



STANDARD OPERATING PROCEDURE

Update Contact number in Google Apps for Student Email

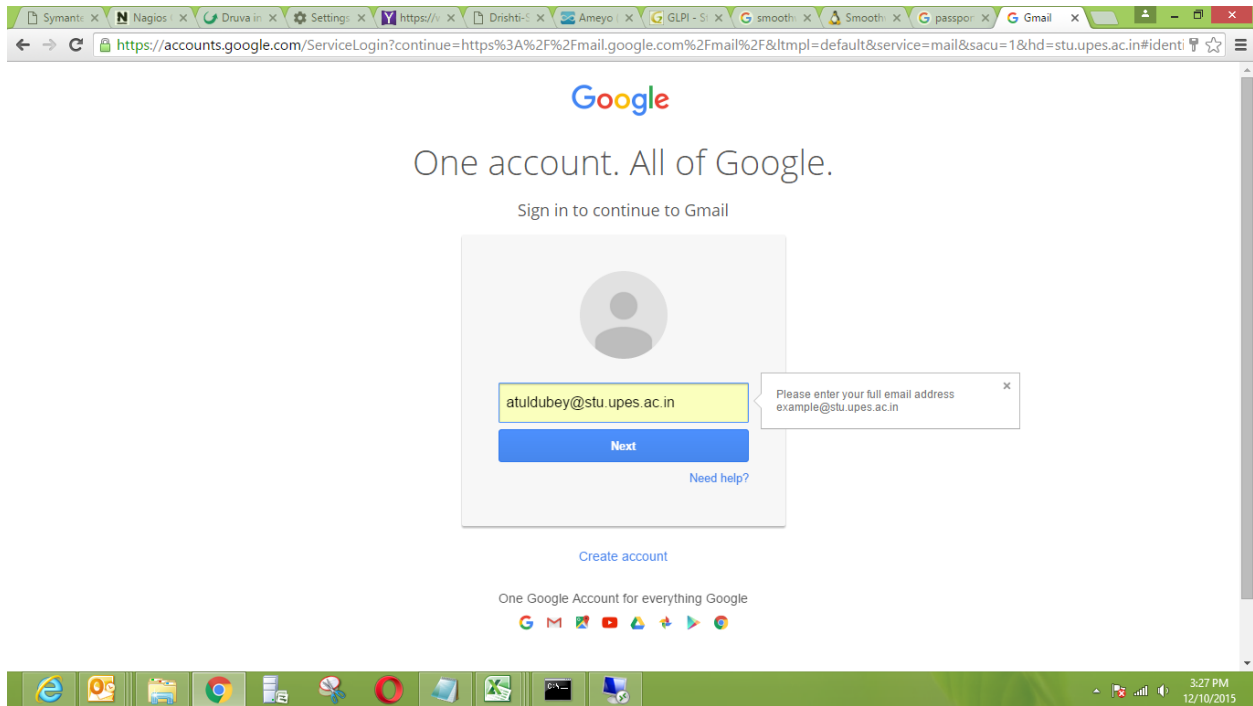
Abstract

This document would list down steps to add your mobile number to your account which would be used in the password recovery options

