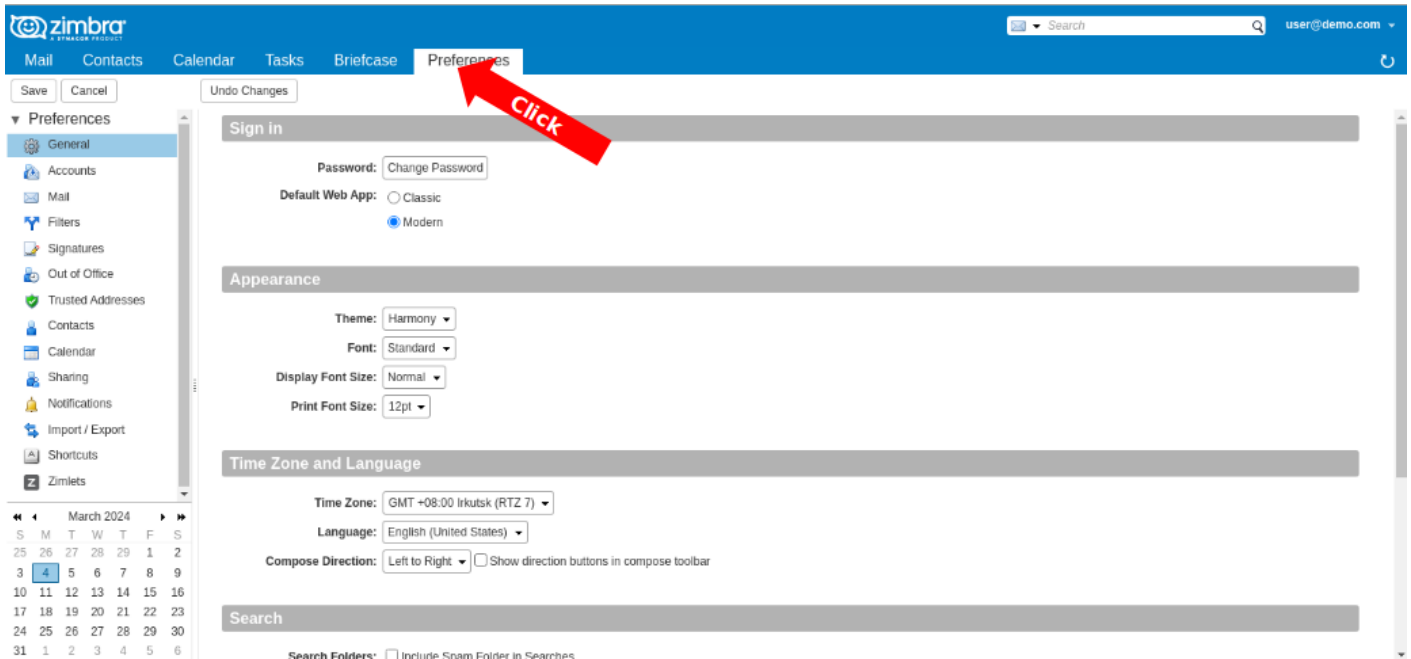
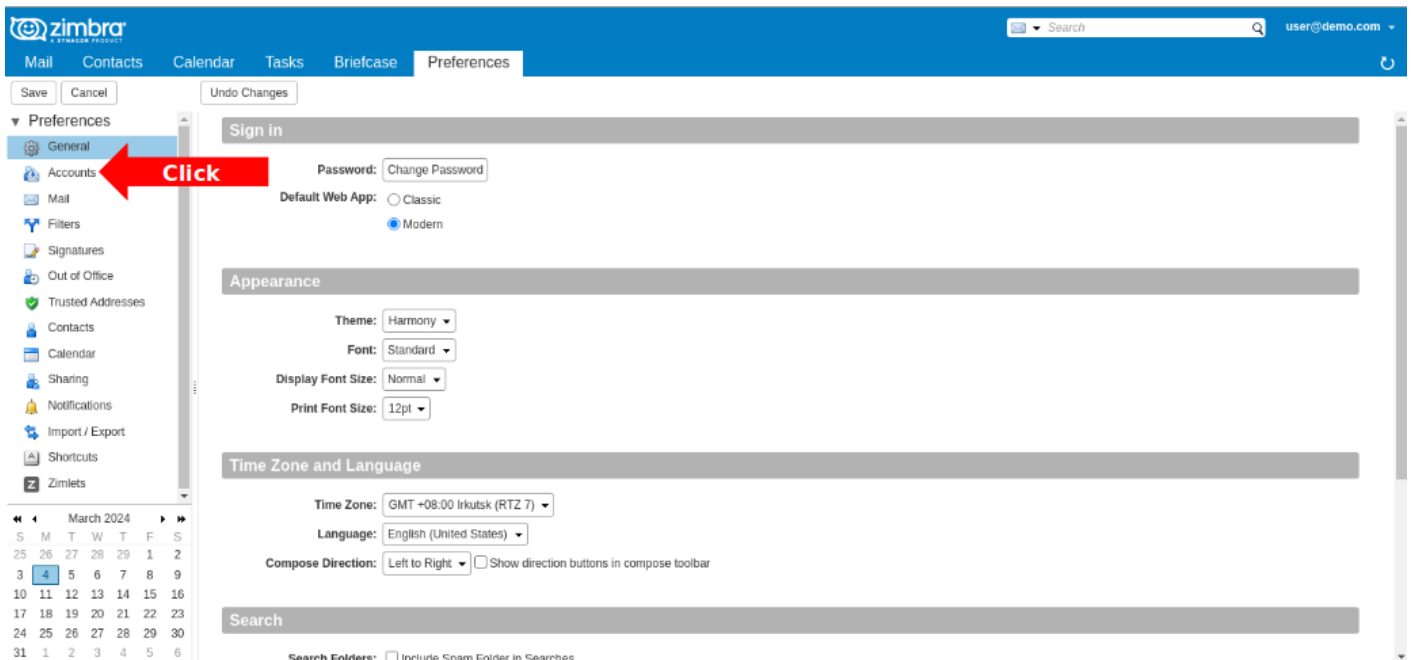


