

TWO-STEP VERIFICATION.

Two-step verification

Recently, Hiscox has seen a large number of cyber claims where criminals have hacked into customers' email accounts. This has given them access to personal and confidential information and has also allowed them to send emails from the hacked account. Often they will send emails to the customers of the victim, asking them to make payments to bogus bank accounts.

These attacks can be incredibly costly, not only in terms of the monetary loss, but also because of the time required to handle them and the potential reputational damage they can cause.

Two-step verification (also known as two-factor authentication or multifactor authentication) is a security feature that can prevent many of these incidents by helping to secure the user login processes. In most cases, login security is reliant on a user's password, which can be compromised in a variety of ways. Two-step verification adds a second layer of security, such as a one-time pincode sent to an application or mobile device, making it much harder for hackers to gain unauthorised access to a system or platform.

While two-step verification does not protect against all potential hacks, it remains to be an incredibly important cyber security solution, especially as more and more IT services move to the cloud.

In many instances two-step verification is not turned on by default. This guide provides you with instructions on how to turn on two-step verification for Alphabet's Gsuite (including Gmail) and Microsoft's Office 365. 1. Click the 3x3 square icon, then click 'My Account'.

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2. This shows that '2-Step Verification' is currently off. Click on the little arrow to set it up.

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Device activity & security events	account.	Get started >		
Apps with account access	Make sure you choose a strong password			
Personal info & privacy	A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.	Password & sign-in metho	d	
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Control your content		Note: To change these settings, you will need to confirm your password.		
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Two-step verification Gmail/G Suite

3. Click on 'GET STARTED', you will then be taken to a screen where you can choose how you want to set up two-step verification. Options include either receiving a code via SMS, or getting a 'Google prompt' direct to your phone. Simply follow the steps and you'll be set.

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Two-step verification Office 365

1. Log into your Office 365 account. Click on the diamond icon.

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2. This will bring you to the 'Premium' page. Click on 'Manage' next to the 'Advanced security' section.

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Two-step verification Office 365

3. Click on 'Set up two-step verification'.

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Manage sign-in o	otions								
Two-step verif	ication								
Two-step verificat	ion is an advance	d security featur	e that makes it h	arder for some	one to break in to your accou	int with just a stolen password	. Learn more about	t whether this is right	for you.
Set up two-step v	erification								
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Set up recovery c	ode								

4. Click 'Next'.

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	3. Print or write	down your recove	ery code.									
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Two-step verification Office 365

5. Choose how you want to receive verification codes and follow the steps to complete the setup.

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