

**VERIFICATIE**  
**IN TWEE**  
**STAPPEN.**



# Verificatie in twee stappen

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De laatste tijd heeft Hiscox een groot aantal cyberclaims verwerkt waarbij criminelen de e-mailaccounts van klanten hadden gehackt. Hierdoor kregen ze toegang tot persoonlijke en vertrouwelijke gegevens. Ook konden ze e-mails versturen vanuit het gehackte account. Meestal sturen de hackers e-mails naar klanten van het slachtoffer en vragen ze de klanten om geld over te maken naar valse bankrekeningen.

Deze aanvallen kunnen heel duur zijn. Klanten verliezen niet alleen veel geld, maar ook veel tijd omdat ze dit probleem moeten oplossen. Bovendien kan de reputatieschade groot zijn.

Met verificatie in twee stappen (ook wel dubbele authenticatie of multifactor-authenticatie genoemd) worden de aanmeldprocessen voor gebruikers beveiligd, zodat u veel van deze incidenten kunt voorkomen. Meestal worden gebruikersaccounts alleen beveiligd met een wachtwoord, en wachtwoorden kunnen op verschillende manieren worden gewijzigd of omzeild. Met verificatie in twee stappen voegt u een tweede vorm van beveiliging toe, zodat het voor hackers veel moeilijker wordt om toegang tot een systeem of platform te krijgen. Denk bijvoorbeeld aan een eenmalige pincode die naar een app of mobiel apparaat wordt gestuurd.

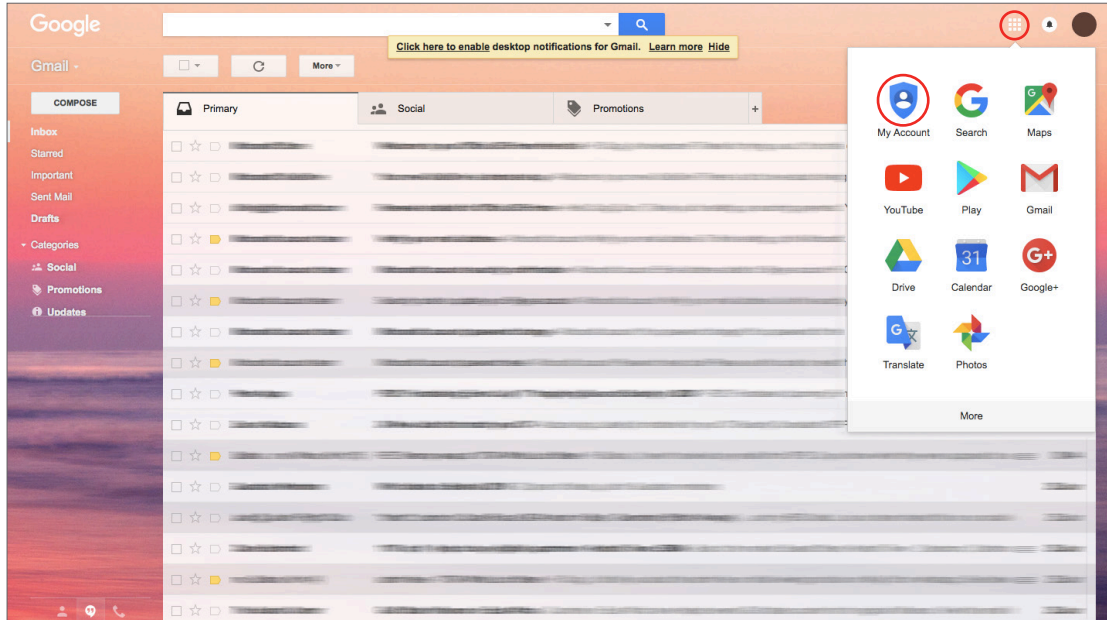
Verificatie in twee stappen biedt geen bescherming tegen alle mogelijke hacks. Toch blijft het een heel belangrijke oplossing voor cyberbeveiliging, met name omdat steeds meer IT-services overstappen naar de cloud.

