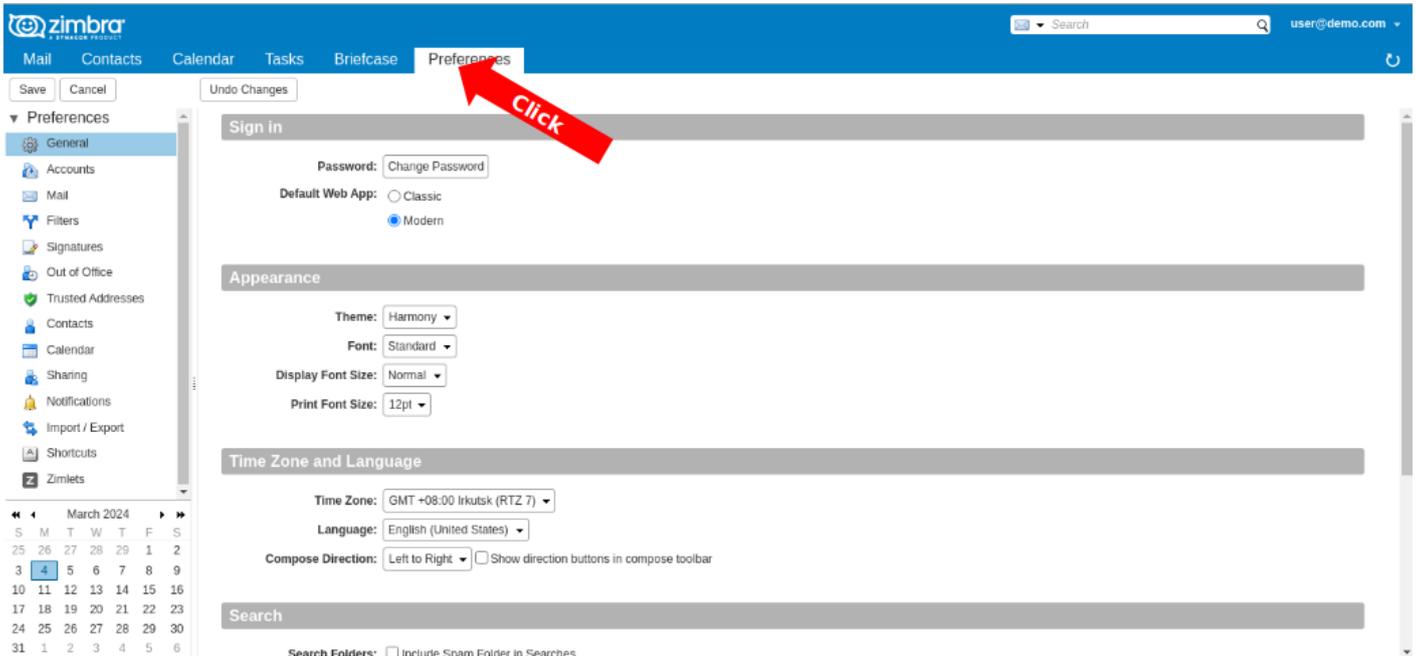
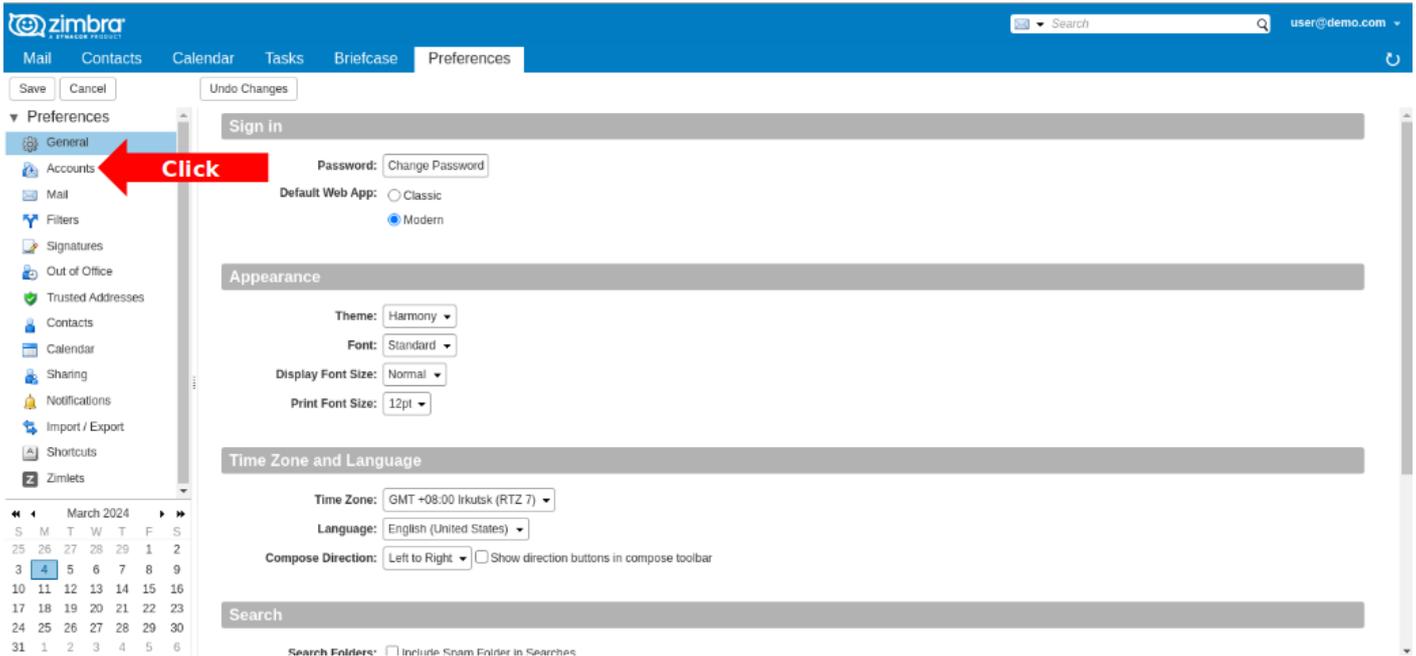