# How To Setup 2FA For PC



The screenshot shows the Zimbra web interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Briefcase', and 'Preferences'. The 'Preferences' tab is selected and highlighted with a red arrow and the word 'Click'. Below the navigation bar, there are buttons for 'Save', 'Cancel', and 'Undo Changes'. The left sidebar shows a list of preference categories: General, Accounts, Mail, Filters, Signatures, Out of Office, Trusted Addresses, Contacts, Calendar, Sharing, Notifications, Import / Export, Shortcuts, and Zimlets. The main content area is divided into sections: 'Sign in' (with 'Password' and 'Default Web App' options), 'Appearance' (with 'Theme', 'Font', 'Display Font Size', and 'Print Font Size' options), 'Time Zone and Language' (with 'Time Zone', 'Language', and 'Compose Direction' options), and 'Search' (with a 'Search Folders' checkbox). A calendar for March 2024 is visible on the left side of the main content area.



The screenshot shows the Zimbra web interface with the 'General' tab selected in the left sidebar, highlighted with a red arrow and the word 'Click'. The main content area is divided into sections: 'Sign in' (with 'Password' and 'Default Web App' options), 'Appearance' (with 'Theme', 'Font', 'Display Font Size', and 'Print Font Size' options), 'Time Zone and Language' (with 'Time Zone', 'Language', and 'Compose Direction' options), and 'Search' (with a 'Search Folders' checkbox). A calendar for March 2024 is visible on the left side of the main content area.

zimbra

COMMUNICATIONS

Search

user@demo.com

Mail

Contacts

Calendar

Tasks

Briefcase

Preferences

Save

Cancel

Undo Changes

▼ Preferences

General

Accounts

Mail

Filters

Signatures

Out of Office

Trusted Addresses

Contacts

Calendar

Sharing

Notifications

Import / Export

Shortcuts

Zimlets

March 2024

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31

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6

Accounts

Account Name	Status	Email Address	Type
Primary Account	OK	user@demo.com	Primary

Add External Account

Add Persona

Delete

Primary Account Settings

Email address: user@demo.com

Account Name: Primary Account

Settings for Sent Messages

From: Choose what appears in the "From" field of email messages

e.g. Bob Smith

user@demo.com

Reply-to: ☐ Set the "Reply-to" field of email messages to:

e.g. Bob Smith

Signature: [Manage your signatures ...](#)

Account Security: Using standard authentication [Setup two-step authentication ...](#)

