

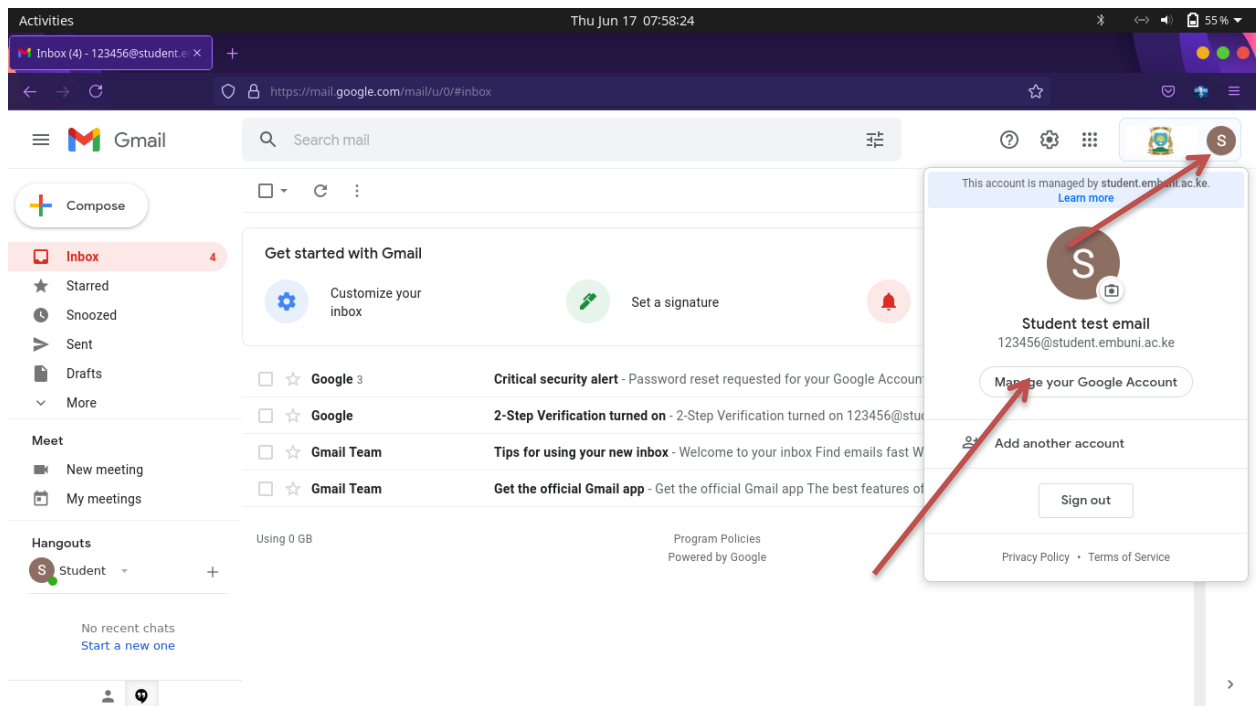
HOW TO SET UP A RECOVERY PHONE NUMBER OR EMAIL

A recovery phone number or email address helps you reset your password if:

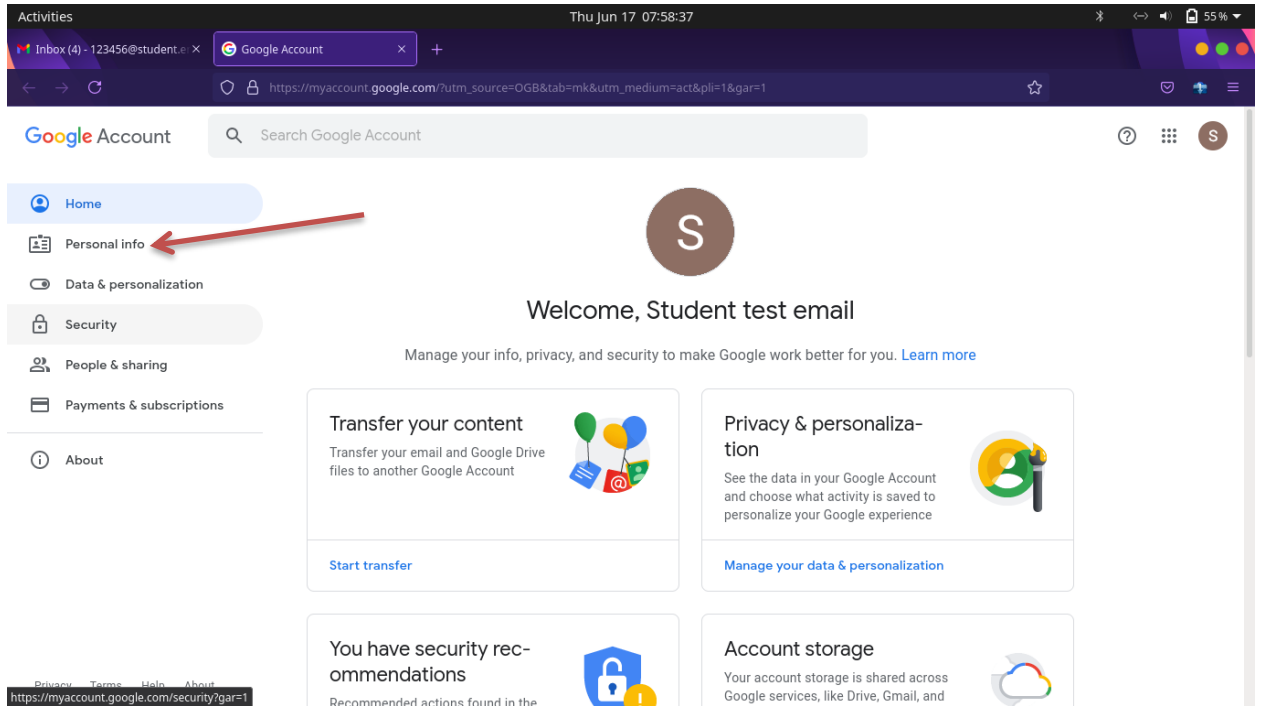
- You forget your password
- Someone else is using your account
- You're locked out of your account for another reason

