

Step 1: Click on settings, then on See all settings.

The screenshot displays the Gmail web interface in a browser window. The address bar shows the URL `mail.google.com/mail/u/3/#inbox`. The main content area lists several emails, including one from 'ety-ymfd-mha' and another from 'G Apps UoH'. On the right side, a 'Quick settings' panel is open, showing options for 'DENSITY' (Default, Comfortable, Compact) and 'THEME' (View all). The 'See all settings' button is highlighted in blue. A blue arrow from the text above points to the settings gear icon in the top right corner of the Gmail interface.

Sender	Subject	Date
ety-ymfd-mha (2022-01-11 at 23:22 GMT-8)	The recording ha...	1:26 PM
G Apps UoH	Workshop # 5: Using InCites to identify the funders in emergin...	11:38 AM
G Apps UoH	Fwd: 75 crore suryanamaskar project, 26th January, 22 progr...	11:27 AM
meet-recordings-nor.	CAS Interviews-Reg. (2022-01-11 at 00:36 GMT-8) - The reco...	Jan 11
meetings-noreply	Meeting data from 'CAS Interviews-Reg' on Jan 11, 2022 - Th...	Jan 11
meet-recordings-nor.	Meet recording status from 'CAS Interviews-Reg' on Jan 11, ...	Jan 11
G Apps UoH	Dept of English Lecture Series "Reading Matters" - 4: "Readin...	Jan 11
Google	Security alert - A new sign-in on POCO F1 avcalls@uohyd.ac.in...	Jan 10
meet-recordings-nor.	CAS Interviews-Reg. (2022-01-09 at 19:49 GMT-8) - The record...	Jan 10

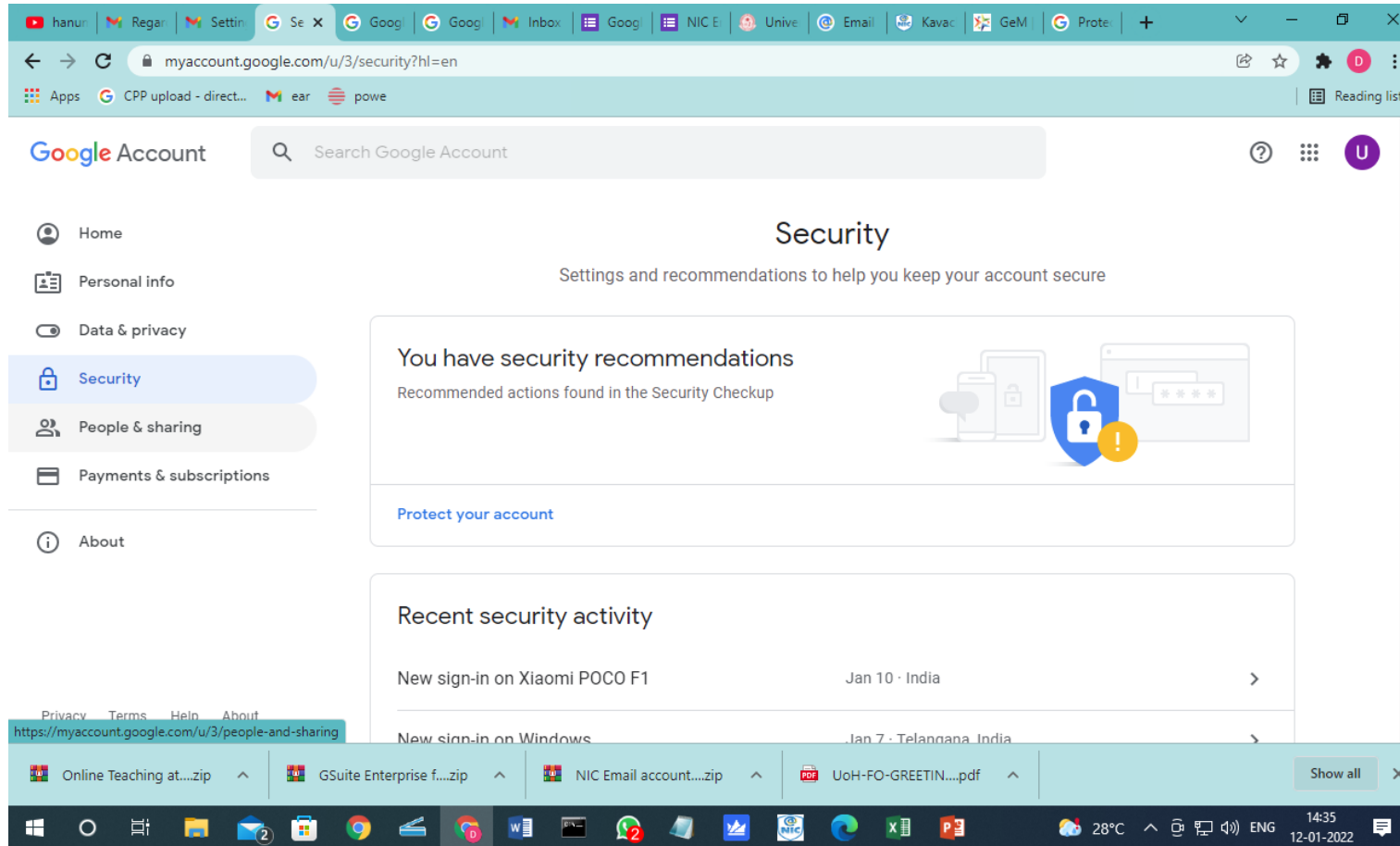
Step 2: Click on Accounts and Import, then Google Account Settings.