Delegates: The following users have delegated authority to this account

Name	Type
------	------

Click

zimbra

COMMUNICATIONS

Search

user@demo.com

Mail

Contacts

Calendar

Tasks

Briefcase

Preferences

Save

Cancel

Undo Changes

▼ Preferences

General

Accounts

Mail

Filters

Signatures

Out of Office

Trusted Addresses

Contacts

Calendar

Sharing

Notifications

Import / Export

Shortcuts

Zimlets

March 2024

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Accounts

Account Name	Status	Email Address	Type
Primary Account	OK	user@demo.com	Primary

Add External Account

Add Persona

Delete

Primary Account Settings

Email address: user@demo.com

Account Name: Primary Account

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e.g. Bob Smith

user@demo.com

Reply-to: ☐ Set the "Reply-to" field of email messages to:

e.g. Bob Smith

Signature: [Manage your signatures ...](#)

Account Security: Using standard authentication [Setup two-step authentication ...](#)

Delegates: The following users have delegated authority to this account

Name	Type
------	------

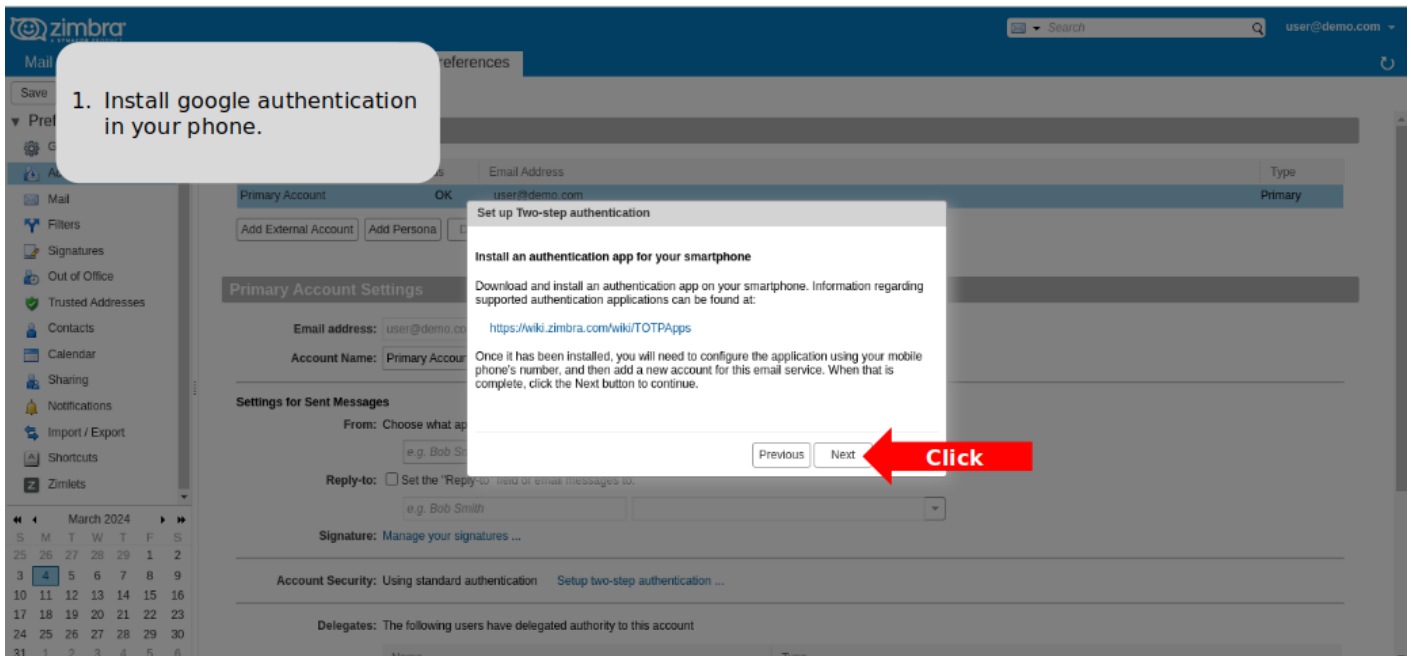
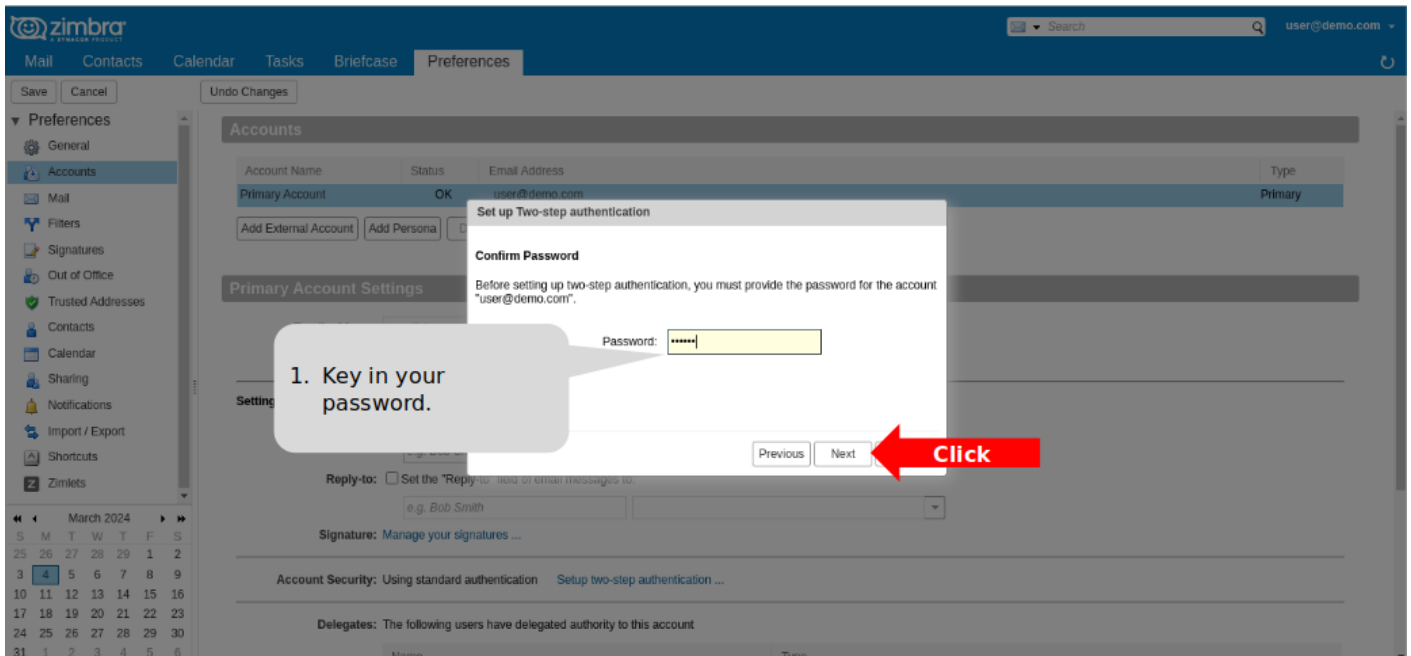
Set up Two-step authentication