Add or change a recovery phone number

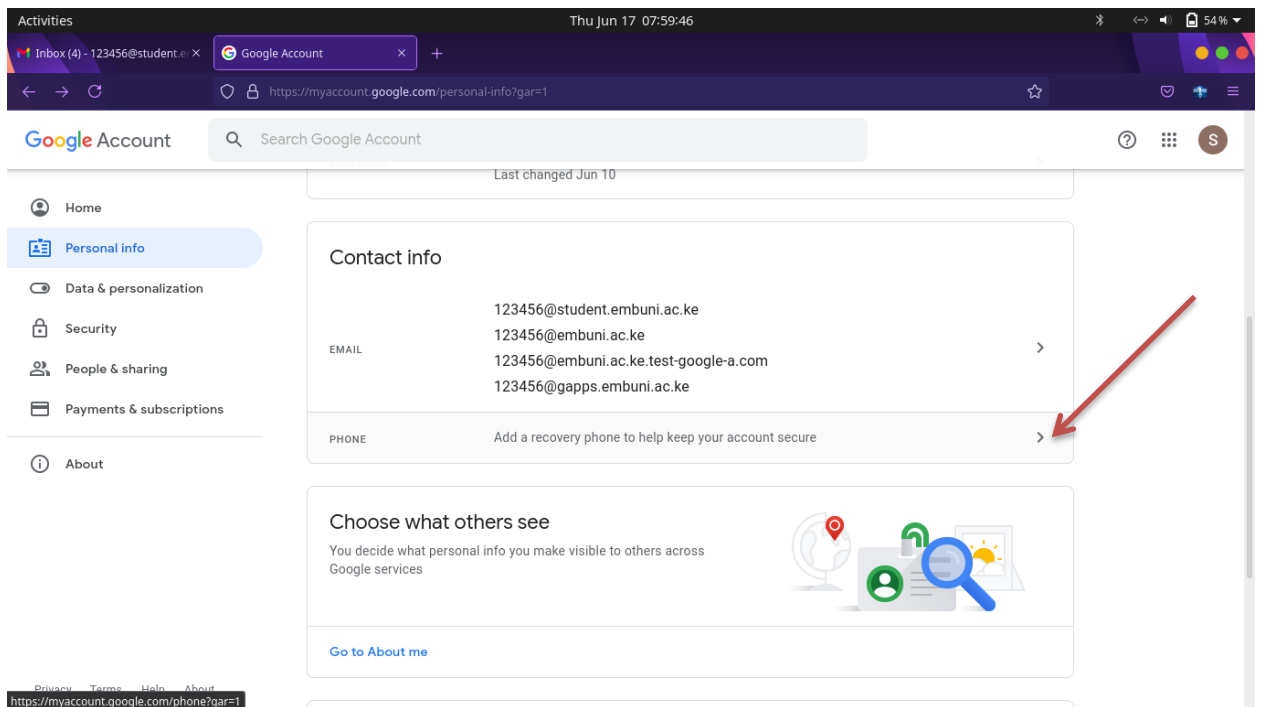
1. Login to your email and go to your Google account as shown below