# How To Setup 2FA For PC



This screenshot shows the Zimbra web interface with the 'Preferences' tab selected in the top navigation bar. A red arrow labeled 'Click' points to the 'Preferences' tab. 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 a 'Change Password' button and 'Default Web App' options for Classic and Modern), 'Appearance' (with Theme, Font, Display Font Size, and Print Font Size dropdowns), '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 at the bottom left.



This screenshot shows the Zimbra web interface with the 'General' sub-tab selected in the left sidebar. A red arrow labeled 'Click' points to the 'General' sub-tab. The main content area displays the 'General' preference settings, including the 'Sign in' section with a 'Change Password' button and 'Default Web App' options, the 'Appearance' section with Theme, Font, Display Font Size, and Print Font Size dropdowns, the 'Time Zone and Language' section with Time Zone, Language, and Compose Direction options, and the 'Search' section with a 'Search Folders' checkbox. A calendar for March 2024 is visible at the bottom left.

Zimbra logo | 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

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

**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 ... **Click**

Delegates: The following users have delegated authority to this account

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

Zimbra logo | 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
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- Calendar
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- Import / Export
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March 2024

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**Accounts**

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

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Email address: user@demo.com

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e.g. Bob Smith | user@demo.com

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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**

The screenshot shows the Zimbra web interface with the 'Preferences' tab selected. A dialog box titled 'Set up Two-step authentication' is open, displaying the 'Confirm Password' step. The dialog contains the following text: 'Confirm Password', 'Before setting up two-step authentication, you must provide the password for the account "user@demo.com".', and a password input field with a masked password '\*\*\*\*\*'. Below the input field are 'Previous' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'Click'. A callout box on the left contains the text '1. Key in your password.'.

The screenshot shows the Zimbra web interface with the 'Preferences' tab selected. A dialog box titled 'Set up Two-step authentication' is open, displaying the 'Install an authentication app for your smartphone' step. The dialog contains the following text: 'Install an authentication app for your smartphone', 'Download and install an authentication app on your smartphone. Information regarding supported authentication applications can be found at: <https://wiki.zimbra.com/wiki/TOTPApPs>', and 'Once it has been installed, you will need to configure the application using your mobile phone's number, and then add a new account for this email service. When that is complete, click the Next button to continue.' Below the text are 'Previous' and 'Next' buttons. A red arrow points to the 'Next' button with the text 'Click'. A callout box on the left contains the text '1. Install google authentication in your phone.'.