Meestal wordt verificatie met twee stappen niet standaard ingeschakeld. In deze gids leest u hoe u deze optie kunt aanzetten voor G Suite van Alphabet (inclusief Gmail) en Microsoft Office 365.



# Verificatie in twee stappen Gmail/G Suite

1. Klik op het pictogram met negen vierkantjes en klik vervolgens op 'Mijn account'.



2. Hier ziet u dat 'Authenticatie in twee stappen' op dit moment uit staat. Klik op het pijltje om dit in te stellen.

**Google Account** Sign-in & security

## Welcome

**Sign-in & security**

- Signing in to Google
- Device activity & security events
- Apps with account access

**Personal info & privacy**

- Your personal info
- Contacts
- Manage your Google activity
- Ad Settings
- Control your content

**Account preferences**

- Payments
- Purchases, subscriptions & reservations
- Language & Input Tools
- Accessibility
- Your Google Drive storage
- Delete your account or services

**About Google**

## Signing in to Google

Control your password and account access, along with backup options if you get locked out of your account.

**Make sure you choose a strong password**  
A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

Tired of typing passwords? Try using your phone to sign in. [Get started >](#)

### Password & sign-in method

Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.

**Note:** To change these settings, you will need to confirm your password.

Password	Last changed: August 29, 2017	>
2-Step Verification	Off	>

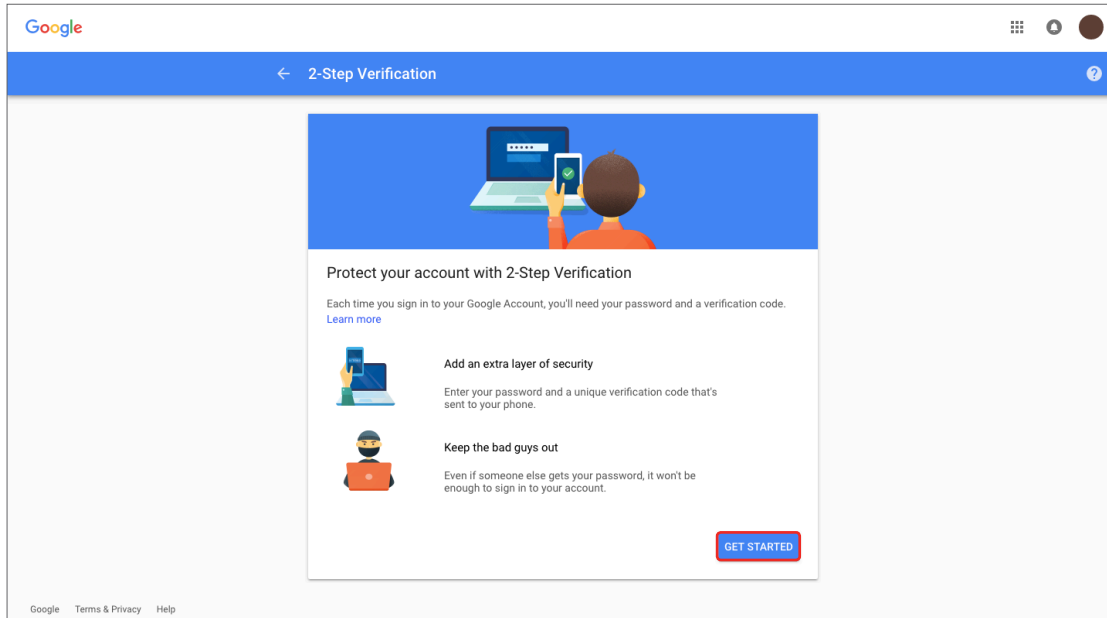
### Account recovery options

If you forget your password or cannot access your account, we will use this information to help you get back in.

# Verificatie in twee stappen

## Gmail/G Suite

3. Klik op 'AAN DE SLAG'. Vervolgens gaat u naar een scherm waar u kunt kiezen hoe u verificatie in twee stappen wilt instellen. U kunt onder andere een code ontvangen via SMS of direct op uw telefoon een 'Google-prompt' ontvangen. Volg de stappen om de verificatie in te stellen.