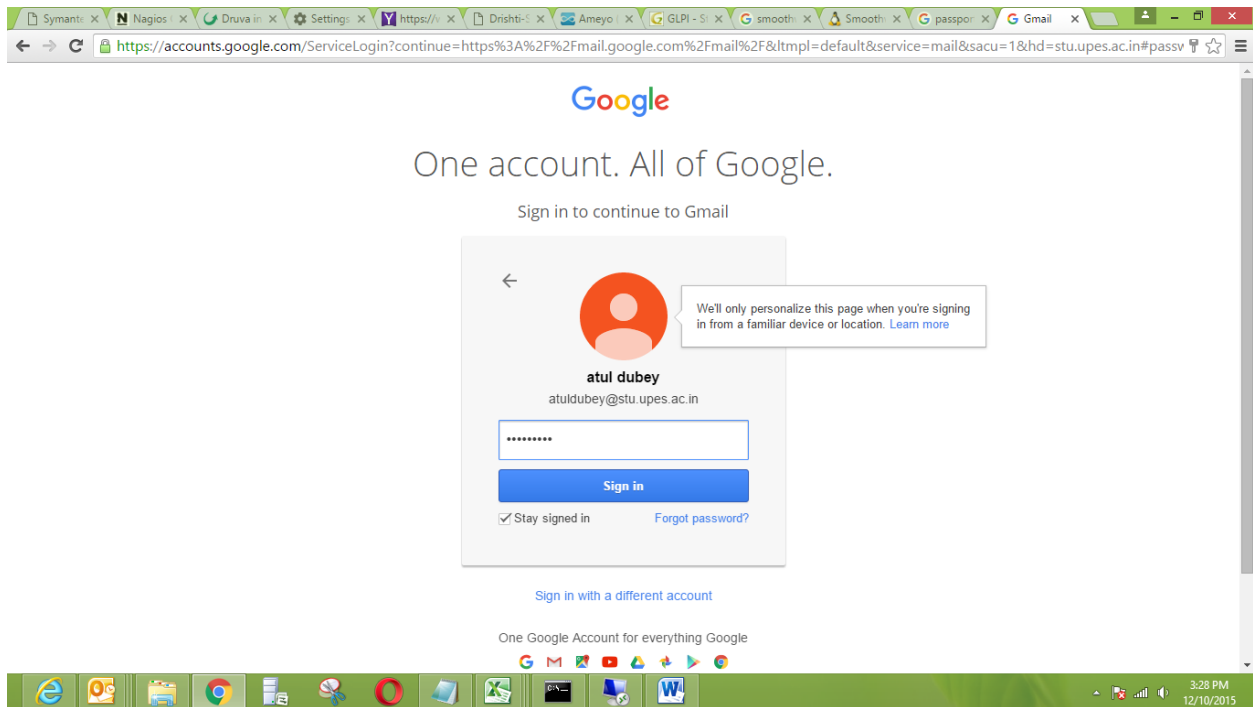
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1. Step 1: Enter your mail ID on mail.stu.upes.ac.in.



2. Give the Password then Click on Sign in.



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3. Click on right side and click the My Account button.

The screenshot displays a Gmail inbox interface. On the right side, a user profile card for 'atul dubey' (atuldubey@stu.upes.ac.in) is visible, with a 'My Account' button. Below the inbox, a 'Setup progress' section shows 'Account Created' as complete, with options for 'Learn how to use Gmail', 'Set a signature', and 'Change profile image'. A yellow notification banner at the top right of the main content area reads 'This account is managed by stu.upes.ac.in.' and includes a 'My Account' button. The bottom of the browser window shows the Windows taskbar with various application icons and a system tray displaying the time as 3:28 PM on 12/10/2015.

4. Click on Signing in to Google in Sign-in & security.

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My Account

Welcome, atul dubey

Control, protect, and secure your account, all in one place

My Account gives you quick access to settings and tools that let you safeguard your data, protect your privacy, and decide how your information can make Google services work better for you.

- Sign-in & security**
 - Control your password and account-access settings.
 - Signing in to Google
 - Device activity & notifications
- Personal info & privacy**
 - Manage your visibility settings and the data we use to personalize your experience.
 - Your personal info
 - Activity controls
- Account preferences**
 - Set language, accessibility, and other settings that help you use Google.
 - Language & Input Tools
 - Accessibility

5. Click on Recovery phone.

My Account

Sign-in & security

Control your password and account access, along with backup options if you get locked out of your account.

Make sure you choose a strong password
A strong password contains a mix of numbers, letters, and symbols. It is hard to guess, does not resemble a real word, and is only used for this account.

Password & sign-in method

Your password protects your account. You can also add a second layer of protection with 2-Step Verification, which sends a single-use code to your phone for you to enter when you sign in. So even if somebody manages to steal your password, it is not enough to get into your account.

Note: To change these settings, you will need to confirm your password.