Two-step authentication adds additional security to your account by requiring not only your username and password, but also a code from your smart phone. This added level of security makes it much more difficult for your account to be compromised by an intruder.

Choose "Begin Setup" to configure your smart phone to generate a secure code. Once your phone is configured, you may choose to be prompted for a code each time you sign in, or you may choose to remember a device you trust.

Begin Setup

Click



zimbra

Corporate Edition

Search

user@demo.com

Mail

References

Save

Preferences

Primary Account

OK

user@demo.com

Primary

Add External Account

Add Personal Account

Primary Account Settings

When prompted, enter the following key:

PFVF6WLOCMQFCZQP

Copy Setup Key

Previous

Next

Cancel

Settings for Sent Messages

From: Choose what appears in the From: field of email messages to:

Reply-to: ☐ Set the "Reply-to:" field of email messages to:

Signature: Manage your signatures ...

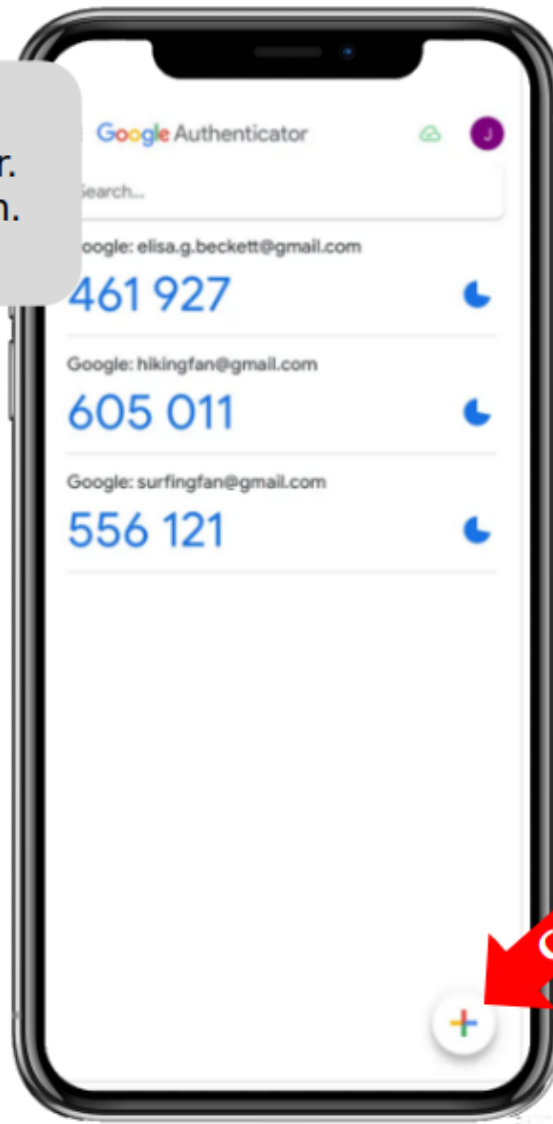
Account Security: Using standard authentication Setup two-step authentication ...

Delegates: The following users have delegated authority to this account

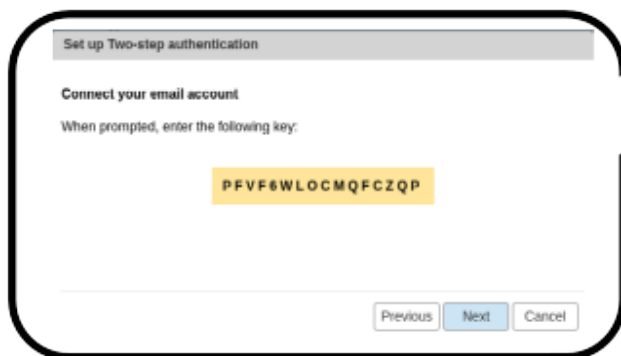
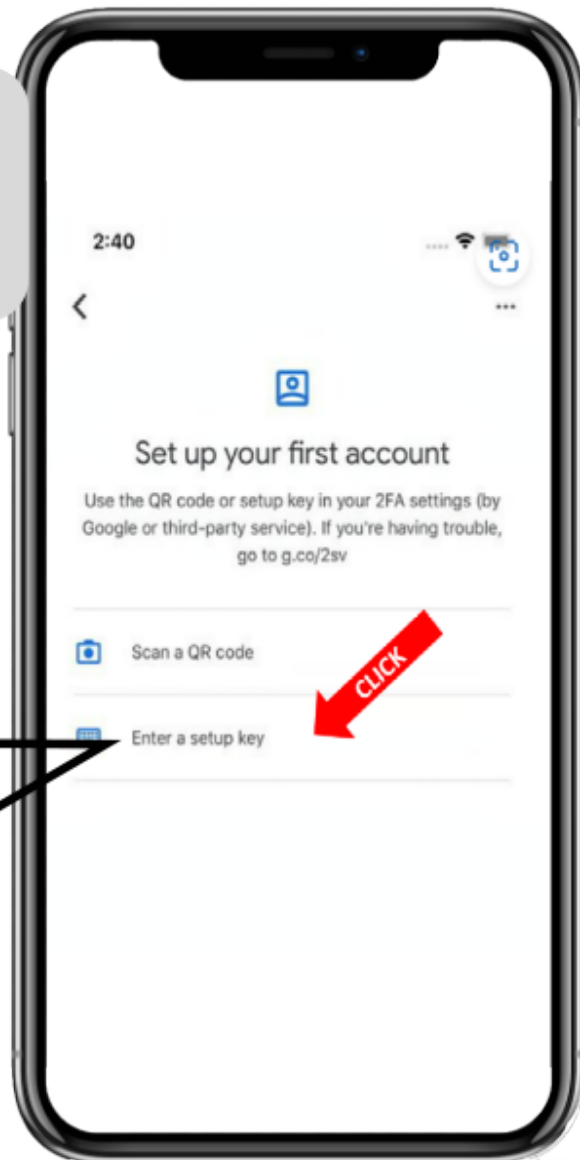
1. Copy the setup key.

