2. Settings Related to Multi-Factor Authentication

This section explains the procedure for configuring multi-factor authentication.

2. Settings Related to Multi-Factor Authentication
2.1 Preparing for Multi-Factor Authentication
2.2 Setup and Usage Procedures for Multi-Factor Authentication
2.2.1 Setting Up with Authenticator App
2.2.2 Setting Up with Phone Number (SMS)
2.2.3 Setting Up with Google Prompt
2.2.4 Setting Up with Phone Number (Phone Call)
2.2.5 Setting Up Backup Codes
2.3 Checking Multi-Factor Authentication (MFA) Configuration Status

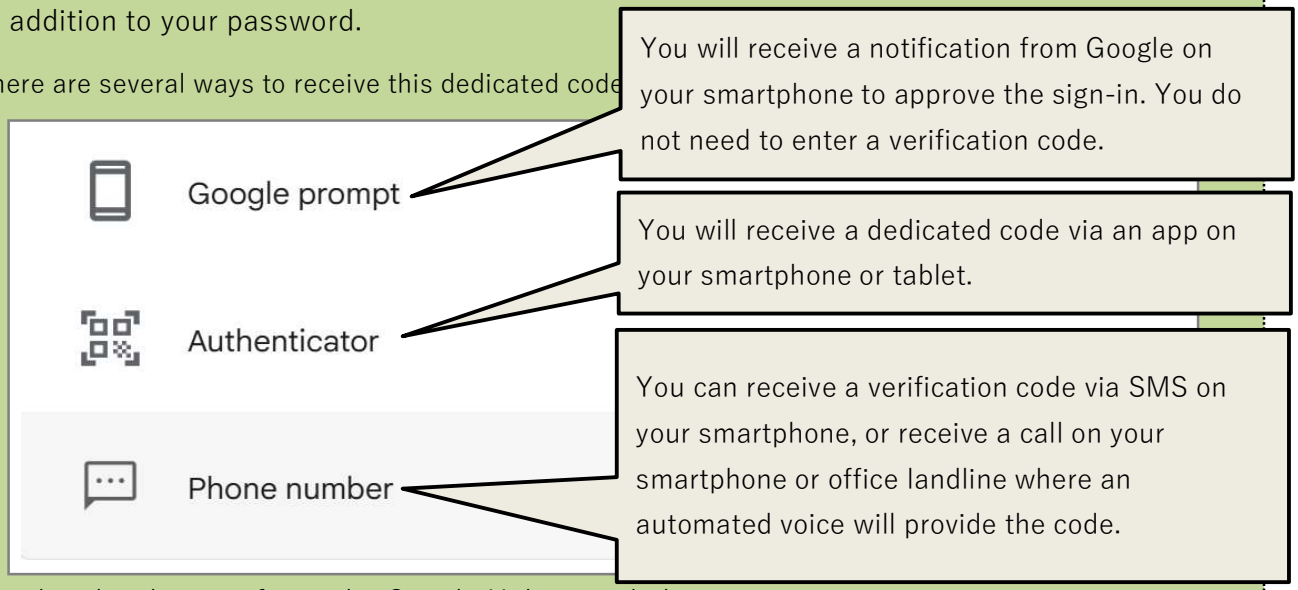
2.1 Preparing for Multi-Factor Authentication

In Google Workspace, multi-factor authentication strengthens account security by enabling 2-Step Verification.

What is 2-Step Verification?

It is a system that adds an extra step to the login process, requiring a dedicated code in addition to your password.

There are several ways to receive this dedicated code

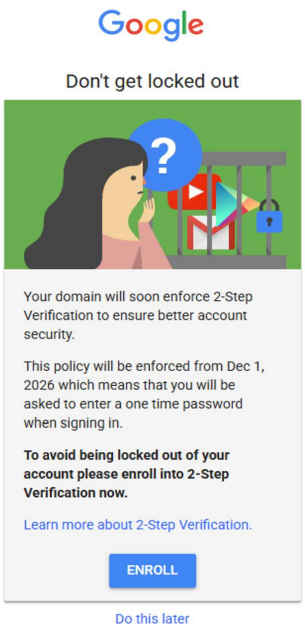


For details, please refer to the Google Help page below.

https://support.google.com/accounts/answer/185839?hl=en&co=GENIE.Platform=Desktop

Multi-factor authentication will become mandatory for Tohoku University Mail starting Tuesday, December 1, 2026.