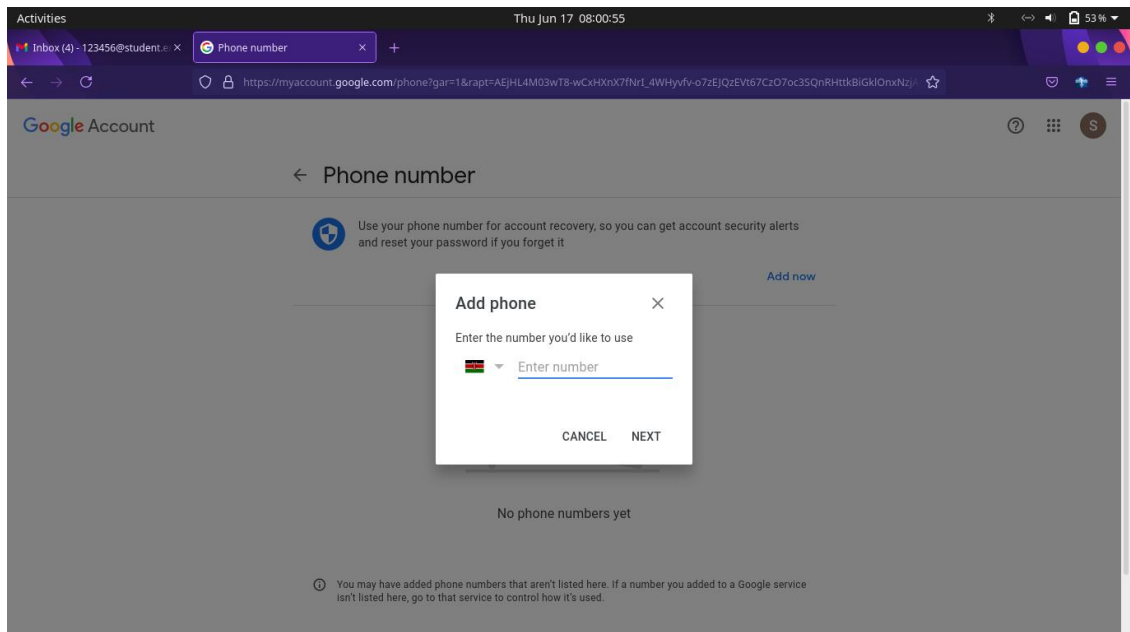
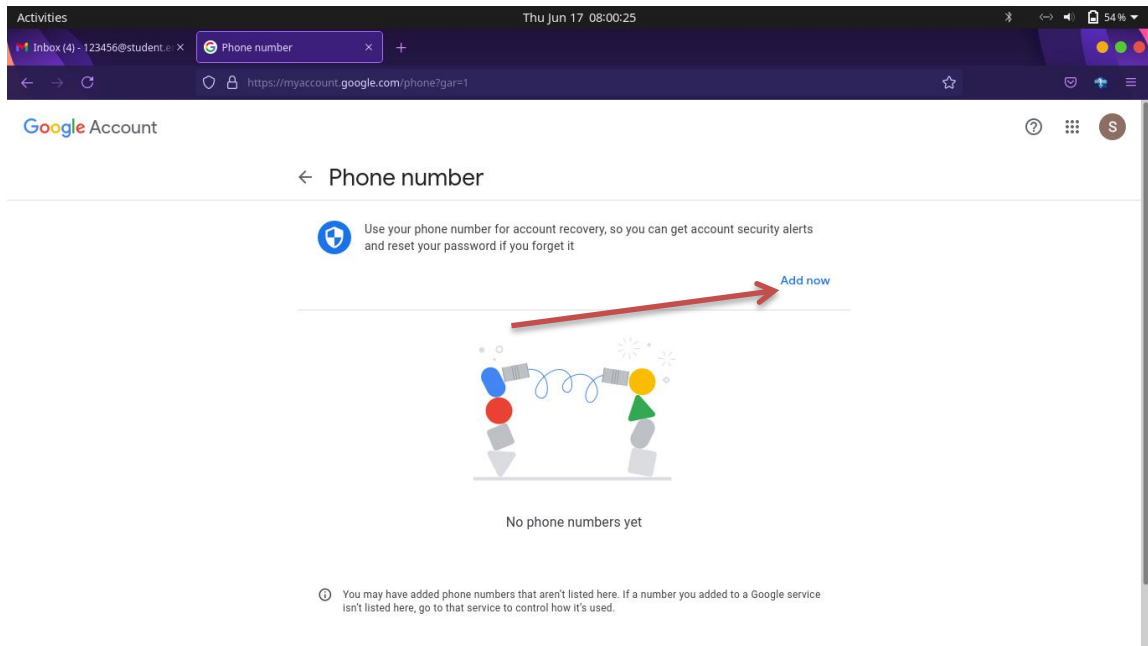
2. On the left navigation panel, click Personal info.



