2FA

2 Factor Authentication
For Smartermail

2 Factor Authentication

- 2FA (sometimes called MFA – multifactor authentication) protects your account by requiring an extra step in the login process.

- It prevents hackers from just guessing your password to get into your account.

- With 2FA, you need a code from another source as well as the password.

- In Smartermail, texting the code is not possible. Options include
  - A second email account
  - An Authenticator App like Last Pass, Google Authenticator or Microsoft Authenticator.
  - It also changes the password used by automated services like your IMAP client on your computer or phone to a more secured password.

- The following pages show you how to set up 2FA using either method.

- Make sure you continue to the end to see the password changes for email clients.

NOTE: 2FA has to be enabled on your domain before users have access to the settings.

2FA can be *enabled* (optional where users have a choice) or *enforced* (required for all users) for your domain.
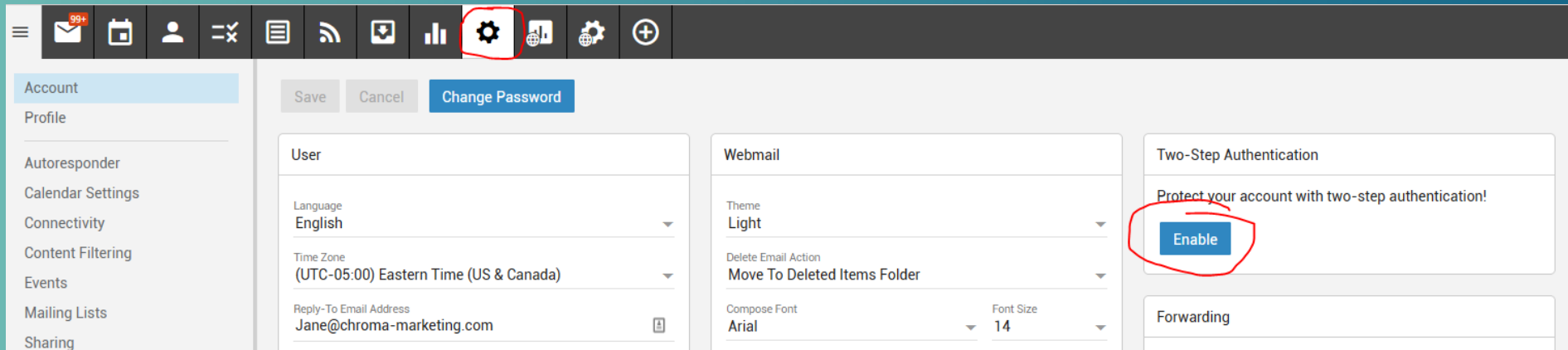
If you want 2FA enabled or enforced on your domain, contact us at 724-523-3001 or info@chroma-marketing.com

Login to your account at https://wm.gds.us.

Click Settings

Under Two-Step Authentication, click Enable

CHOOSE METHOD

Choose if you want to use an Authenticator App or Recovery Email Address

NOTE: A recovery email is required either way.

Click Next

AUTHENTICATOR APP

Open the app on your phone and scan the QR code.

The app provides a 6 digit code that you must enter.

The code changes every 30 seconds so make sure you have time to enter it and hit Check before the code changes.

Two-Step Authentication ?

Using an authenticator app, such as Google Authenticator, scan the QR code below, and provide the 6-digit verification code.

Can't scan the QR code?

