



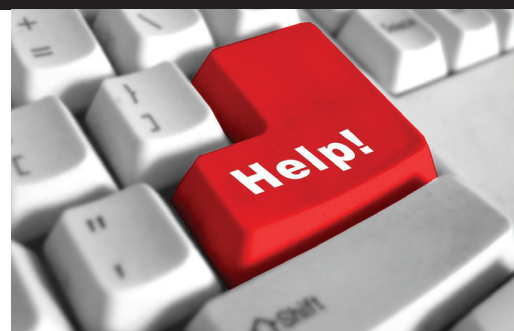
## 2-Step Verification Set-up Process



**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.
    - o Click **Start setup >>**.
    - o Enter a phone number where you can receive texts.
    - o Click **Send code**.
    - o Enter the 6-digit code Google sends you.
    - o Next, click **Verify**.
    - o Trusting the computer is optional.
    - o Click **Next >>**.
    - o Finally, click **Confirm**.
    - o Do NOT close this page yet.
6. Go to the following web page - <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.

### 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.

**Phone: 402-554-4357**

**Toll Free: 1-866-866-2721**

### 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**.

### 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>) 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.

#### MAC Mail and Outlook Instructions





## Part 2: Adding the verification code and setting up gmv 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: *Smtplib.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**.

### Gmv 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*
  - **Outgoing server:** *smtp.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.