

YubiKey Google Workspace Setup and Use Quick Start Guide

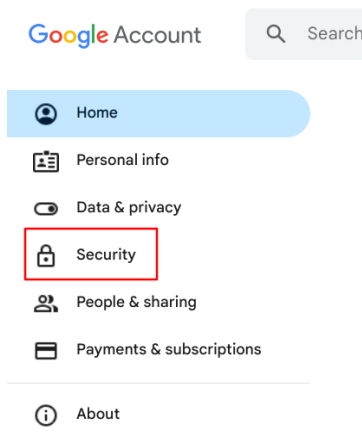


Please use the Chrome browser to register your YubiKey

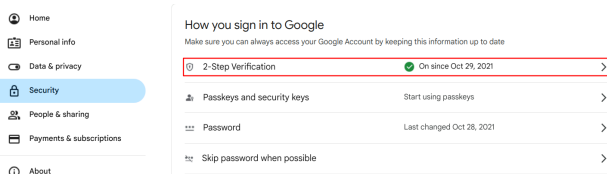
Register your YubiKey

You must register your YubiKey before you can use it to sign into your account.

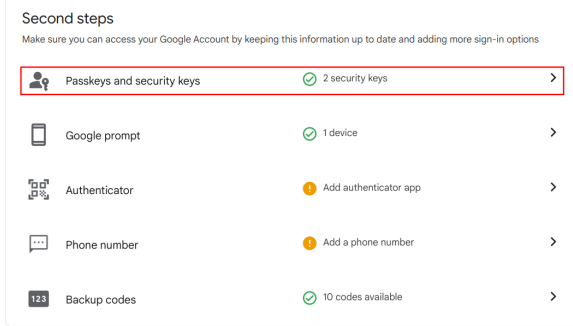
1. Use the **Chrome Browser** to go to the **Accounts** page at <https://accounts.google.com> and sign in if you have not already done so.
2. You should see a screen resembling the image below. Select **Security** on the left side. Authenticate again if prompted.



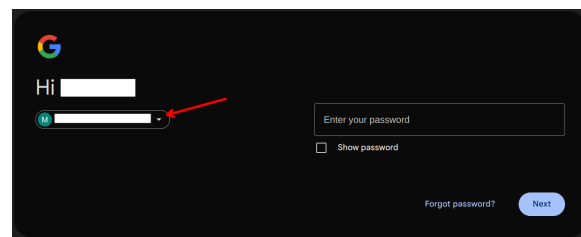
3. Scroll down and select **2-Step Verification**



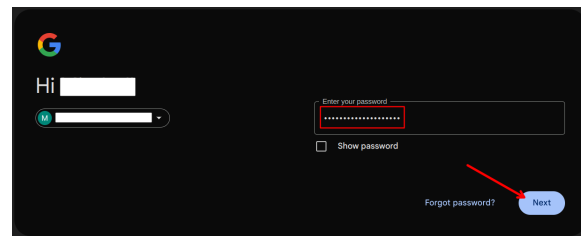
4. Select **Passkeys and security keys**



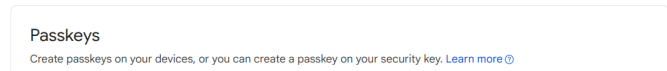
5. If you are prompted to sign-in again; select your account, or enter your email address



6. Enter your password and click **Next** to start the registration process.



7. Select **Use a security key**

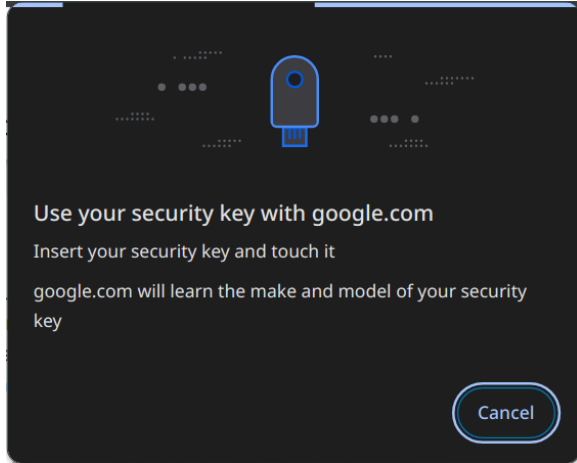


8. Insert your Yubikey into the USB slot in your computer

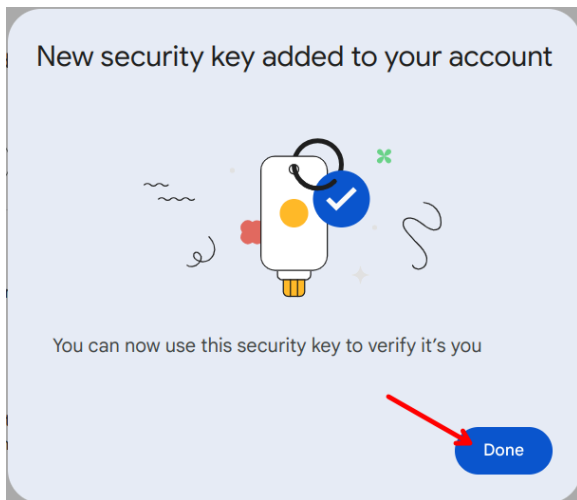
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9. You will be prompted to touch your key, tap the blinking capacitive sensor on your YubiKey.

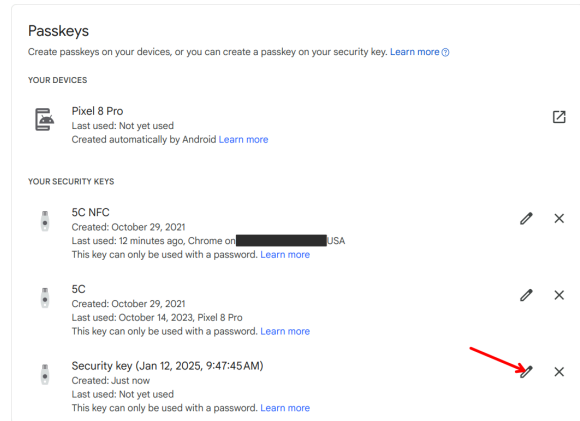


10. You will see a pop-up that your YubiKey has been added. Click **Done**.

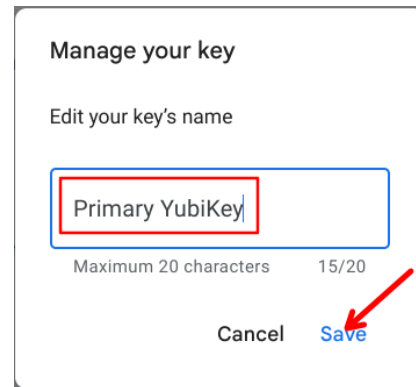


Note: It is recommended to rename your keys for ease of management.

11. Scroll down and select the **Edit** pencil icon next to your newly registered security key.



12. Enter a name in the pop-up shown in Figure 11. Select **Save**.



12. Follow these steps again to register a backup key.

Your YubiKey is now registered and ready for you to sign into your account (see next page for a graphic showing the login process)

Log in with your YubiKey

1. Sign into office.com
2. Select Sign-in options
3. Select Security Key & insert your YubiKey
4. Enter PIN & touch YubiKey

