



How to Add MFA to Your Google Account

Once your session is completed, I'll share the session files with you via the email address that you provided to me. You'll receive an email with a link to these files that are hosted on my Google Drive. These files are **ONLY** shared with your email address that you provided to me and no one else. **IF** you want to ensure that no one else can access these files without your permissions, **AND** you are also using a Google email address, **THEN** I highly recommend that you enable MFA on your Google Account.

How to enable MFA on your Google account:

To add Multi-Factor Authentication (MFA) to Google Drive shared files, you don't directly apply MFA to individual files, but instead, ensure that the Google account used to access the Drive has MFA enabled; this means that anyone trying to access the shared files will need to go through the MFA verification process when logging into their Google account, effectively adding an extra layer of security to the shared files.

- **Access your Google Account settings:**
 - Go to your Google account settings by navigating to "myaccount.google.com".
- **Select Security:**
 - In the navigation panel, click on "Security".
- **Turn on 2-Step Verification:**
 - Under "How you sign in to Google," choose "Turn on 2-Step Verification".
- **Follow the prompts:**
 - Select your preferred method of receiving verification codes (like SMS, authenticator app) and set it up.

Key points to remember:

- **No direct file-level MFA:**
 - Google Drive does not have a feature to apply MFA directly to individual shared files.
- **Account-level security:**
 - By enabling MFA on your Google account, you enhance the security of all your Google services, including Google Drive.
- **Managing sharing permissions:**
 - When sharing files, always be mindful of the access level you grant to collaborators (viewer, commenter, editor).