Central College

Google Mail & Your Phone

For Android Phones

1. On your computer, using any browser, log into the portal at: https://my.central.edu
2. Verify that the Student Home tab is selected
3. Login to your Email account found under Cloud Services
4. Once, logged in, in top right corner select your email address name and click on Account.

5. Select the Security Category. You are going to click on the Edit button to turn on 2-step verification. (middle row)
6. Click **Start setup**

![Start setup screenshot](image)

7. Enter your **Phone number**. Please make sure to enter your mobile phone number that you intend to setup your Google mail.

8. Select the preference as to how Google can send your verification code. **Text Message or Voice Call.**

9. Click **Send code**.
10. Enter the verification code from the text message or call from your phone
11. Click **Verify**

12. Read the message regarding trusting your computer, and answer appropriately, do not answer yes if you are on a lab computer or a public computer.
13. Click **Next**
14. Click **Confirm** to turn on the 2-step verification

![Turn on 2-step verification](image)

You’ll only be asked for a code whenever you sign in using your student@central.edu account every 30 days, on each trusted computer or device.

If you lose your phone, you can always change it in account settings.

The Google Apps SLA (Service Level Agreement) does not apply to any services that are used in connection with 2-step verification, if the verification process relies on third-party voice or data providers to deliver the verification code. Details of the agreement are available here.

15. Verification appears that 2-step verification is turned on

16. In the section, **Application-specific passwords**, click on **Manage application–specific passwords**.

![Application-specific passwords](image)

Some applications that access Google Accounts from a phone, desktop, or other devices (like mobile Gmail, desktop Firefox, or AllWords Editor) cannot ask for verification codes.

To use these applications, you'll need to enter an application-specific password in the password field instead of your account password. Learn more

17. Enter an identifying word such as **Central Email** and click **Generate password**

![Application-specific passwords](image)

Some applications that work outside a browser aren’t yet compatible with 2-step verification and cannot ask for verification:

- Apps on smartphones such as Android, BlackBerry or iPhone
- Mail clients such as Microsoft Outlook
- Chat clients such as Google Talk or AIM

To use these applications, you first need to generate an application-specific password. Next, enter that in the app’s application-specific password field for each application that needs one. Learn more

[Watch the video on application-specific passwords](video)

**Step 1 of 2: Generate new application-specific password**

Enter a name to help you remember what application this is for:

**Name:** [ ]

[Generate password]
18. A one-time password appears. KEEP THIS SCREEN until complete

**Application-specific passwords**

Step 2 of 2: Enter the generated application-specific password
You may now enter your new application-specific password into your application.

Note that this password grants complete access to your Google Account. For security reasons, it will not be displayed again:

```
cozp luck zext qhvs
No need to memorize this password.
You should need to enter it only once. Spaces don’t matter.
```

[Done]

19. This is the end of the computer portion of the setup process

**On your Android phone**

2. Click Next button.
3. Where it says, “Already have a Google Account?”
4. Click Sign in button.
5. Enter your email address for your username; (i.e. username@central.edu)
6. Enter the one-time password that was provided to you from Google’s step 2 of application specific passwords.
7. Click Sign in and select types of features you would like to synchronize your mobile phone with.
8. Google Apps and you are done.