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.

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Step 2.

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

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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



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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

C Enter	Code	
G-		



Back

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 A	Account by keeping this information up to date	
② 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.

⑦ 2-Step∷ Passwo	Verification	2-Step Verification	on is on	>
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Step 9.

Type an email you can access onto the textbox.



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.

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Google Account

← Password
Choose a strong password and don't reuse it for other accounts. Learn more ③ You may be signed out of your account on some devices. Learn more about
New password
Password strength: Use at least 10 characters. Don't use a password from another site, or something too obvious like your pet's name. Why? ①
Confirm new password
Change password