Password Last changed: Yesterday, 4:48 PM

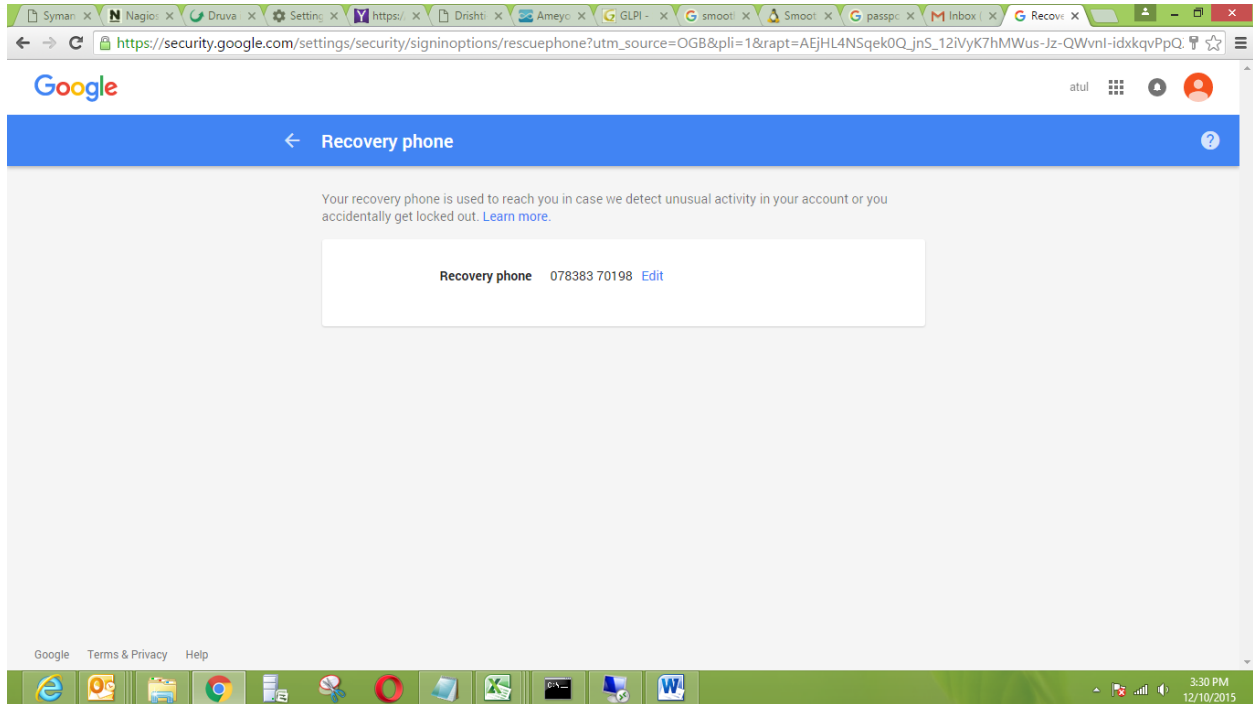
Account recovery options

If you forget your password or cannot access your account, we will use this information to help you get back in.