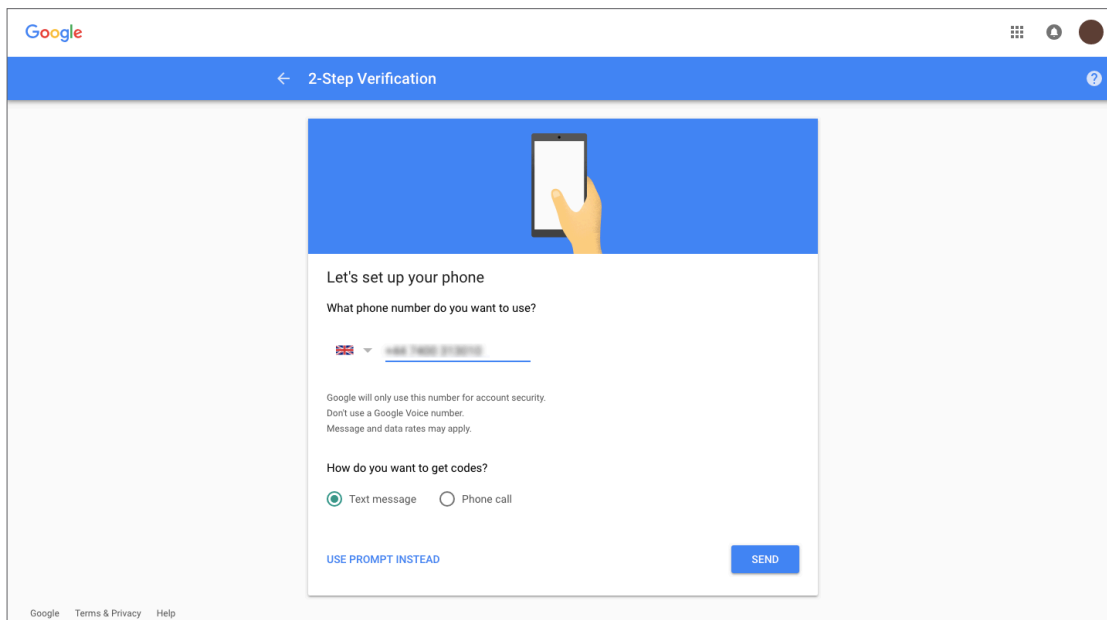
The screenshot shows the Google 2-Step Verification introduction page. At the top, there is a blue header with the Google logo on the left and navigation icons on the right. Below the header, a blue banner features an illustration of a person at a laptop with a smartphone nearby. The main content area is white and contains the following text:

**Protect your account with 2-Step Verification**

Each time you sign in to your Google Account, you'll need your password and a verification code.  
[Learn more](#)

- Add an extra layer of security**  
Enter your password and a unique verification code that's sent to your phone.
- Keep the bad guys out**  
Even if someone else gets your password, it won't be enough to sign in to your account.


A red "GET STARTED" button is located at the bottom right of the main content area. At the bottom of the page, there are links for "Google", "Terms & Privacy", and "Help".



The screenshot shows the Google 2-Step Verification phone setup page. It features a blue header with the Google logo and navigation icons. Below the header, a blue banner shows a hand holding a smartphone. The main content area is white and contains the following text:

**Let's set up your phone**

What phone number do you want to use?



Google will only use this number for account security.  
Don't use a Google Voice number.  
Message and data rates may apply.

How do you want to get codes?

