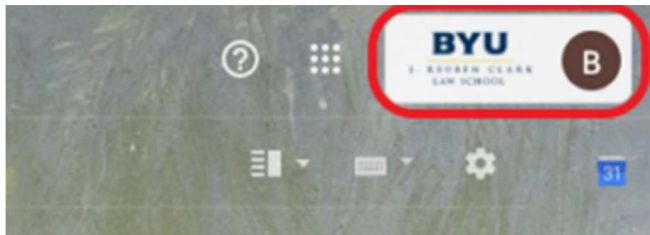


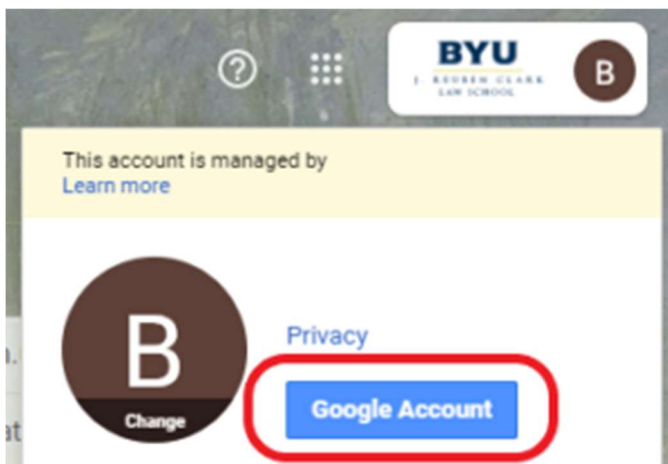
All law.byu.edu accounts and byulaw.net accounts need to have either a recovery email or a recovery phone number associated with them in order for you to be able to reset your own password if you forget it. It is recommended that you set up both. Here are instructions for how to do that.

Setting Up Recovery Email

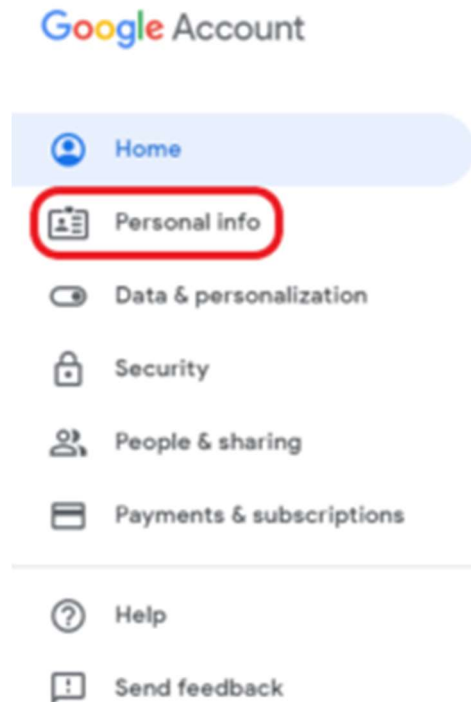
1. In your Gmail account, click on the user icon in the upper right hand corner (this is the icon that gives you account and sign out options). It will open a drop down menu.



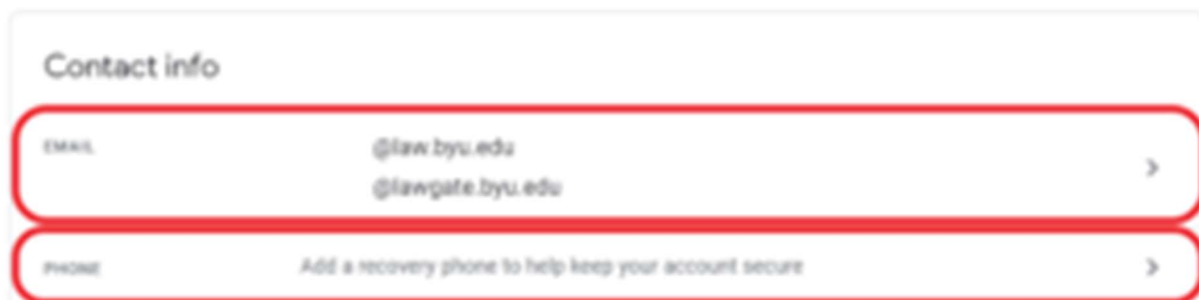
2. Select "Google Account"