Recovery phone 078383 70198

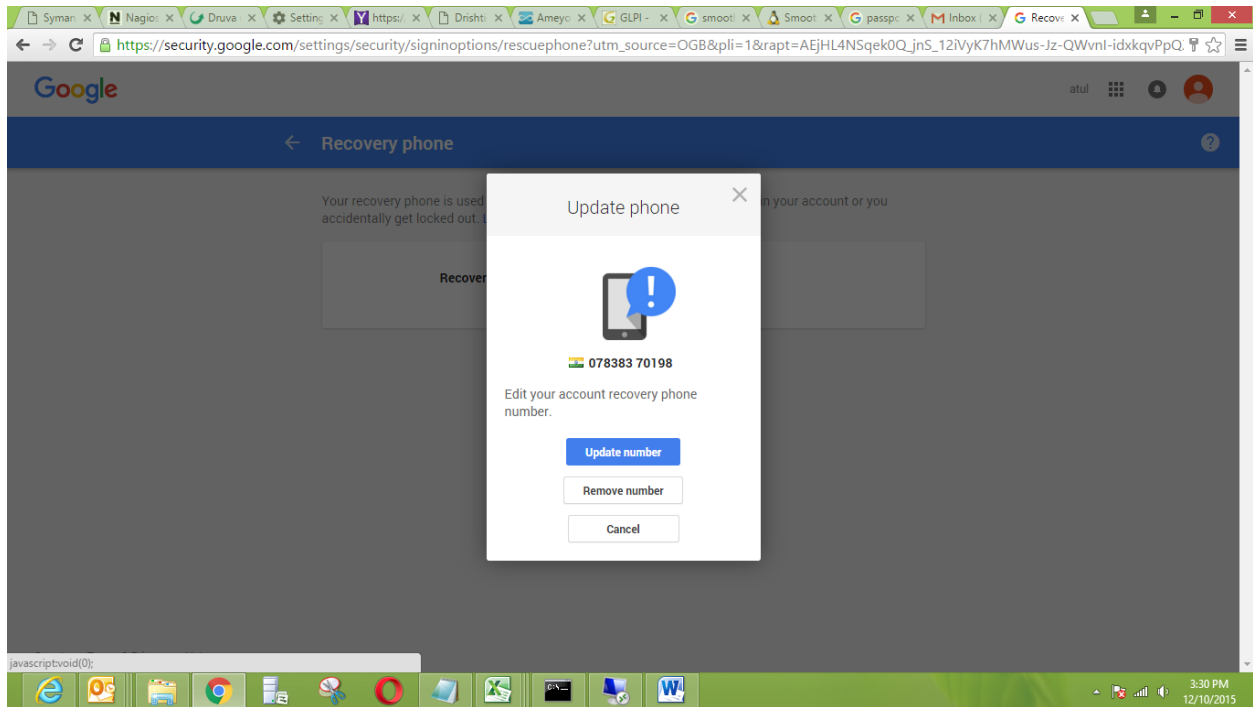
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6. Click on Edit.