Text message    Phone call

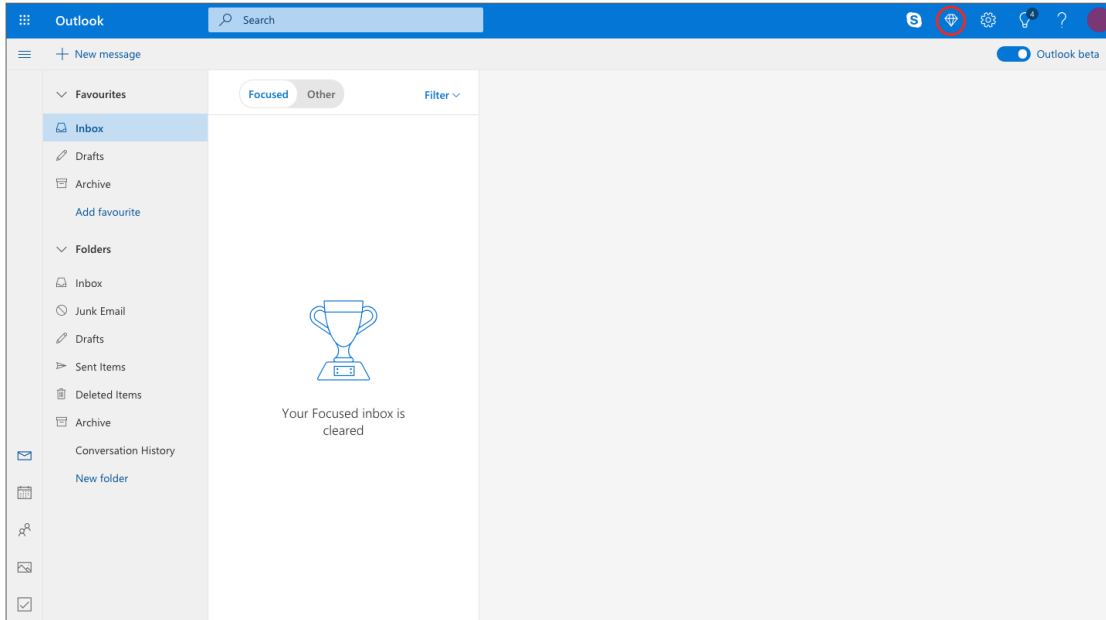
[USE PROMPT INSTEAD](#)   [SEND](#)

At the bottom of the page, there are links for "Google", "Terms & Privacy", and "Help".

