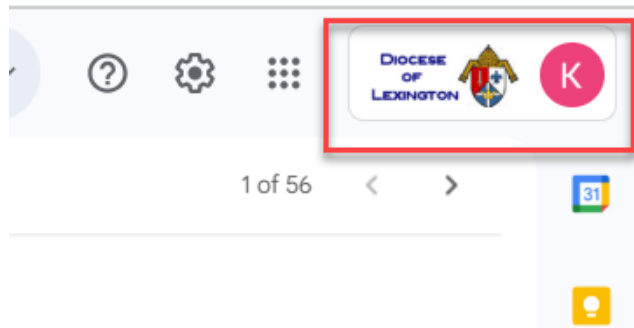
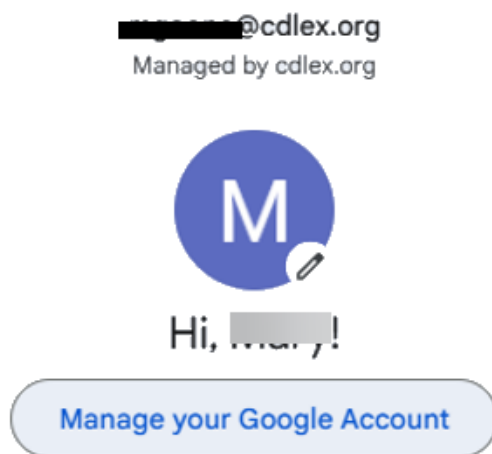


FIRST, YOU WILL NEED TO TURN ON YOU 2-STEP VERIFICATION IN YOUR GMAIL.

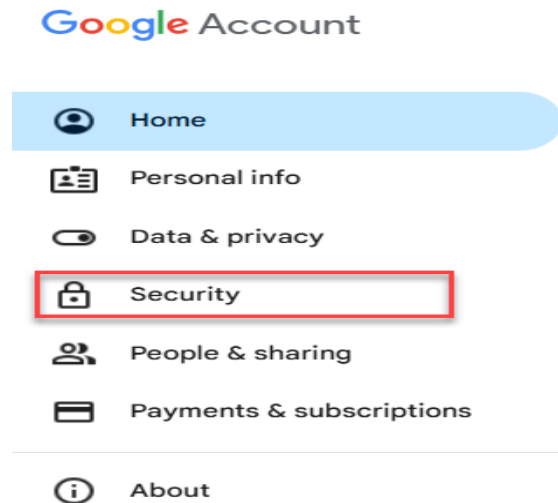
Go to the upper right corner of your email and click the square for Diocese of Lexington.



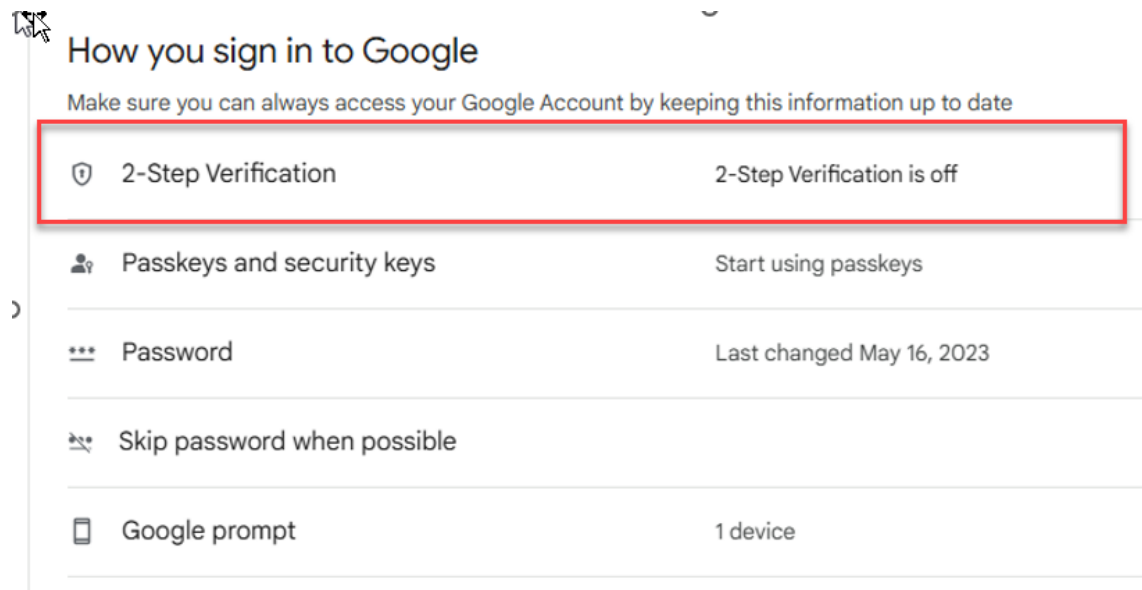
Next click Manager your Google Account.



