

Google Email Procedures

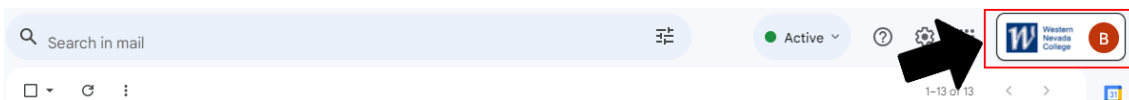
Update Recovery Information

Password Reset

Update Recovery Information Procedure

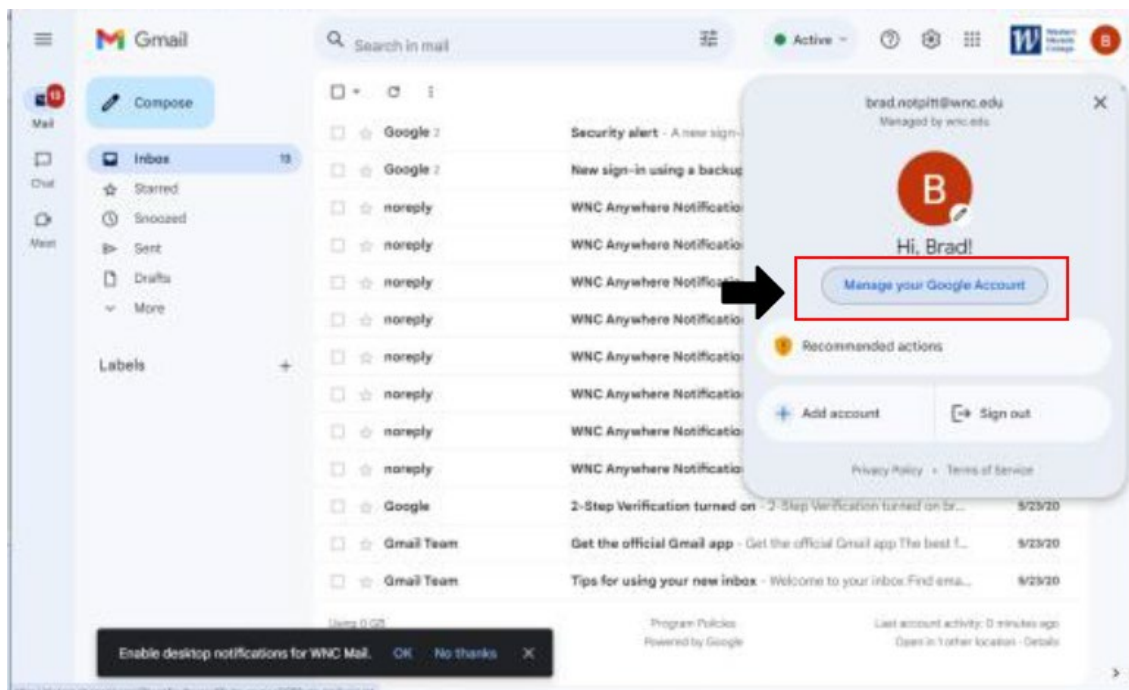
Step 1.

Locate Google Account on the top right corner of tab and click on the icon.



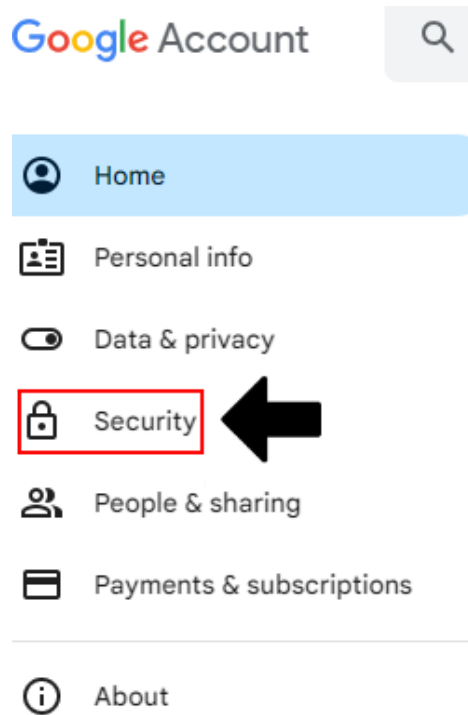
Step 2.

New Panel should pop up (refer to photo below). Click on Manage your Google Account.