1. Copy the setup key.

**Set up Two-step authentication**

Connect your email account

When prompted, enter the following key:

**PFVF6WL0CMQFCZQP**

Previous Next Cancel

Copy 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

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 outgoing messages to:

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

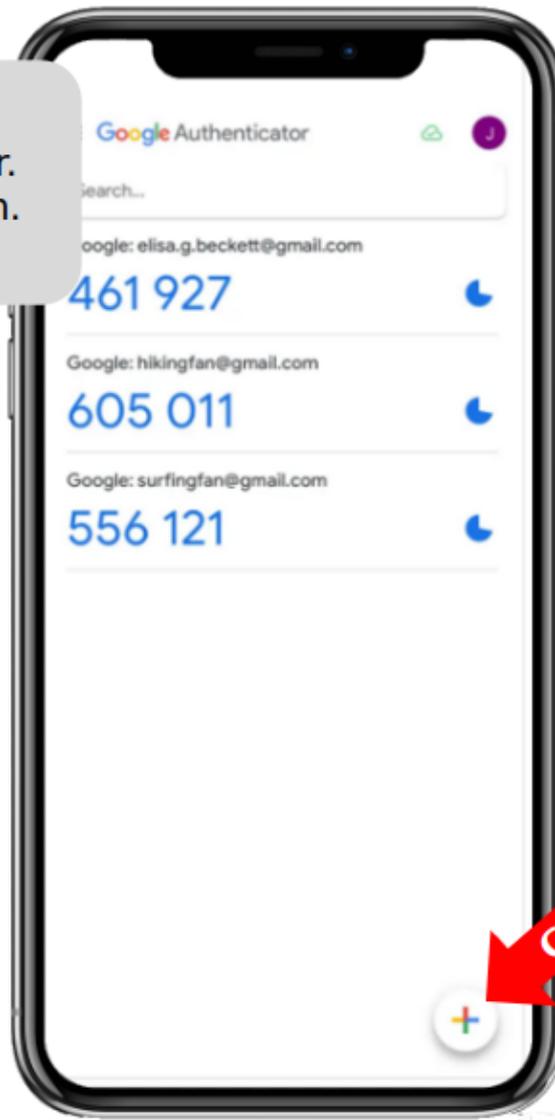
Signature: Manage your signatures ...

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

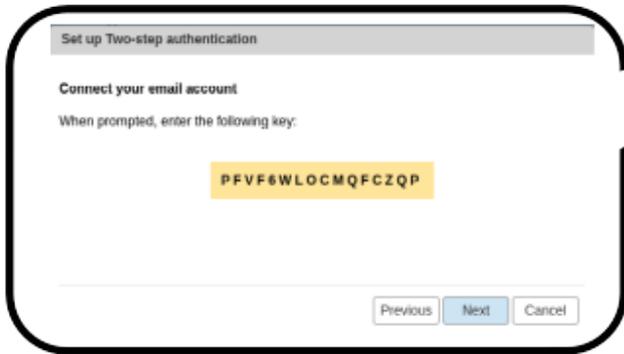
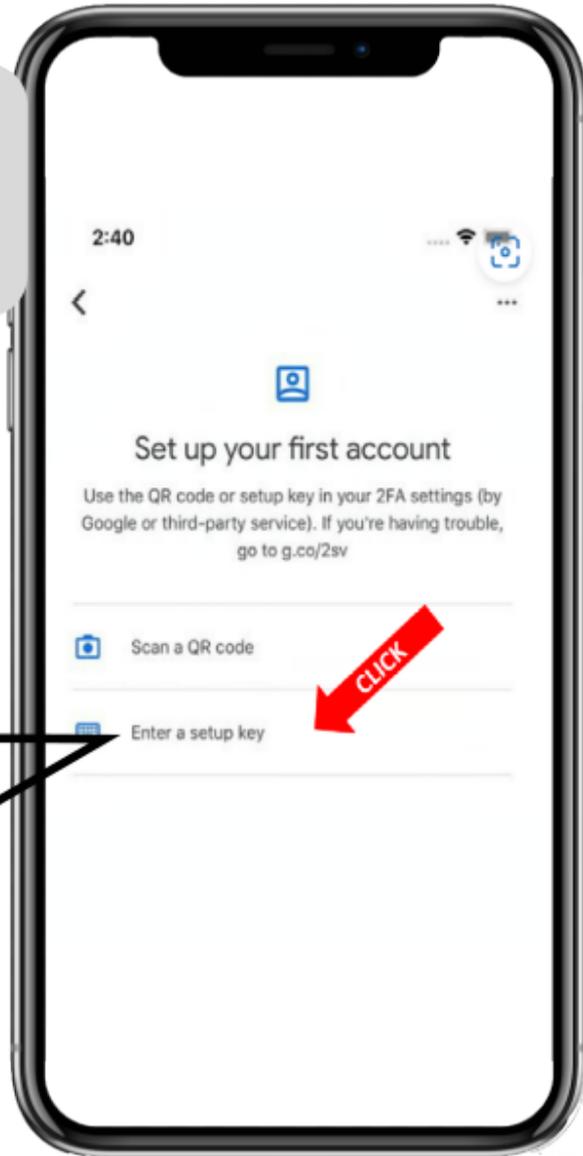
Delegates: The following users have delegated authority to this account