The screenshot shows the Gmail 'Accounts and Import' settings page. The browser address bar displays 'mail.google.com/mail/u/3/#settings/accounts'. The page is divided into several sections:

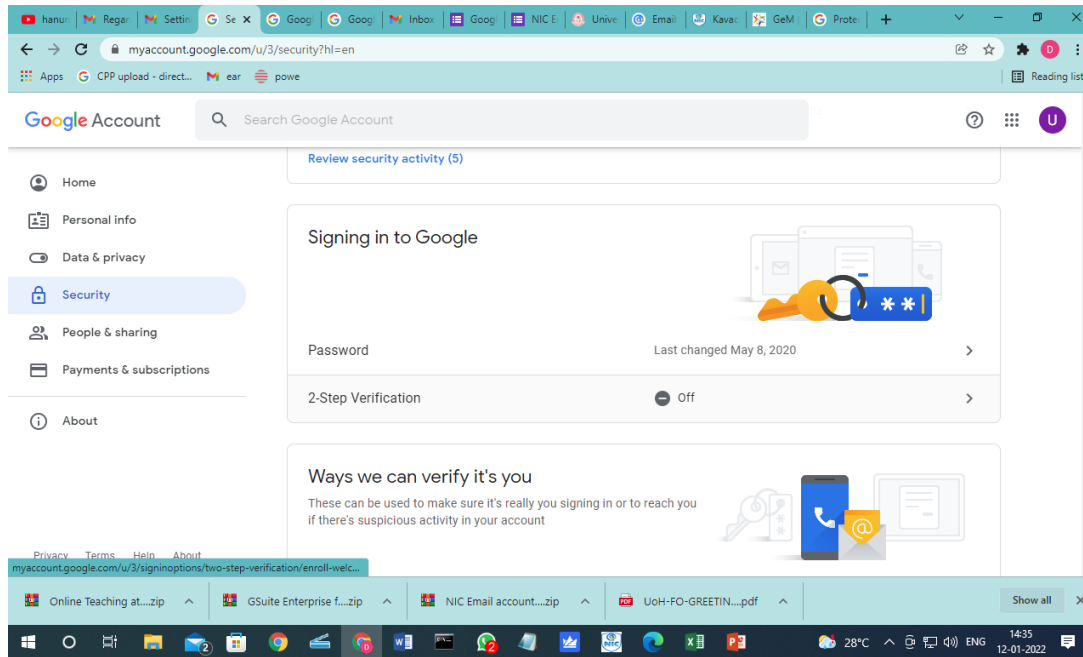
- Change account settings:** Includes a link for 'Google Account settings' to manage passwords and security.
- Import mail and contacts:** Provides options to import from Yahoo!, Hotmail, AOL, or other webmail/POP3 accounts, with a link to 'Import mail and contacts'.
- Send mail as:** Shows the current account 'University of Hyderabad AV Conference <avcalls@uohyd.ac.in>' and an option to 'Add another email address'.
- Check mail from other accounts:** Includes a link to 'Add a mail account'.
- Add additional storage:** Indicates 'Using 28.12 GB' and offers to 'Purchase additional storage'.