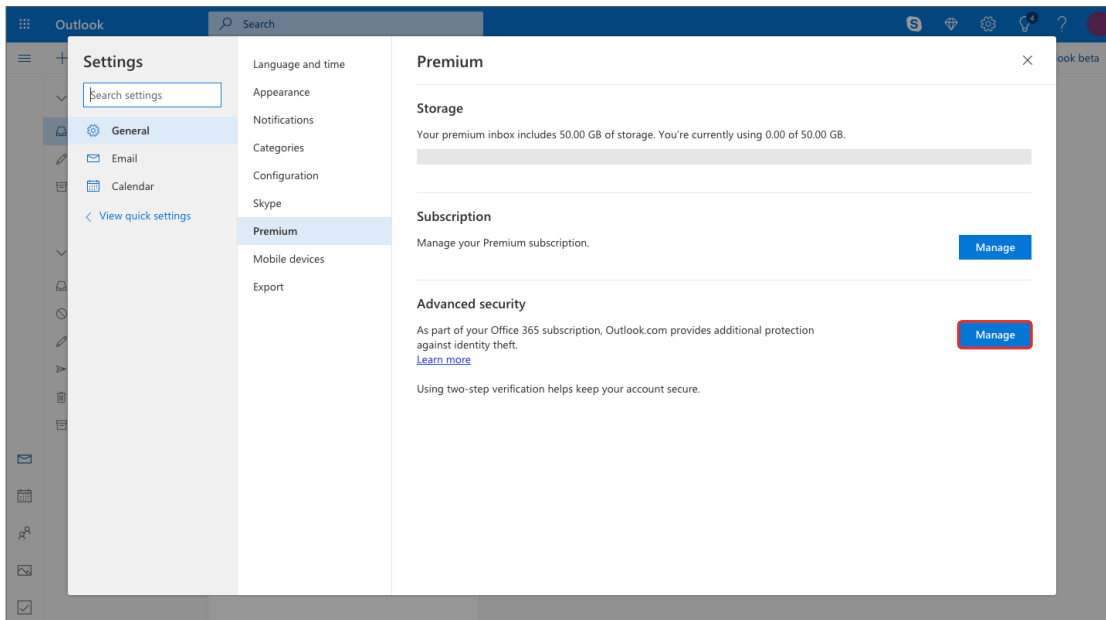
# Verificatie in twee stappen

## Office 365

1. Meld u aan bij uw Office 365-account. Klik op het diamantje.



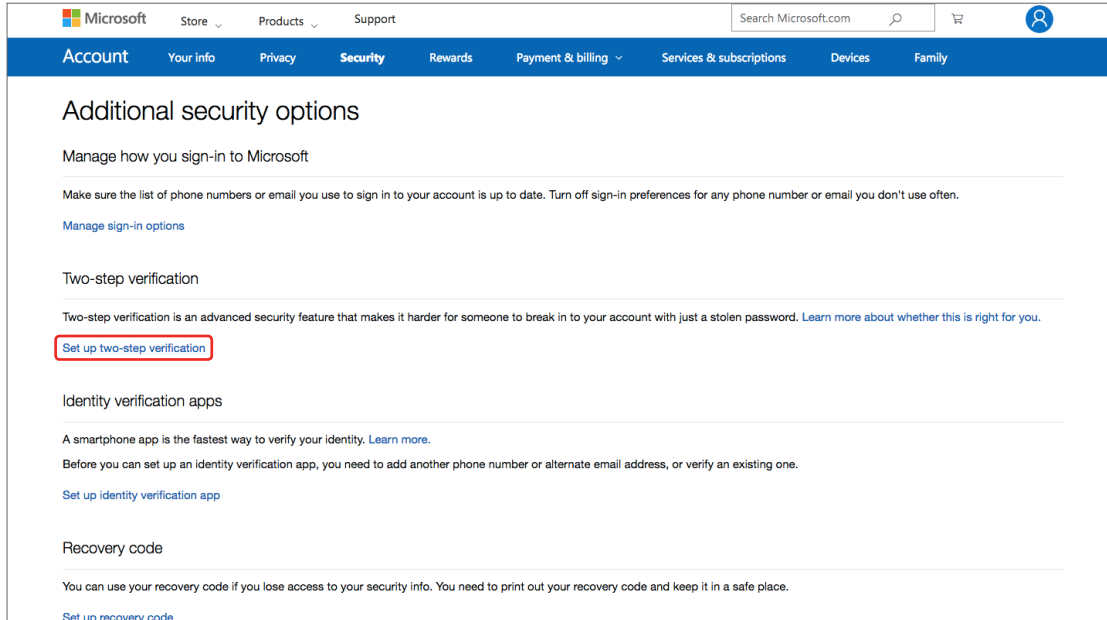
2. Daarmee gaat u naar de 'Premium'-pagina. Klik naast het gedeelte 'Geavanceerde beveiliging' op 'Beheren'.



# Verificatie in twee stappen

## Office 365

3. Klik op 'Verificatie in twee stappen instellen'.



The screenshot shows the Microsoft account security settings page. The navigation bar includes 'Account', 'Your info', 'Privacy', 'Security', 'Rewards', 'Payment & billing', 'Services & subscriptions', 'Devices', and 'Family'. The main heading is 'Additional security options'. Below this, there are sections for 'Manage how you sign-in to Microsoft', 'Two-step verification', 'Identity verification apps', and 'Recovery code'. The 'Set up two-step verification' link is highlighted with a red box.

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Account Your info Privacy **Security** Rewards Payment & billing Services & subscriptions Devices Family

### Additional security options

Manage how you sign-in to Microsoft

Make sure the list of phone numbers or email you use to sign in to your account is up to date. Turn off sign-in preferences for any phone number or email you don't use often.

[Manage sign-in options](#)

#### Two-step verification

Two-step verification is an advanced security feature that makes it harder for someone to break in to your account with just a stolen password. [Learn more about whether this is right for you.](#)

[Set up two-step verification](#)

#### Identity verification apps

A smartphone app is the fastest way to verify your identity. [Learn more.](#)

Before you can set up an identity verification app, you need to add another phone number or alternate email address, or verify an existing one.