Verification Code *

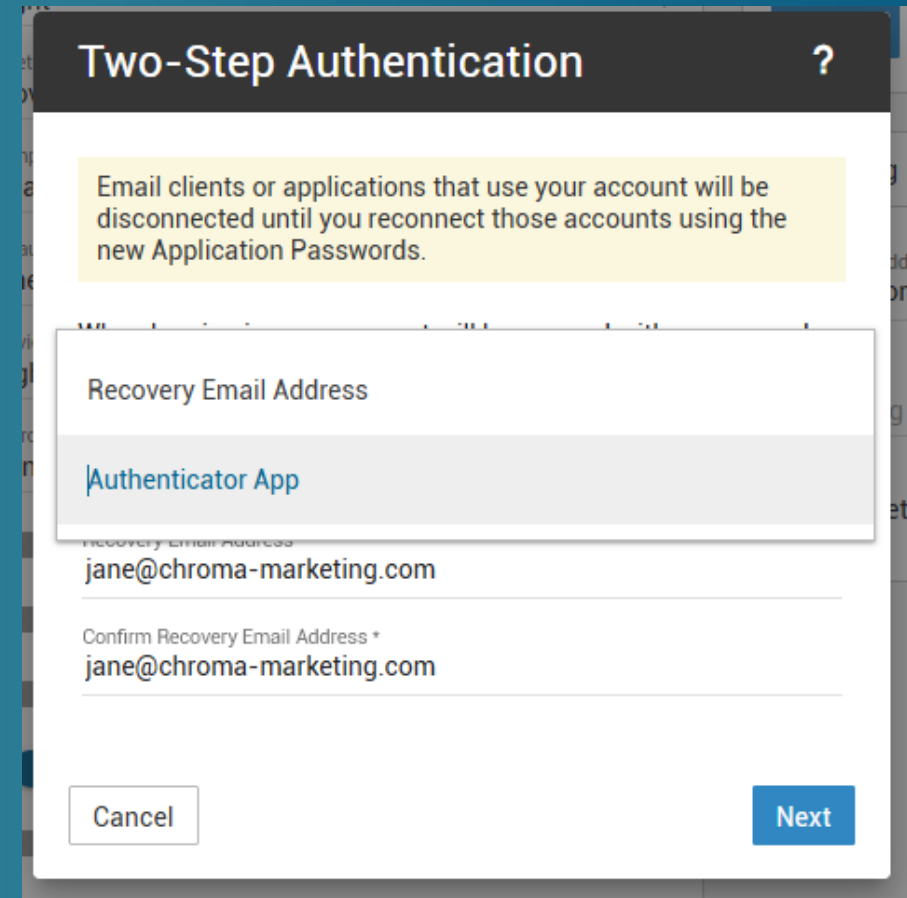This field is required.

Cancel   Back   Check

YOU AREN'T DONE YET, IF YOU SET UP THE AUTHENTICATOR, SKIP THE EMAIL RECOVERY SCREENS AND CONTINUE.

RECOVERY EMAIL

- Enter the email address twice
- Go to that email account and copy the verification code

It should come within a few minutes. If not, check your junk folder.

RECOVERY EMAIL

- Paste the verification code into the box and click Check

- If you don't receive the email, please check your junk mail. The sending address is *noreply@yourdomain.com.* (Where yourdomain.com is your actual domain name.)

YOU AREN'T DONE YET, PLEASE CONTINUE.

USING 2FA IN WEBMAIL

Every time you log into Webmail

- When you log in to webmail, you'll be asked for a verification code.

- Check your Authenticator App or your Recovery Email for the code.

- If you click Remember Me, it won't ask every time – just when you get log in.
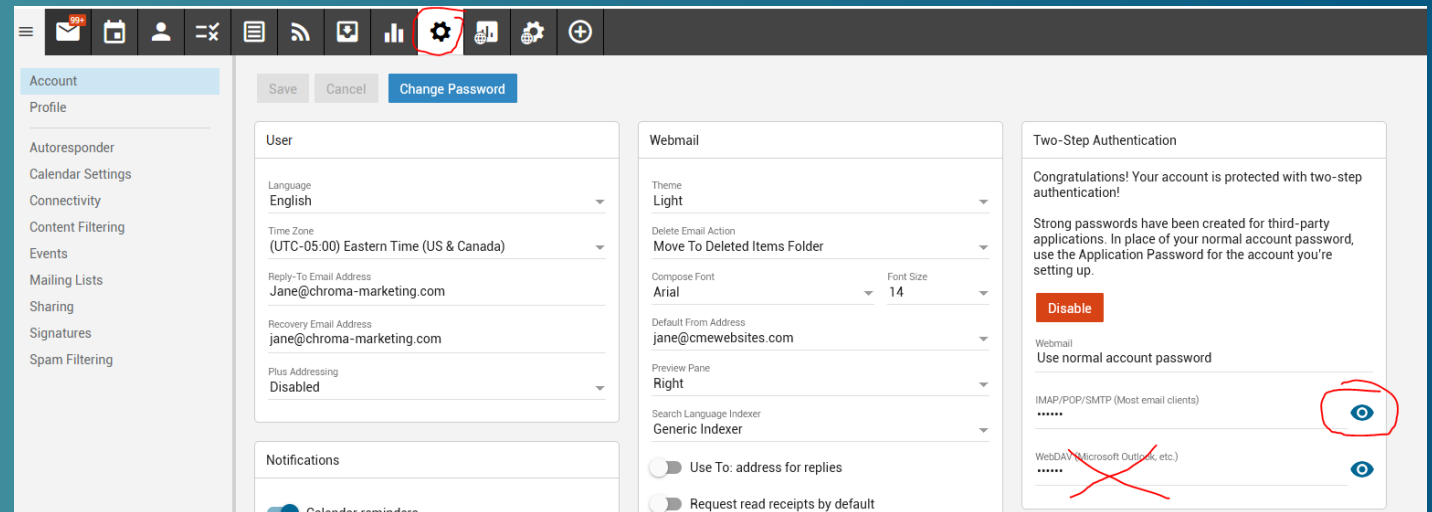
USING 2FA IN OUTLOOK PHONE OR OTHER EMAIL CLIENT