At the bottom of the settings page, it shows 'Program Policies Powered by Google' and 'Last account activity: 5 minutes ago Details'. The Windows taskbar at the bottom shows the time as 14:33 on 12-01-2022.

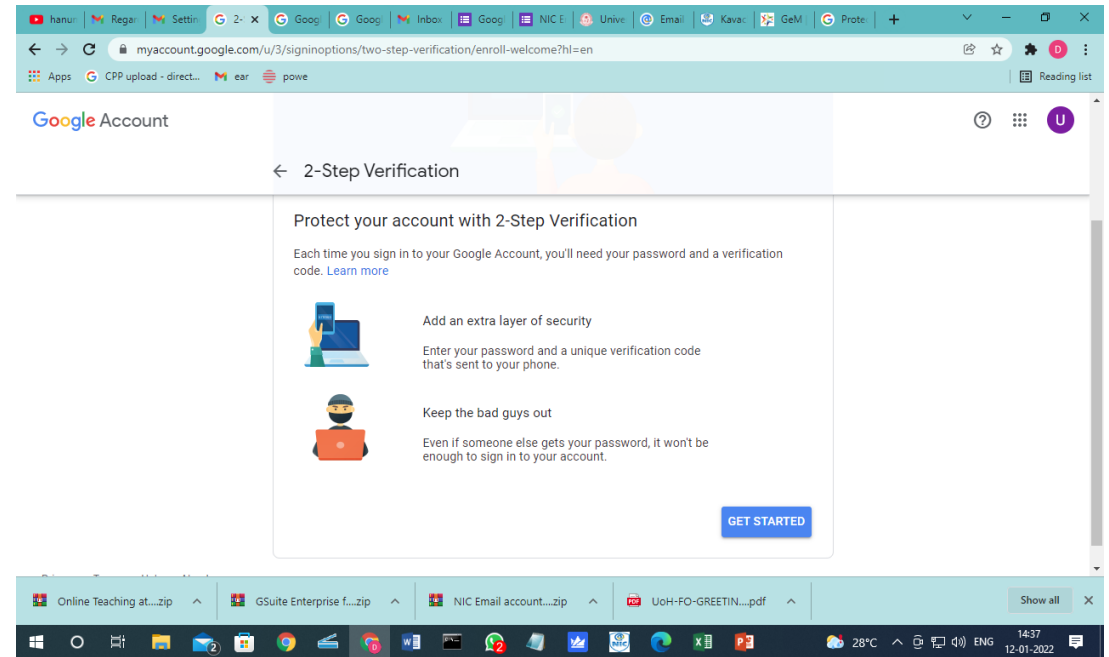
Step 3: Click on Security, then scroll down to 2 Step Verification. Follow screen tips.



Step 4: Follow screen tips.



This screenshot shows the Google Account Security page. The left sidebar contains navigation options: Home, Personal info, Data & privacy, Security (highlighted), People & sharing, Payments & subscriptions, and About. The main content area is titled "Review security activity (5)" and includes a "Signing in to Google" section with a "Password" field (last changed May 8, 2020) and a "2-Step Verification" toggle set to "Off". Below this is a section titled "Ways we can verify it's you" with an illustration of a smartphone and a laptop.



This screenshot shows the Google Account 2-Step Verification enrollment page. The page title is "2-Step Verification" and the main heading is "Protect your account with 2-Step Verification". Below the heading, it states: "Each time you sign in to your Google Account, you'll need your password and a verification code. [Learn more](#)". There are two main sections: "Add an extra layer of security" (with an illustration of a person at a laptop) and "Keep the bad guys out" (with an illustration of a person with a laptop). The "Keep the bad guys out" section includes the text: "Even if someone else gets your password, it won't be enough to sign in to your account." A blue "GET STARTED" button is located at the bottom right of the main content area.