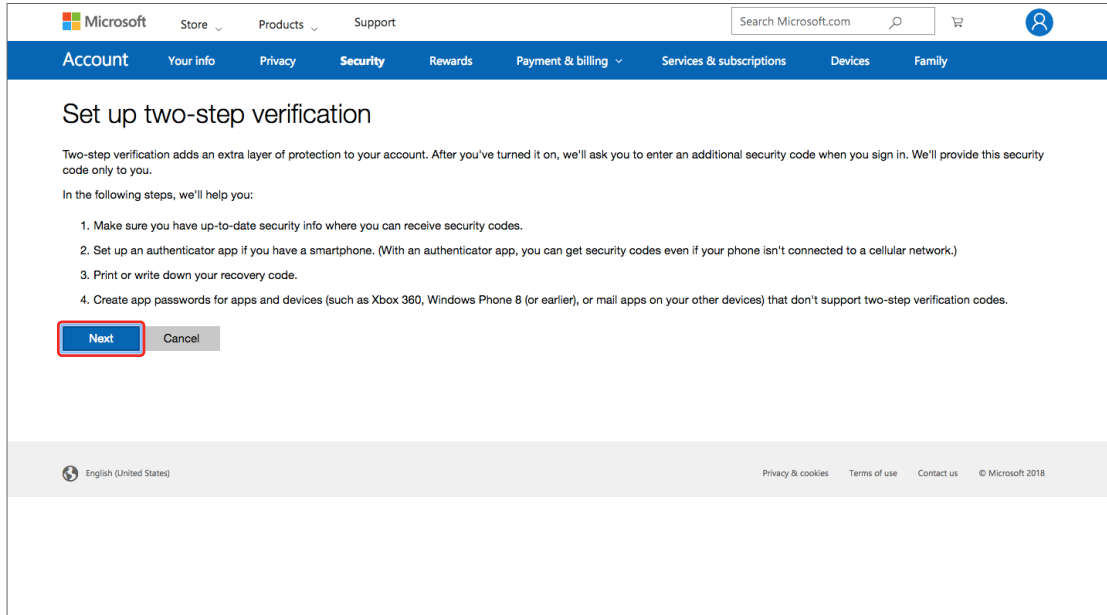
[Set up identity verification app](#)

#### Recovery code

You can use your recovery code if you lose access to your security info. You need to print out your recovery code and keep it in a safe place.

[Set up recovery code](#)

4. Klik op 'Volgende'.



The screenshot shows the 'Set up two-step verification' page. The navigation bar is the same as in the previous screenshot. The main heading is 'Set up two-step verification'. Below this, there is a paragraph explaining the feature, followed by a list of four steps to help with the setup. The 'Next' button is highlighted with a red box.

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Account Your info Privacy **Security** Rewards Payment & billing Services & subscriptions Devices Family

### Set up two-step verification

Two-step verification adds an extra layer of protection to your account. After you've turned it on, we'll ask you to enter an additional security code when you sign in. We'll provide this security code only to you.

In the following steps, we'll help you:

1. Make sure you have up-to-date security info where you can receive security codes.
2. Set up an authenticator app if you have a smartphone. (With an authenticator app, you can get security codes even if your phone isn't connected to a cellular network.)
3. Print or write down your recovery code.
4. Create app passwords for apps and devices (such as Xbox 360, Windows Phone 8 (or earlier), or mail apps on your other devices) that don't support two-step verification codes.

[Next](#) [Cancel](#)

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# Verificatie in twee stappen Office 365

5. Kies hoe u de verificatiecodes wilt ontvangen en volg de stappen om de verificatie verder in te stellen.

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## How else can we verify your identity?

To finish setting up, we need one more way to make sure you're you. How would you like to receive a verification code?

Verify my identity with:

- An app
- A phone number
- An alternate email address
- Windows Phone
- Android
- iPhone, iPad or iPod touch
- Other

Cancel Next

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