

OCA Email Account

How do I set up an Authenticator Application as a 2FA method?

An Authenticator Application can be used to streamline the sign in process. The setup process involves installing the Google Authenticator Application on your device – such as a Mobile or Tablet – and connecting the application to your OCA Email Account.

When initially setting up 2FA on your account, the Authenticator Application option won't be available. **You must first enable two alternative authentication methods before following the guidance below**, see the [How do I enable 2-Step Verification \(2FA\)?](#) article for more information.

Once 2FA has been enabled on your account, you can set up the Authenticator Application by following the steps outlined below:

1. On your Mobile or Tablet, access the [Google Play Store](#) (Android) or [App Store](#) (iOS) and install the Google Authenticator Application.
2. From your web browser, navigate to the Google homepage – [google.com](https://www.google.com).

3. Select the Google Account Profile Icon in the upper-right corner, followed by 'Manage your Google Account'.
4. Select 'Security & sign-in' from the left-hand menu, and scroll down to select '2-Step Verification'. You will be prompted to enter your password to continue.
5. Select the 'Authenticator' option, followed by 'Set up authenticator'.
6. You will then be prompted to open the Google Authenticator Application that you installed in Step 1 and either scan a QR code on screen, or enter a key.
7. You will then be issued a six digit time-based code that you'll need to enter on the Google Account Security Settings page in order to verify and complete the 2FA set up process.

If the process is completed successfully, you will see 'Authenticator' is one of the enabled options on the 2-Step Verification page. Upon signing in and being prompted to authenticate your account, you will now be issued with a six digit code via the Google Authenticator Application on your Mobile or Tablet, which you can enter when prompted.

For more information and guidance, please see the Google Support Page for [Android](#) or [iPhone and iPad](#) (iOS) as required.