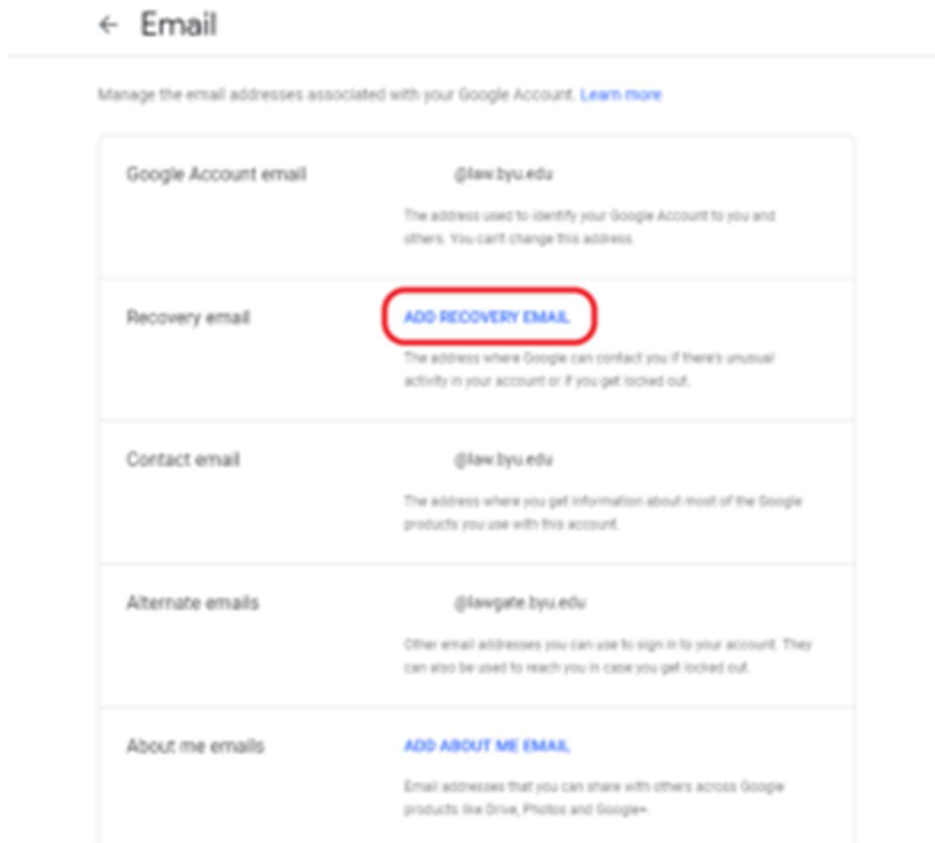
3. This is your Google Account page. On the left hand side there is a tab that says “Personal info”. Click on that.



4. There is a section that says “Contact info”. Under that section there is an option to set up a recovery email and a recovery phone number. Right now we are setting up a recovery email. Later we will set up a recovery phone number. Select the “Email” tab.



5. You will be directed to a window showing information about your email address. There is an option to “ADD RECOVERY EMAIL” You want to select this option.

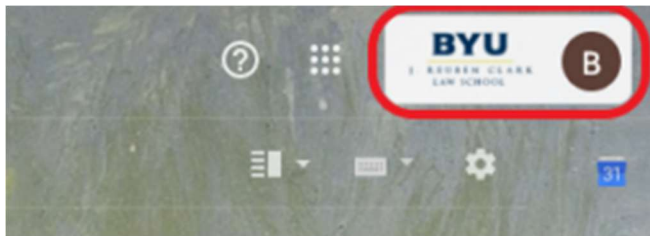


6. You may have to sign in. At this point you will be directed through a series of prompts that will help you set up your recovery email. It is good to choose an email that you use regularly and that is not associated with BYU (i.e. an account from Gmail, Yahoo, Hotmail, Outlook, or something similar). Gmail will send you an email message asking if it is ok to use this email account as a

