

How-To-Document Resource *How to change your Google email password*

Changing Google Email Password

1. From your Google account, click on your **user icon** in the upper-right corner.



2. Click on Manage your Google Account.



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- 3. In the left column, click on **Security**.
- 4. Scroll down the page to the **How you sign in to Google** and click on **Password**.



Continue on next page



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5. Follow the prompts to enter a strong password of at least 14 characters.

Strong Passwords include:

- 14 characters minimum; 16 or more characters is great
- Include at least one uppercase letter
- Include at least one lowercase letter
- Include at least one number
- Include at least one special character