2-Step Verification Set-up Process

**Why should I do this?** To keep your gmav information safe on your mobile device(s).

**What do I need to do?**
1. Get a 2-step verification code from Google.
2. Add your verification code to and set up gmav with your personal email (gmail, Outlook, Mac Mail).

**Part 1: Get a Google 2-Step Verification Code**

1. Login into your account via your web browser.
2. In the upper right corner of the browser window, select the drop-down list under your email address, and then click My Account.
3. Click Sign-in & security.
4. Scroll down to the Signing in to Google section.
5. Verify if the 2-Step Verification is turned Off or On.
   - If On, skip to step 6.
   - If Off, click the link.
     - Click Start setup >.
     - Enter a phone number where you can receive texts.
     - Click Send code.
     - Enter the 6-digit code Google sends you.
     - Next, click Verify.
     - Trusting the computer is optional.
     - Click Next >.
     - Finally, click Confirm.
     - Do NOT close this page yet.
6. Go to the following web page - [https://security.google.com/settings/security/apppasswords](https://security.google.com/settings/security/apppasswords).
7. Select an app (Windows computer) and a device.
8. Click Generate.
   - Use this code as your mobile password for GMav.

**Part 2: Adding the verification code and setting up gmav with your personal email**

**GMav to Gmail Setup**

1. Log into gmav ([http://gmav.unomaha.edu](http://gmav.unomaha.edu)) with your NetID and password.
2. At the top right corner, click the cog/gear tool and select Settings.
3. Select Forwarding and POP/IMAP and Enable POP for all mail.
4. Click Save Changes.
5. Log into your Gmail account.
6. At the top right corner, click the cog/gear tool and select Settings.
7. Select Accounts and Import and Add a POP3 mail account you own.
8. Enter your UNO email address and then click Next Step.
9. Enter your 2 Step verification password.
10. Change the Server to pop.gmail.com and then click Add Account.
11. Confirm SMTP settings
   - Fill in 2 Step Password
   - Click Add Account.
12. In the verification window, you will need to enter the verification number that will be sent to your gmav account.
13. Get the verification number and enter it in the Gmail window and then click Next/Add Account.
14. Gmail will begin to fetch (import) all emails out of gmav.

**NEED HELP?**
Contact Information Services Technical Support
Check system status: [is.unomaha.edu/news](http://is.unomaha.edu/news)
Report an issue: [requestcenter.unomaha.edu](http://requestcenter.unomaha.edu)
Email us: [unohelpdesk@unomaha.edu](mailto:unohelpdesk@unomaha.edu)
Stop by or give us a call. We’re open Monday - Friday from 8AM to 5PM in Eppley (EAB) 104.

**IMAP/POP ENABLE**
Most people have IMAP/POP automatically enabled in their email client. If yours is not set up, follow these instructions
1. Login to Gmav and click the gear icon in the upper right corner.
2. Click Settings.
3. Click Forwarding and POP/IMAP.

**MAC Mail and Outlook Instructions**
Part 2: Adding the verification code and setting up gmav with your personal email

GMAV to MAC Mail Setup

1. Open Mail, and then do one of the following:
   - If you never set up any e-mail accounts using Mail, the Welcome to Mail page appears. Go to step 3.
   - If you have already created e-mail accounts using Mail, on the Mail menu, click Preferences. On the Accounts tab, click the plus sign (+) at the bottom of the navigation pane to open the Add Account window.

2. Select Add Other Mail Account.

3. In the Welcome to Mail or Add Account window:
   - Full Name field, enter the name you want displayed to others.
   - E-mail Address field, enter your full UNO e-mail address (e.g. jsmith@unomaha.edu).
   - Password field, enter the app specific password you set up in the two step verification.
   - Click Create.

4. In the Incoming Mail Server info, enter imap.gmail.com

5. Click Next > Next Again.

6. In the Outgoing Mail Server info enter: Smtp.gmail.com

7. In the E-mail Address box, enter your full UNO e-mail address (e.g. jsmith@unomaha.edu).

8. In the Password box, enter the app specific password you set up in the two step verification.

9. Next, click Create.

10. If a dialog box appears, enter:
    - E-mail Address field, enter your full UNO e-mail address (e.g. jsmith@unomaha.edu).
    - Password field, enter the app specific password you set up in the two step verification.

11. If the UNO Login Page pops up fill out:
    - Enter your NETID.
    - Enter your NETID Password.

Gmav to Outlook Setup

1. Open Outlook.

2. Click File > Account Settings.

3. Select New (on the Email tab) to add an account and fill in:
   - Your name
   - Your email address
   - The password you created in the two step verification

4. Click Manually configure server settings or additional server types.

5. Click POP/IMAP.

6. Fill in the following:
   - Name
   - Email address
   - Account type: Choose IMAP
   - Incoming server: imap.gmail.com
   - Username: full email address e.g. unohelpdesk@unomaha.edu
   - Password: Password that you created in step 1

7. Click More Settings . . . (located in the bottom right of the box).

8. Click the Outgoing Server tab.

9. Select My outgoing server (SMTP) requires authentication.

10. Click Use same settings as my incoming mail server.

11. Click the Advanced tab and verify the following settings: (if they are not already set this way you may need to set them)
    - Incoming server: 993
    - Incoming server encrypted connection: SSL
    - Outgoing server encrypted connection: TLS (change the encryption type first)
    - Outgoing server: 587

12. Click OK.

13. Click Test Account Settings ... to verify the account as been setup correctly.

14. If the account as been setup correctly click Close on the test window.

15. You should now see a message telling you the account is ready to use.

16. Click Finish and the account will now be accessible in Outlook.