Mail-IT-Wize two-factor authentication

Important update: Two-factor authentication (2FA) required starting May 5th, 2025.

To safeguard your account, we'll be introducing two-factor authentication starting May 5th. This means you will have to provide your password and a verification code when logging in.

What do you have to do?

Starting May 5th, you will be required to activate 2FA using an authenticator app. We suggest using one of the following popular applications:

- Google Authenticator: <u>Android</u> / <u>iOS</u>
- Microsoft Authenticator: Android / iOS

As soon as you've configured 2FA, the app will generate a verification code you need to log in with. This offers extra protection against unauthorised access to your account.

Why is this important?

2FA makes it much harder for others to compromise your account, even if they have your password. This helps keep you and your company's data more secure!

Need assistance?

You can find a tutorial below. Should you have any problems or questions, feel free to contact us at <u>support@mailitwize.be</u>.



Upon logging in for the first time on 05/05/2025, you'll see the screen above.

Click the button to begin configuring 2FA.

MAIL WIZE	se confirm your password before continuing.

First of all, you will be asked to confirm your password. This way, we can ensure nobody else can configure your account's 2FA.



On the next screen, you'll see a QR code. Use the authenticator app you chose and add a 2FA setup via QR code. Scanning the code will add a new item to your authenticator app, titled "Mail-IT-Wize". Type in the code and press submit.



If you've entered a correct code, you'll see the screen above. This means the process is complete, and you have enabled two-factor authentication for your account.

You'll also receive an email containing recovery codes. Hold on to this email. Should you lose access to your smart device, or for whatever reason cannot generate a verification code, you'll still be able to log in using one of these codes. Take note – these codes are single use only!