3. On the *Contact info* section, click Add a recovery phone to help keep your account secure.

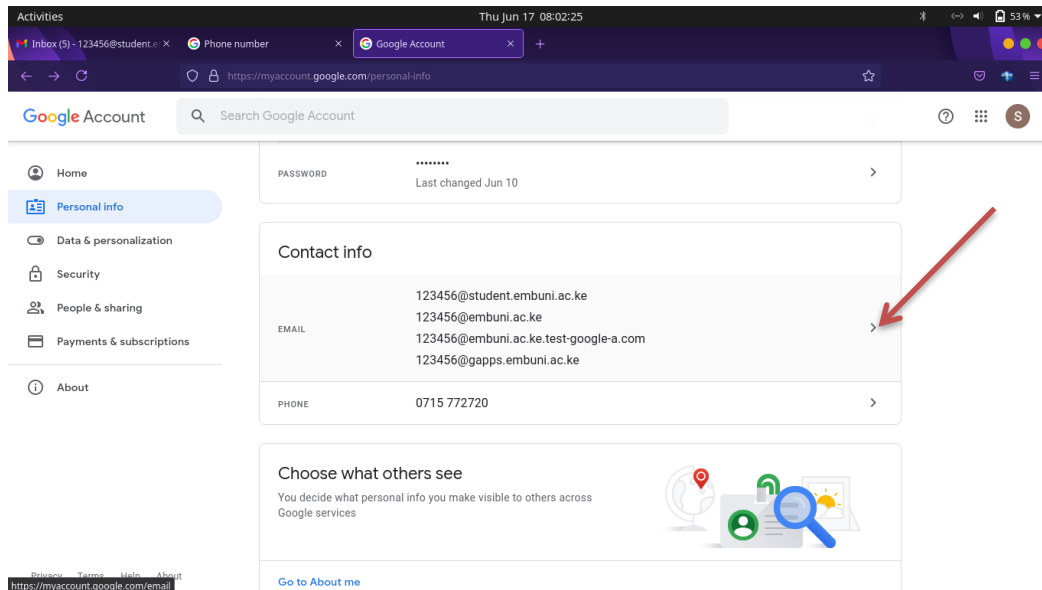


4. From here, you can:
 - Add a recovery phone.
 - Change your recovery phone: Next to your number, select edit .
 - Delete your recovery phone: Next to your number, select Delete .
5. Follow the steps on the screen to add the recovery phone. You might be prompted to input your password to confirm you are the owner of the account. Input your password and continue.

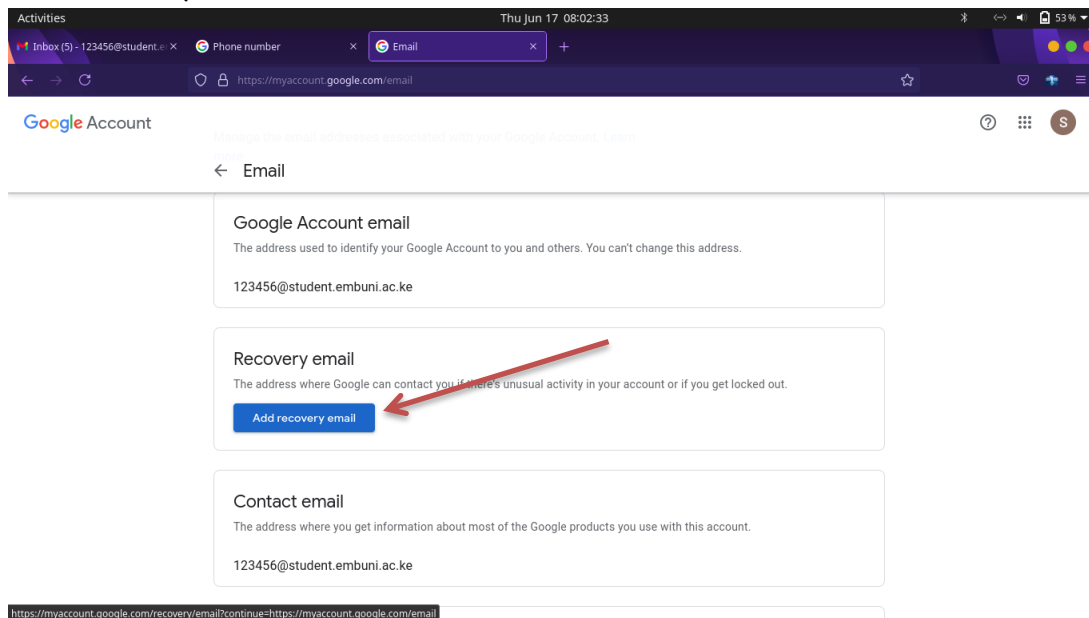


Add or change recovery email

1. Follow **step 1 and 2** on how to set up a recovery phone above to get to the **contact info** section
2. On the *Contact info* section, click Add a recovery phone to help keep your account secure.



3. From here you can:
 - Add a recovery email.
 - Change or delete your recovery email
4. Add recovery email



5. Follow the steps on the screen to complete the setting up of a recovery email.