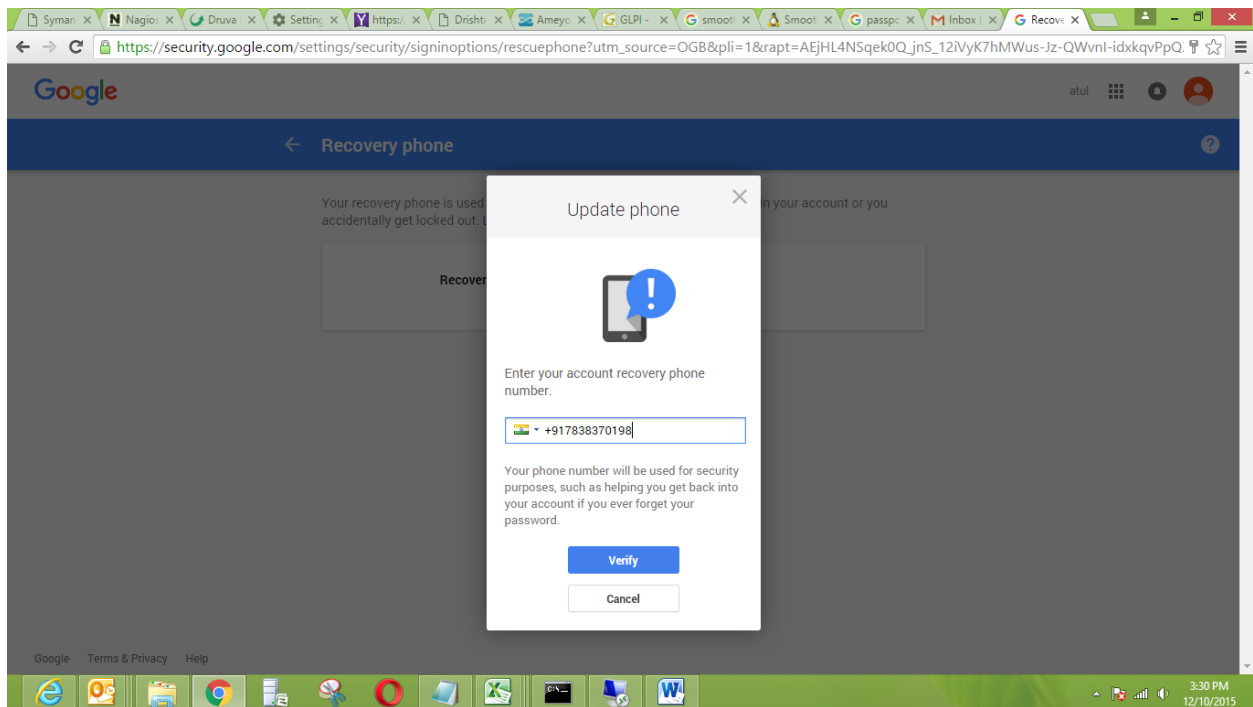


7. Click on Update number.

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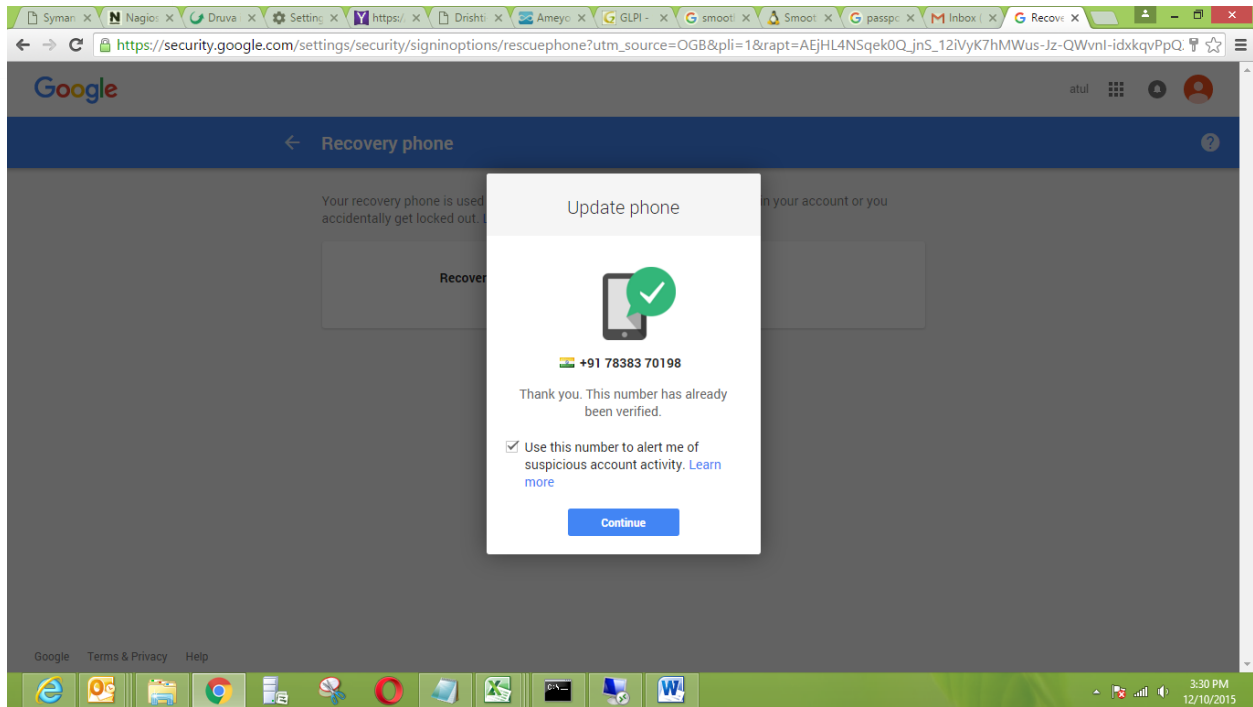


8. Enter your valid contact number and verify it.



9. Click on continue.

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10. Now contact detail has updated.