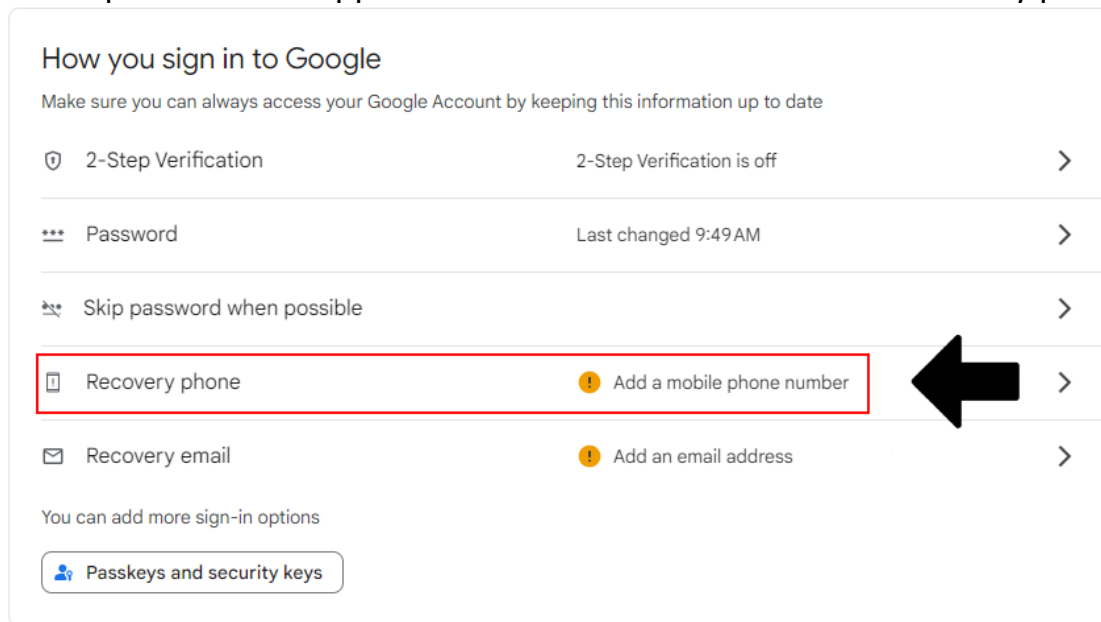
Step 3.

On the left side of your tab, you will see account settings. Click on Security.



Step 4.

New options should appear on screen. Locate and click on Recovery phone.



Step 5.

Type in phone number in the text box.

Google Account



← Recovery phone

Your recovery phone is used to reach you in case we detect unusual activity in your account. [Learn more](#)



ADD RECOVERY PHONE

There may be other numbers associated with your Google Account. [Manage your phone numbers](#)

ADD RECOVERY PHONE

There may be other numbers associated with your Google Account. [Manage your phone numbers](#)

Add phone number



 Enter number



Your phone number will be used for security purposes, such as helping you get back into your account if you ever forget your password.

CANCEL NEXT

Step 6


If done correctly, you will receive a text message on your cell phone with a verification code. Type in the code in the text box and click on verify on the bottom of the window.

Verify this phone number

Google sent a verification code to (775) 000-0000

Enter Code

G-



Back

Cancel

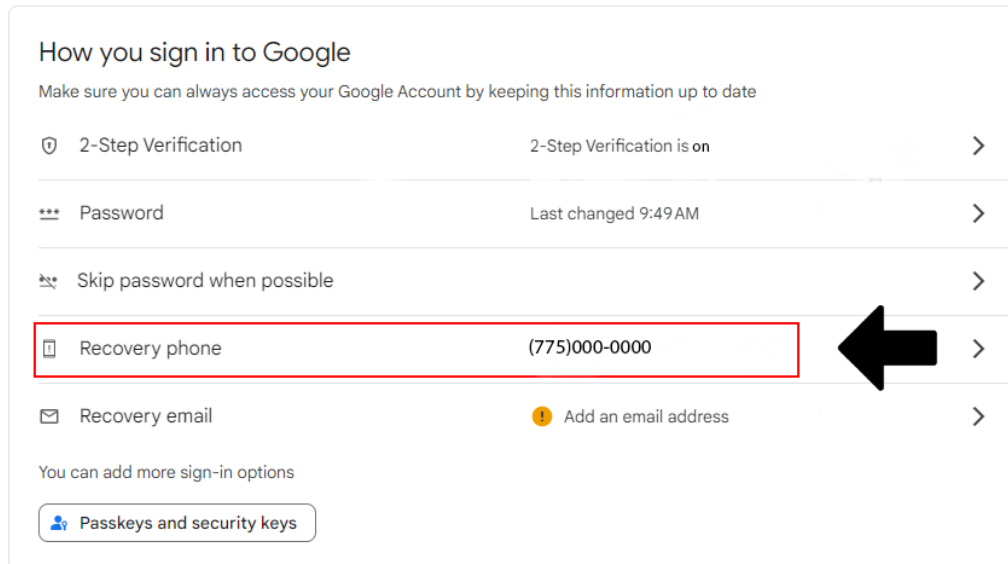
Verify



Step 7.

