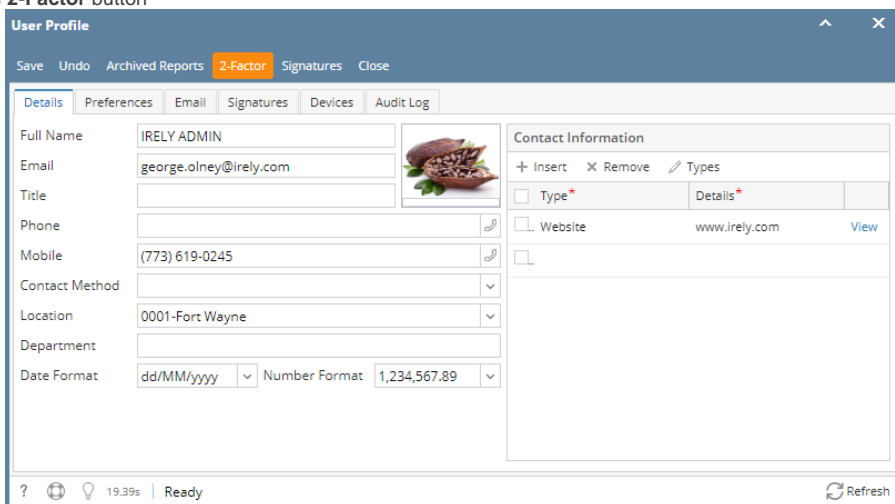


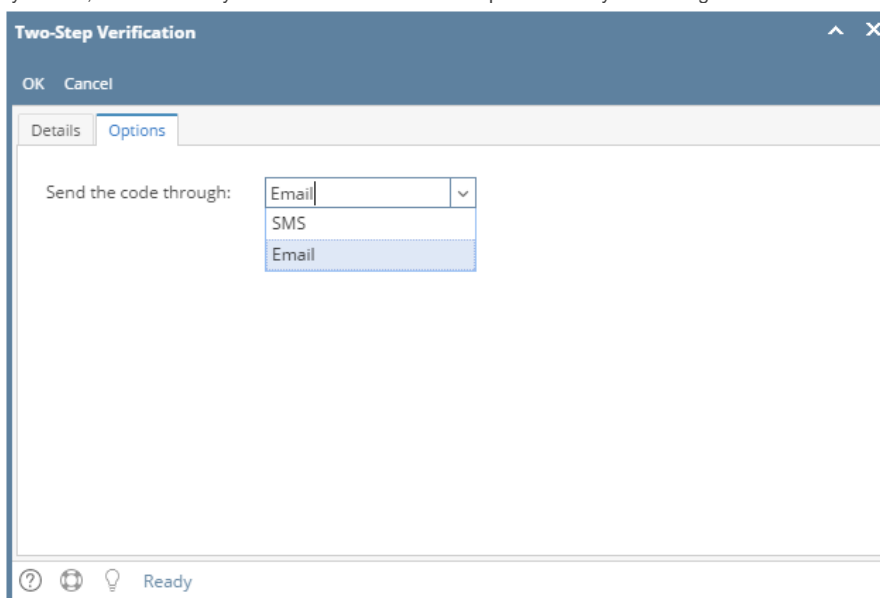
# How to change the way 2-Factor authentication codes are sent

1. Open the **User Profile** screen
2. Click the **2-Factor** button



The screenshot shows the 'User Profile' window with the '2-Factor' button highlighted in orange. The window has tabs for 'Details', 'Preferences', 'Email', 'Signatures', 'Devices', and 'Audit Log'. The 'Details' tab is active, showing fields for Full Name (IRELY ADMIN), Email (george.olney@irely.com), Title, Phone, Mobile ((773) 619-0245), Contact Method, Location (0001-Fort Wayne), Department, Date Format (dd/MM/yyyy), and Number Format (1,234,567.89). There is also a 'Contact Information' section with a table for adding contact details.

- a. Click the **Options** tab on **Two-Factor Authentication** screen
- a. By default, SMS is already selected. Select Email if the preferred way of sending code is via Email



The screenshot shows the 'Two-Step Verification' window with the 'Options' tab selected. The 'Details' tab is also visible. The 'Options' tab has a dropdown menu labeled 'Send the code through:' with 'Email' selected. The dropdown menu is open, showing 'Email', 'SMS', and 'Email' as options.

4. Click the **OK** button to save the changes.