

# YubiKey Google Workspace Setup and Use Quick Start Guide



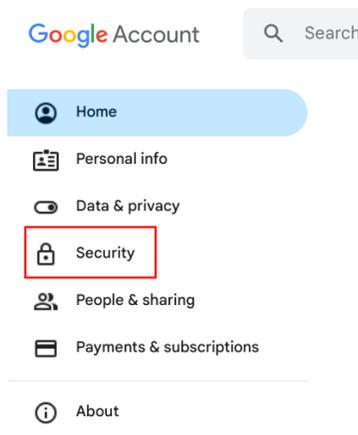
Please use the Chrome browser to register your YubiKey

## Register your YubiKey

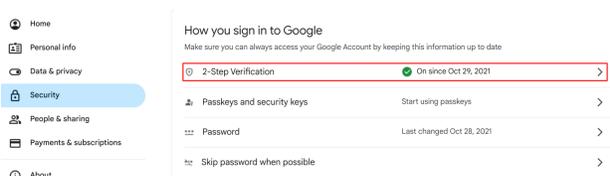
You must register your YubiKey before you can use it to sign into your account.

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.

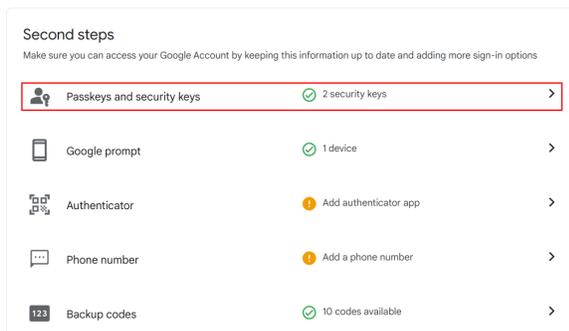
2. You should see a screen resembling the image below. Select **Security** on the left side. Authenticate again if prompted.



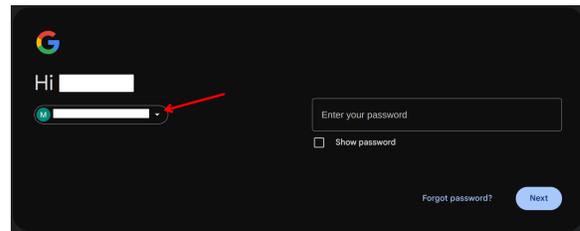
3. Scroll down and select **2-Step Verification**



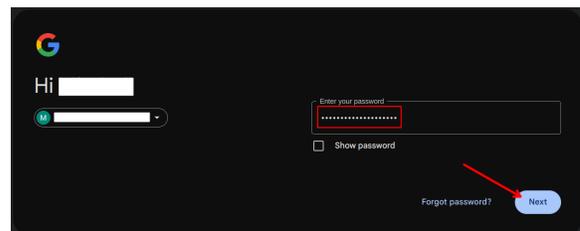
4. Select **Passkeys and security keys**



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**

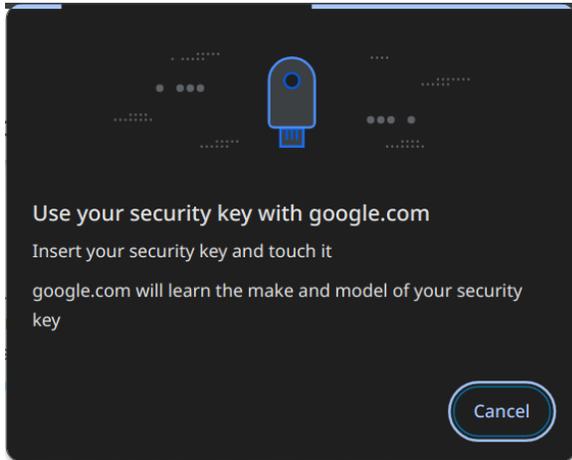


Passkeys  
Create passkeys on your devices, or you can create a passkey on your security key. [Learn more](#)

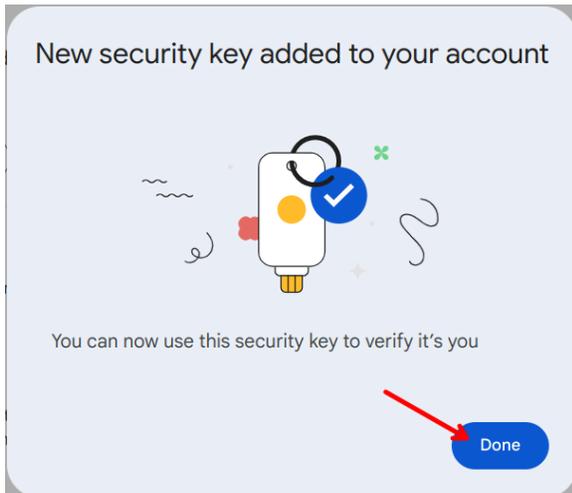
8. Insert your Yubikey into the USB slot in your computer

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

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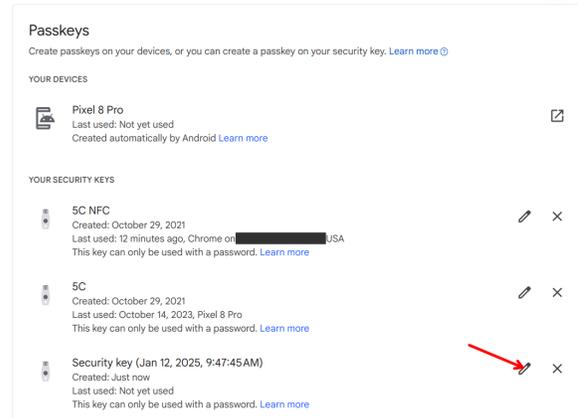


10. You will see a pop-up that your YubiKey has been added. Click **Done**.

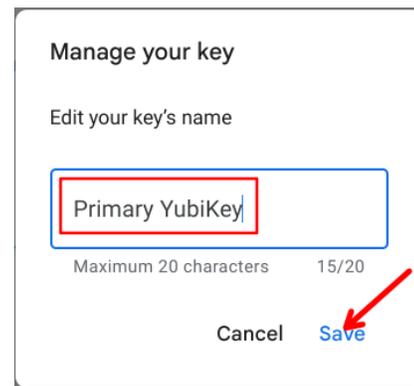


Note: It is recommended to rename your keys for ease of management.

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