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

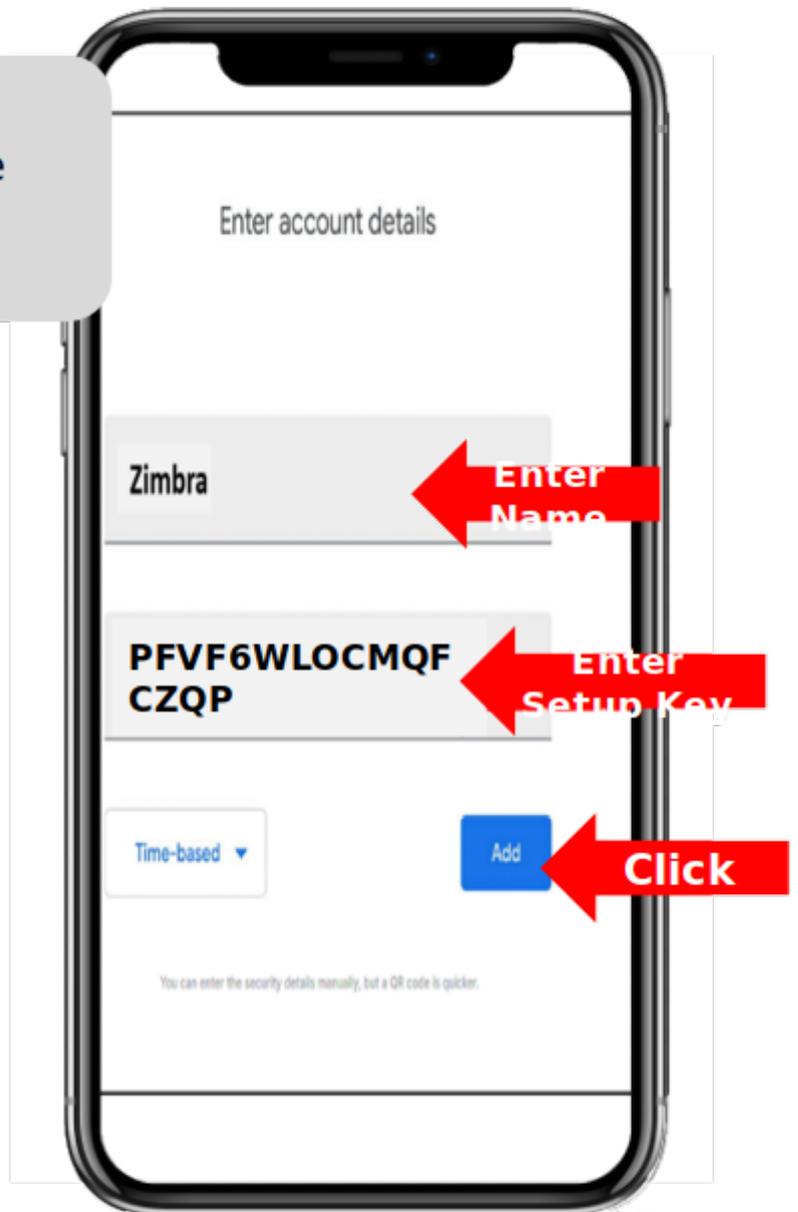
1. Open google authenticator.
2. Click add button at bottom.



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.

**Click**

**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.

**Click**

Revision #2

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

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