NEXT : CLICK SECURITY ON THE LEFT SIDE OF THE SCREEN



SCROLL DOWN AND CLICK 2-STEP VERIFICATION



YOU WILL BE PROMPTED TO ENTER YOUR EMAIL PASSWORD. CLICK TURN ON

← 2-Step Verification

Turn on 2-Step Verification

Prevent hackers from accessing your account with an additional layer of security.

Unless you're signing in with a passkey, you'll be asked to complete the most secure second step available on your account. You can update your second steps and sign-in options any time in your settings. [Go to Security Settings](#) ⇨



Turn on 2-Step Verification

CLICK ADD A PHONE NUMBER

Second steps

Make sure you can access your Google Account by keeping this information up to date and adding more :



Passkeys and security keys



Add a security key



Google prompt



1 device



Authenticator



Add authenticator app



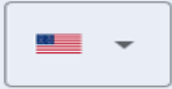

Phone number



Add a phone number

Add a phone number for 2-Step Verification

A phone number can be used as a second step, to help you sign back in if you lose access, and to receive alerts if there's unusual activity

You can use a Google Voice number, but you won't be able to receive codes if you lose access to your Google Account. Charges from your carrier may apply. [Learn more about how Google uses this info](#)

- Receive codes by text message
- Receive codes by voice message

Cancel



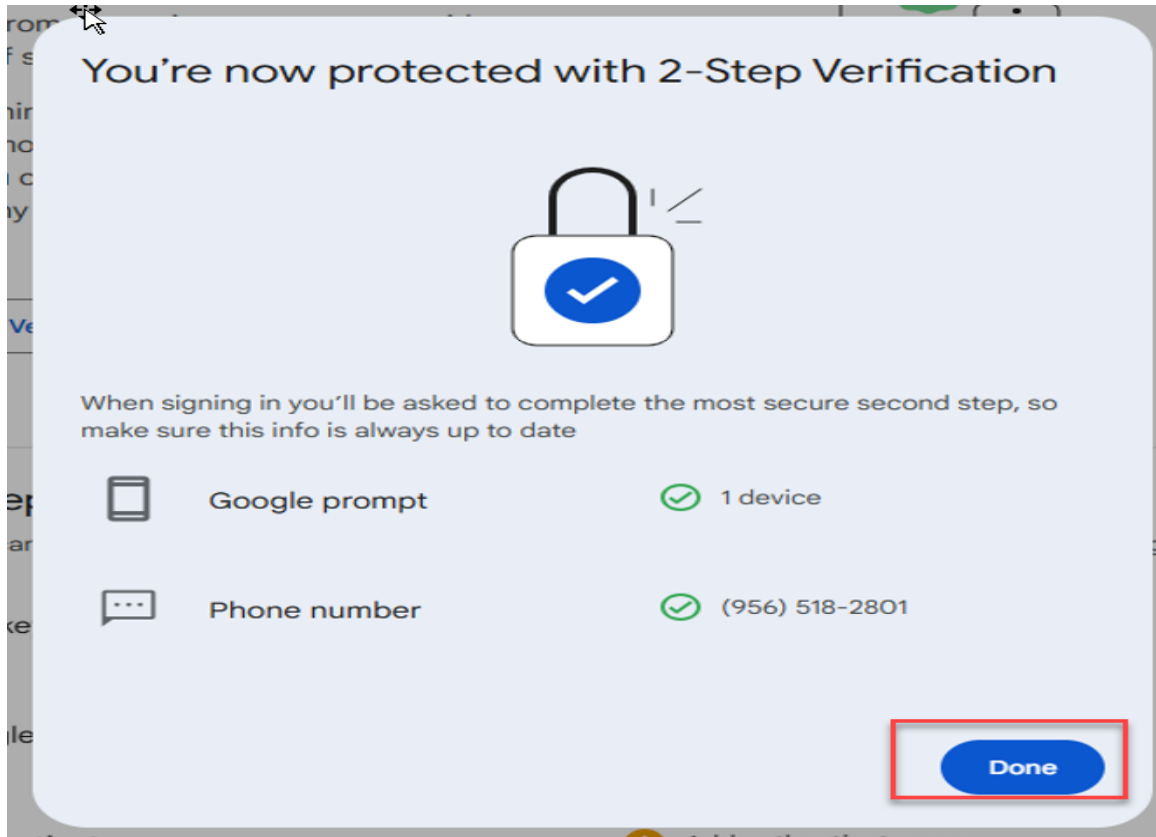
Verify this phone number

Google sent a verification code to (956) 518-2801.

Enter Code 

Back

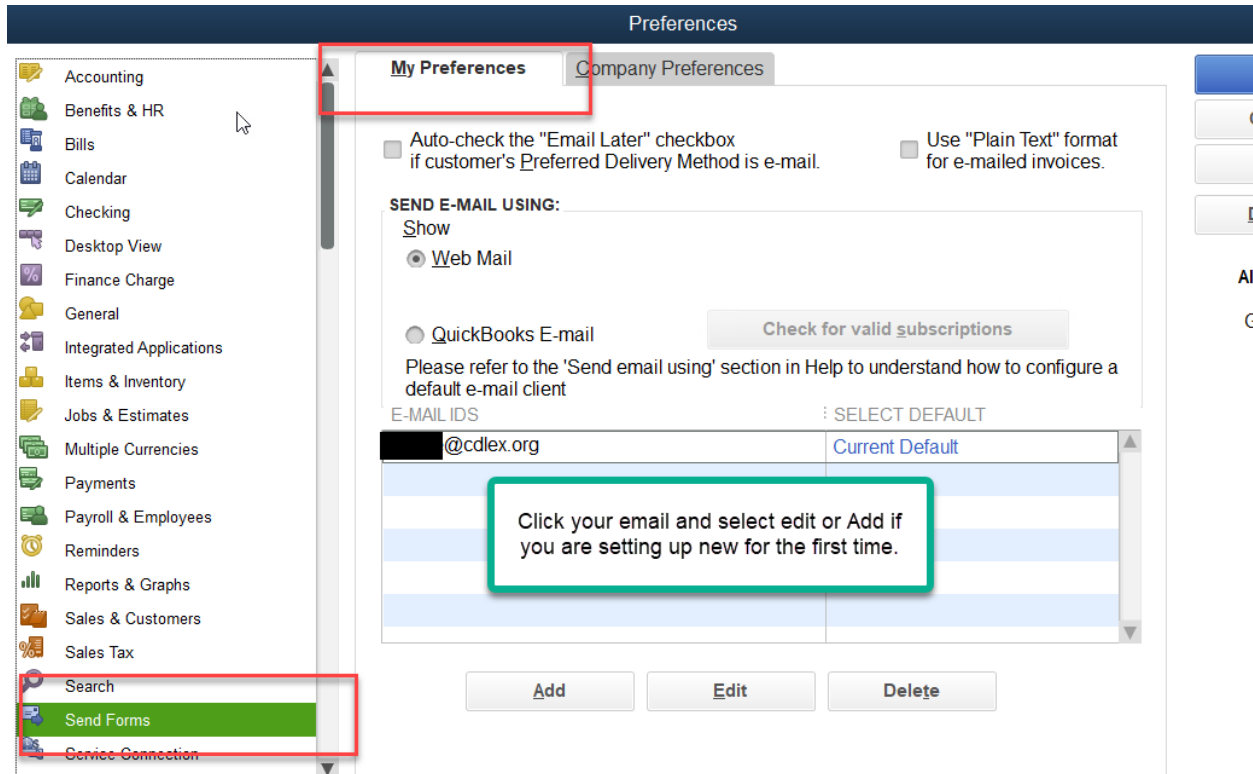




THIS AUTHORIZES YOUR G-MAIL 2 -STEP VERIFICATION.

NEXT, LOG INTO YOUR QUICKBOOKS FILE. YOU WILL NEED TO DO THIS IN EACH QUICKBOOKS FILE THAT YOU SEND EMAIL FROM IF YOU USE MORE THAN ONE.