March 2024						
S	M	T	W	T	F	S
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

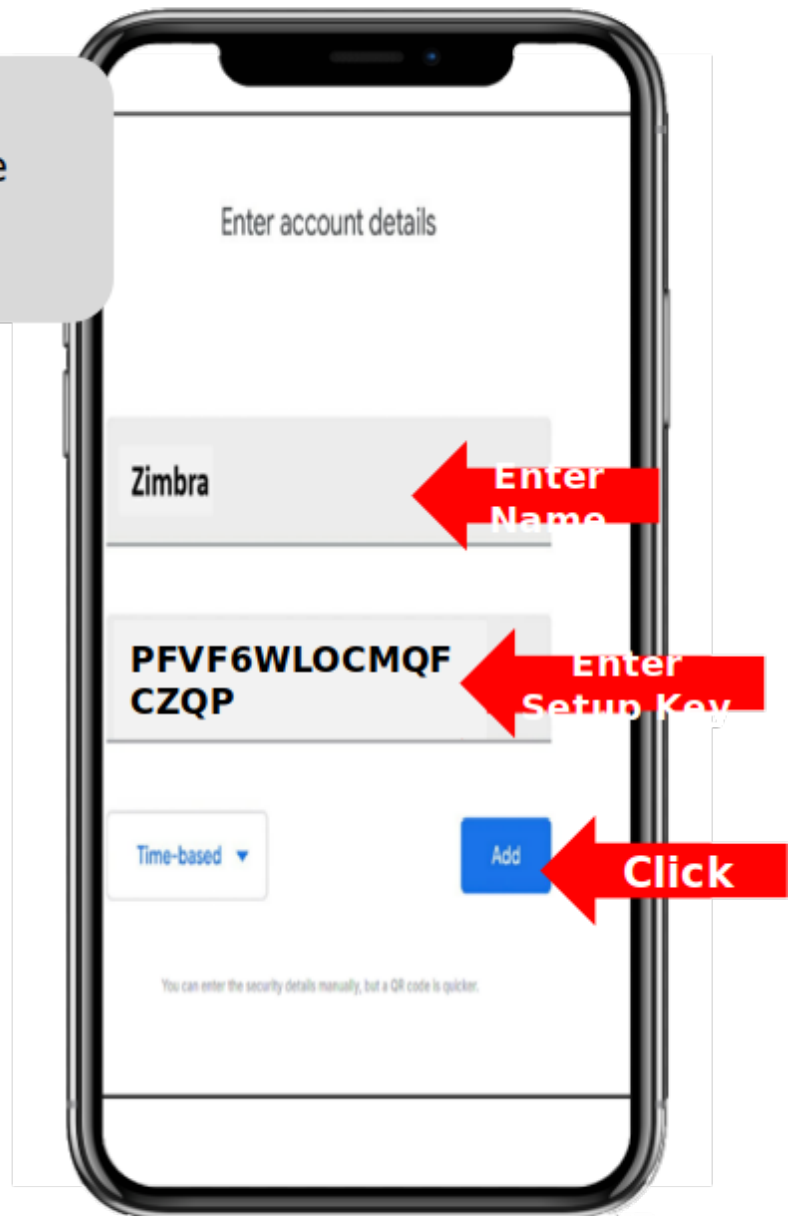
1. Open google authenticator.
2. Click add button at bottom.



1. Click and enter setup key



1. Enter name
2. Enter setup key in google authenticator
3. Click Add button



1. Enter Zimbra 2FA code in google authenticator to the setup wizard.  
2. Click Next button.

Set up Two-step authentication

Enter code to confirm setup

Once you have entered the code, enter the 6-digit verification code from your authentication app.

Code: 998605

Previous Next

Click

Set up Two-step authentication

Success!

You have successfully configured your authentication app to provide security codes for this email service. You will be prompted for a code each time you sign in. In the event you don't have access to your phone, you may also print out a set of one-time codes that can be used to sign in.

Click "Finish" to complete setup and activate two-step authentication for your account.

Finish

Click

Revision #2

Created 4 March 2024 06:15:43 by Samuel Sim

Updated 4 March 2024 06:19:43 by Samuel Sim