked circle and the date of activation.