- You'll need to go to *any IMAP account* you have setup and change the password to the 2FA password.

- Under Settings and Two-Step Authentication, click the eyeball icon next to IMAP/POP/SMTP and you'll see the password.

- Copy that password and paste it into Outlook or type it into your phone settings.

When you set up 2FA, the password used by Outlook, Phone, (or other email client automatically changes.

USING 2FA IN OUTLOOK
PHONE OR OTHER EMAIL CLIENT

- NOTE: Even though the second password says Microsoft Outlook, do not use this.

- You are set up with IMAP (even in Outlook) so use that first password.

When you set up 2FA, the password used by Outlook, Phone, (or other email client automatically changes.
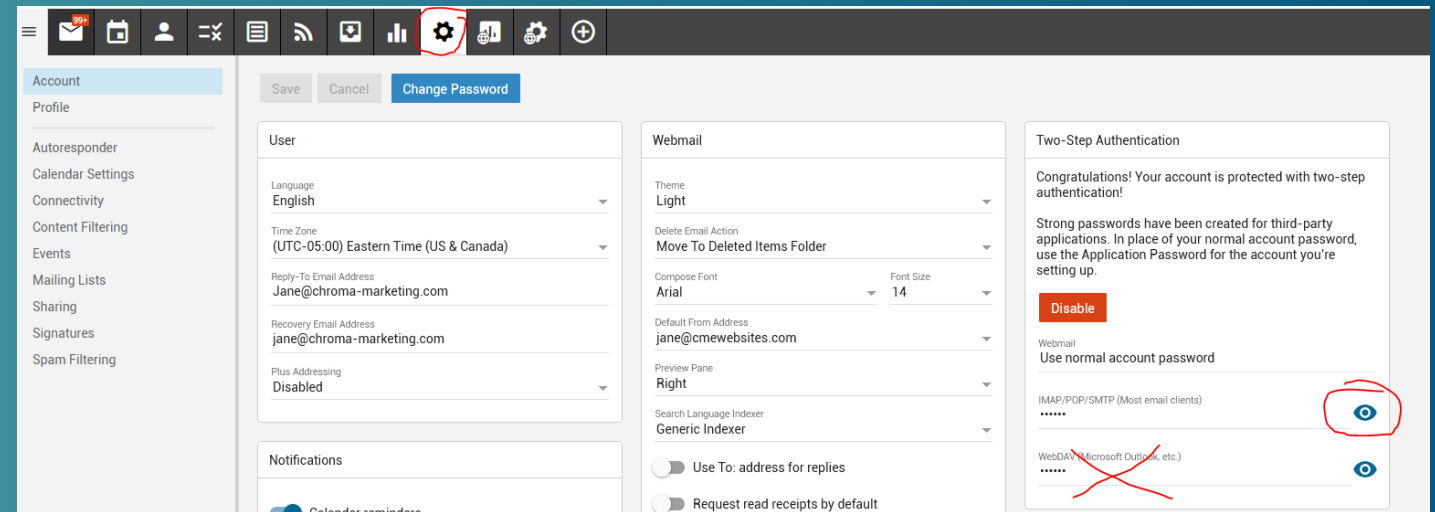
THAT'S IT

There's no doubt about it that 2FA is a PIA!

It'd be much easier if your password were 1234 too.

But that's not the world we live it today. It's becoming more and more important that your email and other accounts are secure – and this is a good way to do it.

chroma
marketing essentials

724-523-3001

Visit: www.chroma-marketing.com

Emai: info@chroma-marketing.com