Accordingly, a message prompting you to set up multi-factor authentication will appear during login, as shown below. Please ensure you complete the setup.

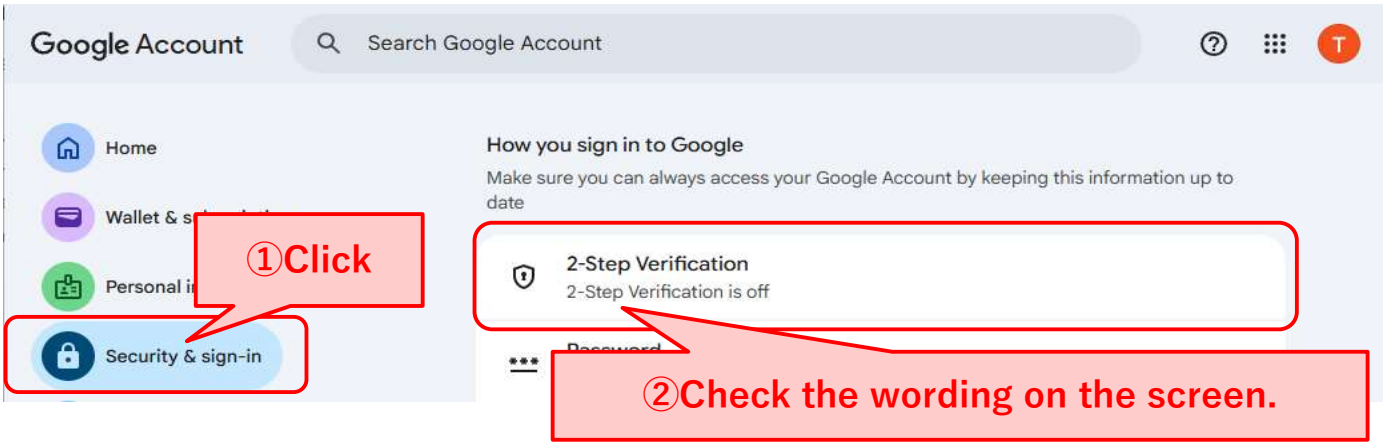


2.1 Preparing for Multi-Factor Authentication

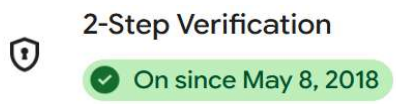
Section 2.1 explains how to open the 2-Step Verification settings screen.

Note: If you are setting it up via the "ENROLL" button in the multi-factor authentication prompt message from the previous page, please start from Step 7 below.

1. Open your browser and go to https://myaccount.google.com/
2. Log in with your university email address.
3. Select "Security and sign-in" from the left-hand menu.
4. Please verify the terminology for "2-Step Verification".



< If "Active since Month,Day,Year" is displayed below "2-Step Verification" >



2-Step Verification is already set up.

Please proceed to "2.2.5 Setting Up Backup Codes".