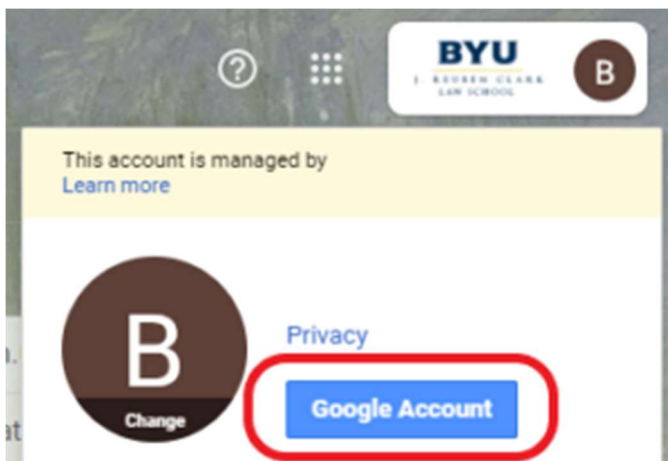
recovery email. You can ignore this message. Now your done! Your recovery email is saved. You can close the window or continue to the next section to set up your recovery phone number.

Setting Up Recovery Phone Number

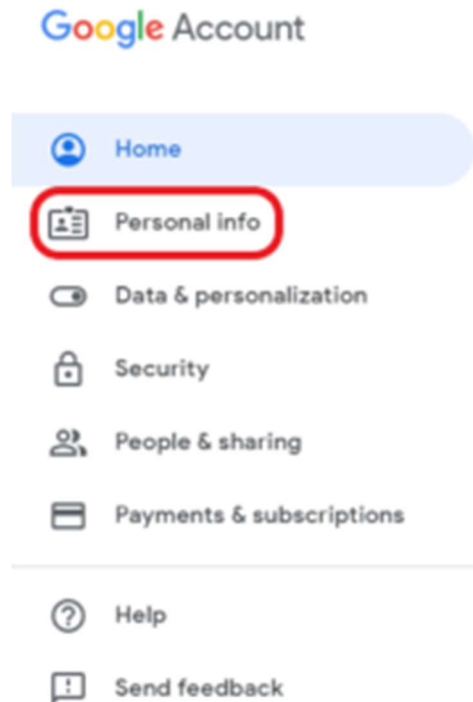
1. In your Gmail account, click on the user icon in the upper right hand corner (this is the icon that gives you account and sign out options). It will open a drop down menu.



2. Select "Google Account"



3. This is your Google Account page. On the left hand side there is a tab that says “Personal info”. Click on that.



4. There is a section that says “Contact info”. Under that section there is an option to set up a recovery email and a recovery phone number. Right now we are setting up a recovery phone number. Select “Add a recovery phone to help keep your account secure”.

Contact info

EMAIL	@law.byu.edu @lawgate.byu.edu	>
PHONE	Add a recovery phone to help keep your account secure	>

5. If you do not already have a recovery phone number set up then you will be directed to a page that gives you the option to add a recovery phone number. Select the option to “Add now”. You might be asked to sign in again. If that happens, sign in and you will be directed back to the page that gives the option to add a phone number again. “Select Add now”.



Use your phone number for account recovery, so you can get account security alerts and reset your password if you forget it

Add now



No phone numbers yet

Have Google verify your number

Google can auto-verify phone numbers on some devices. This helps keep your account up to date.

[Learn more](#)

You may have added phone numbers that aren't listed here. If a number you added to a Google service isn't listed here, go to that service to control how it's used.

6. You will be directed to a page that asks for a recovery phone number. This has to be a phone that can receive SMS messages. Follow the prompts. Gmail will send you a code to verify the phone number. You need this code to finish setting up your recovery email. Once you are done setting up this up you can close the window or return to Gmail.

Alternate Instructions

For instructions on how to do this on Android, iPhone and iPad as well as similar instructions for how to do this on your computer, visit the following link:

[Google Account Password Reset](#)