GO TO EDIT – PREFERENCES – SEND FORMS. BE SURE WEBMAIL IS SELECTED.



CLICK ON YOUR EMAIL ONCE AND CLICK EDIT. IF YOU HAVE GMAIL ALREADY SELECTED AS THE PROVIDER, CLICK USE ENHANCED SECURITY IF YOU HAVE THE BOX (SOME DON'T). IF NEW, ADD YOUR EMAIL ID AND SELECT GMAIL.

IF YOU HAVE OTHER AS EMAIL PROVIDER, SELECT GMAIL AS YOUR EMAIL PROVIDER.

CLICK OK

Edit Email Info

Email Id: @cdlex.org

Email Provider: Gmail

Use enhanced security (Recommended)

1) Provide your Intuit ID (If you do not have an Intuit ID, you'll have the option to create a new Intuit ID or to recover your existing one.)

2) Authorize QuickBooks with your webmail account. This will allow QuickBooks to send emails securely.

Note: QuickBooks will securely store your webmail credentials.

OK Cancel

CLICK OK. AN INTUIT SIGN IN WINDOW WILL APPEAR. CLICK CREATE AN ACCOUNT. THIS ACCOUNT IS FOR EMAIL **ONLY!**

qb Login

Sign In

Use your Intuit Account to sign in to QuickBooks. [Learn more](#)

User ID

Password [Show](#)

Sign In

By selecting Sign In, you agree to our [Terms](#). Our [Privacy Policy](#) applies to your personal data.

[I forgot my user ID or password](#)

New to Intuit? [Create an account](#)

Login ✕

Create an Intuit Account

One account connected to everything Intuit,
including QuickBooks. [Learn more](#)
Already have an account? [Sign In](#)

Email

✔

Password 👁 Show

🔒

- ✔ Use 8 or more characters
- ✔ Use upper and lower case letters
- ✔ Use a number
- ✔ Use a symbol

Phone

▾

To protect your account, we'll send a code to quickly verify it's you. Standard call or SMS rates may apply.

🔒 **Create account**

CLICK CREAT ACCOUNT ONCE YOU HAVE COMPLETED YOUR ACCOUNT SET UP. A CODE WILL BE TEXTED TO YOU PHONE. PLEASE ENTER CODE AND CLICK CONTINUE.

Check your text messages



Enter the verification code we sent you to verify your identity.

We sent a code to:

[Use different number](#)

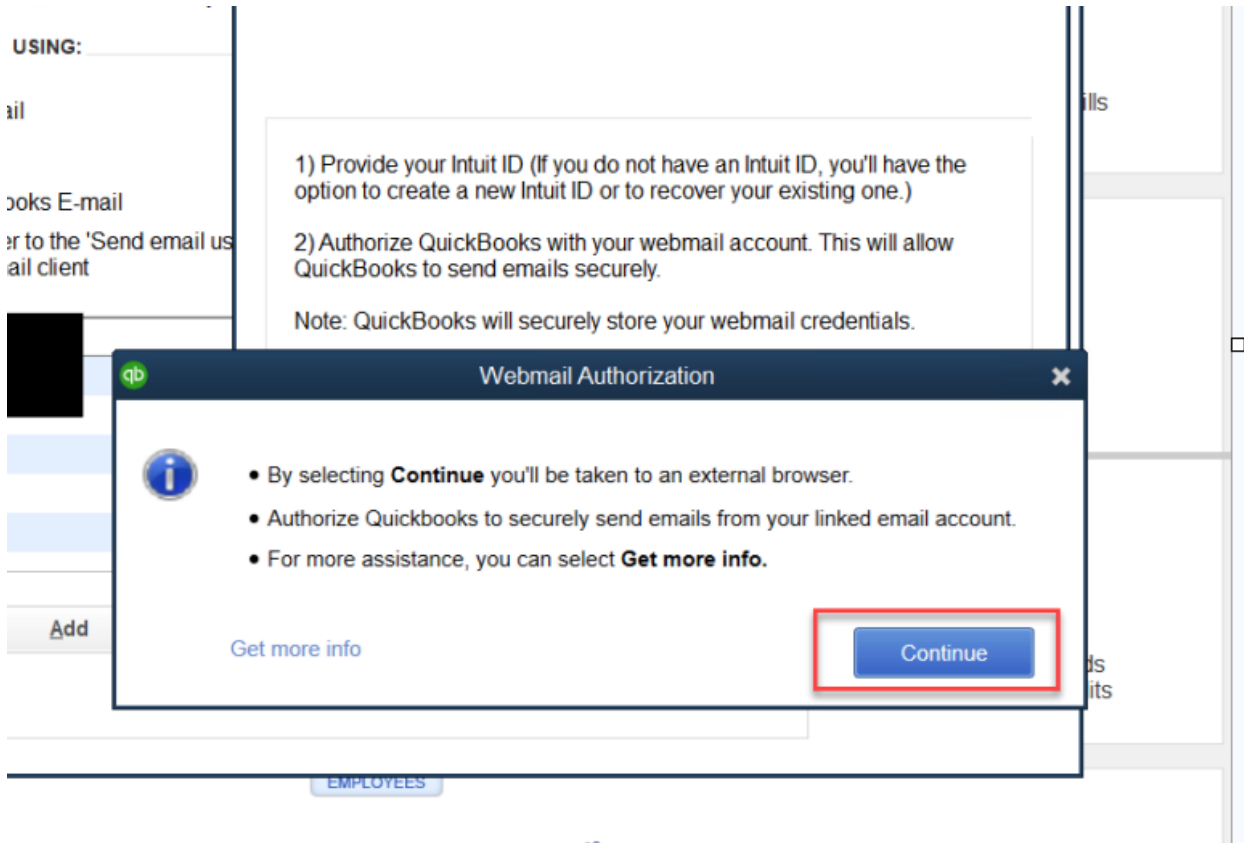
+1 (859) [REDACTED]