https://www.bureau.tohoku.ac.jp/i-synergy/tumail/manual/2-2-5-eng.pdf

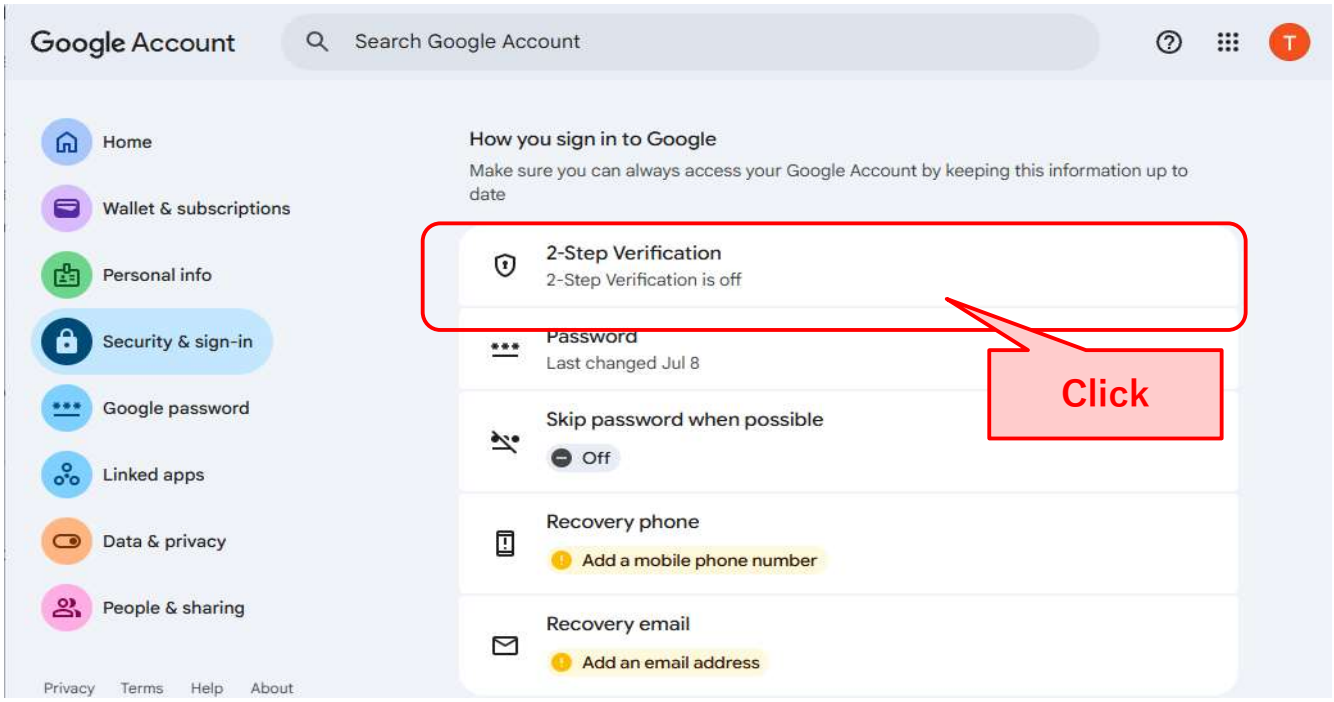
< If "2-Step Verification is off" is displayed below "2-Step Verification" >

2-Step Verification is not set up.

Please follow the steps below to set up 2-Step Verification.

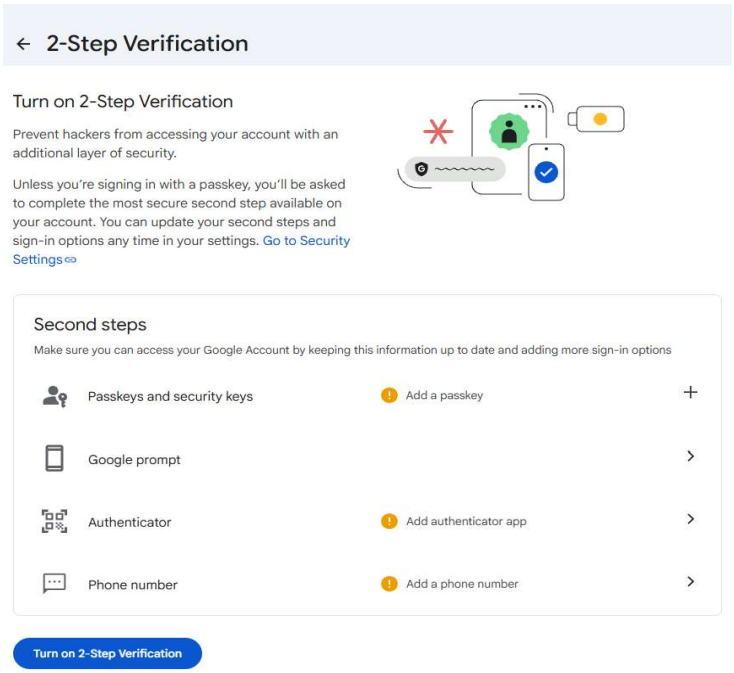
2.1 Preparing for Multi-Factor Authentication

5. Under "How you sign in to Google", select "2-Step Verification".



6. If the password confirmation screen appears, enter your password.

7. The "2-Step Verification" screen will be displayed.



8. For the subsequent steps, please refer to sections 2.2.1 through 2.2.4.

https://www.bureau.tohoku.ac.jp/i-synergy/tumail/manual/2-2-1-eng.pdf