Your Recovery Phone option should now be updated to your current phone number.

IMPORTANT: Whenever changing phone numbers, please remember to update your Recovery Phone with your new phone number before getting rid of the old phone number to make any changes since you will not be able to receive a verification code.



How you sign in to Google

Make sure you can always access your Google Account by keeping this information up to date

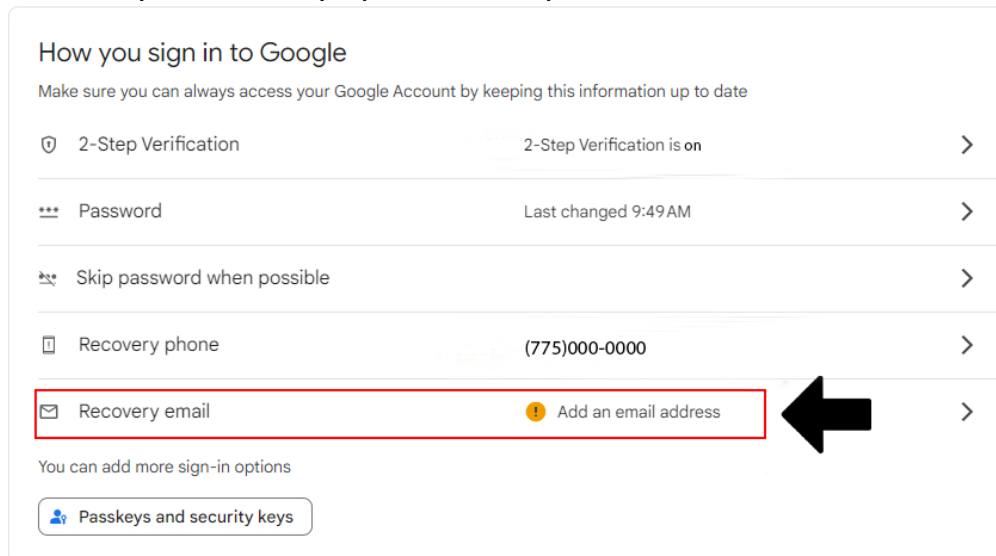
- 2-Step Verification 2-Step Verification is on >
- Password Last changed 9:49 AM >
- Skip password when possible >
- Recovery phone** (775)000-0000 >
- Recovery email Add an email address >

You can add more sign-in options

[Passkeys and security keys](#)

Step 8.

Refer to your security options in step 3. Now, click on the Recovery email option.



How you sign in to Google

Make sure you can always access your Google Account by keeping this information up to date

- 2-Step Verification 2-Step Verification is on >
- Password Last changed 9:49 AM >
- Skip password when possible >
- Recovery phone (775)000-0000 >
- Recovery email** Add an email address >

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[Passkeys and security keys](#)

Step 9.

Type an email you can access onto the textbox.

Google Account



← Recovery email

Your recovery email is used to reach you in case we detect unusual activity in your account. [Learn more](#)



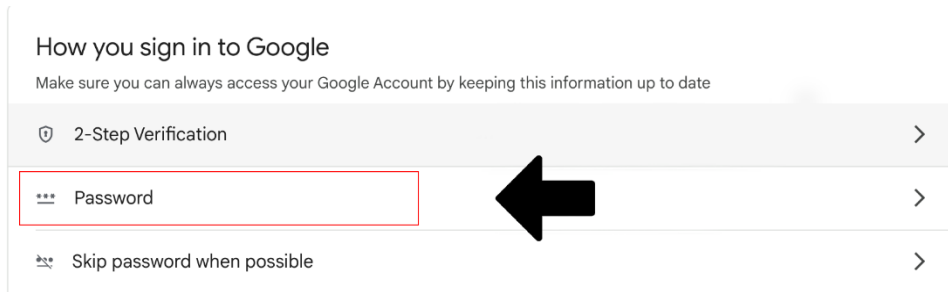
Your recovery email

Cancel **Next**

Password reset procedure

Step 1.

To change Gmail password, refer to steps 1-3 of the recovery information procedure and on the security page look for the Password option. Click on Password option.



Step 2.

A new window option will pop up. Type in your new password and retype to confirm the new password.