Enter the 6-digit code

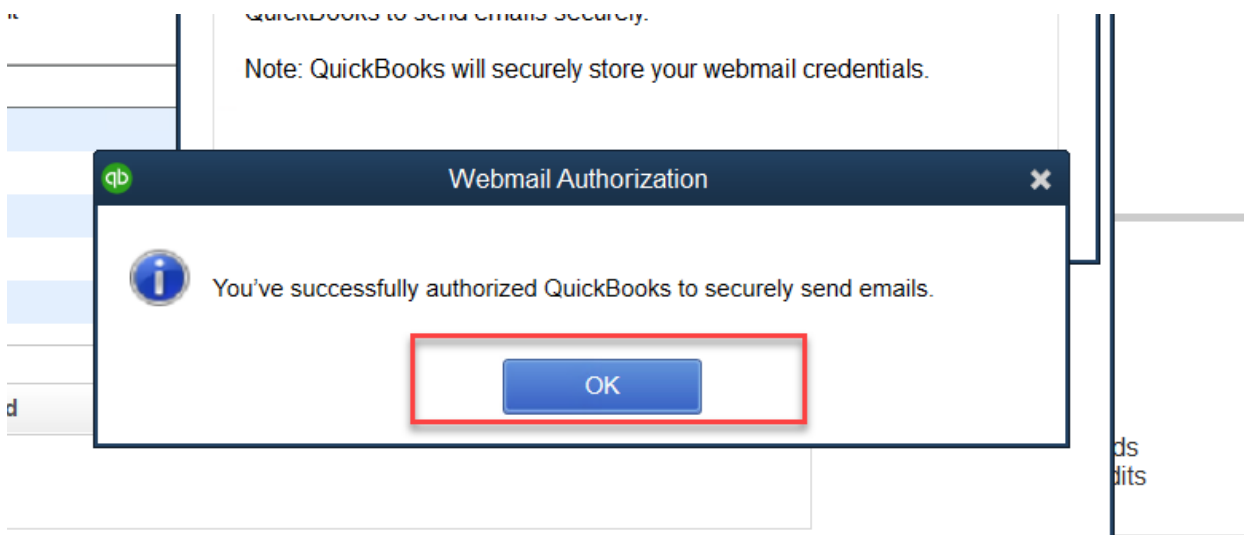
Continue

Resend code

[Call me instead](#)



YOU WILL BE ASKED TO LOG INTO YOUR EMAIL ONE MORE TIME. SAY CONTINUE UNTIL YOU RECEIVE THIS MESSAGE.



SUCCESS!!!! YOU SHOULD BE GOOD TO EMAIL FROM QUICKBOOKS .

