STANDARD OPERATING PROCEDURE

Update Contact number in Google Apps for Student Email
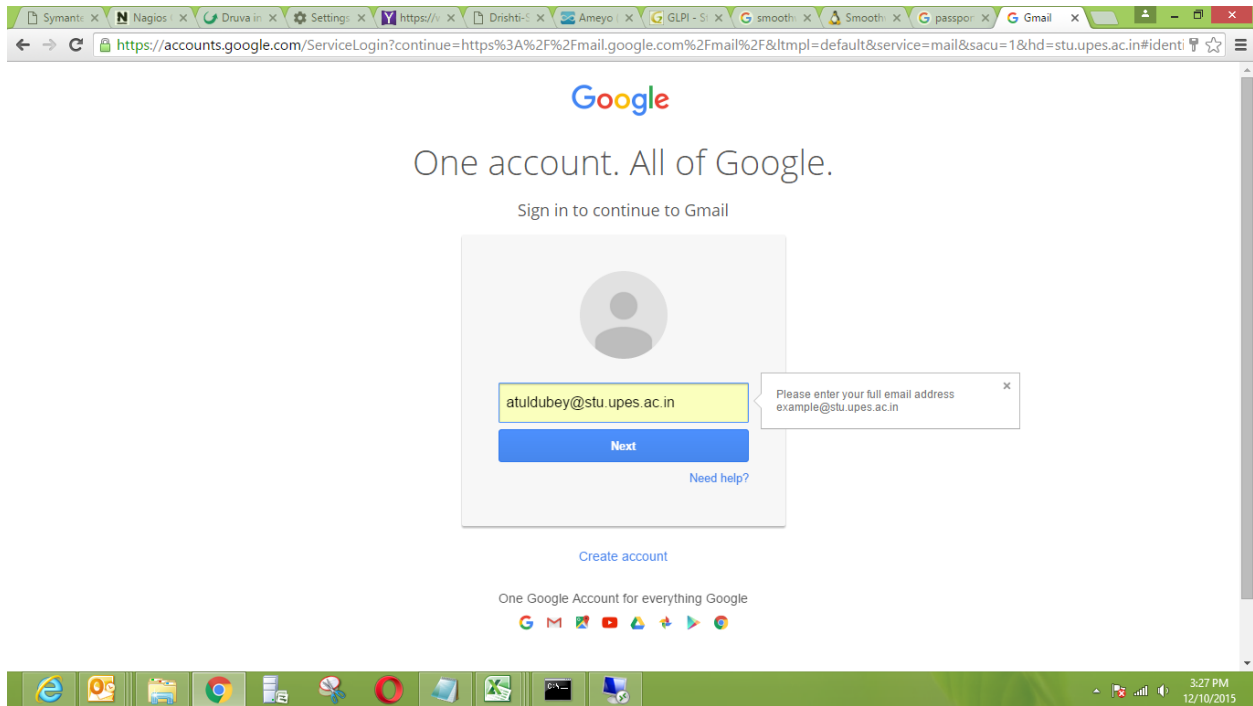
Abstract

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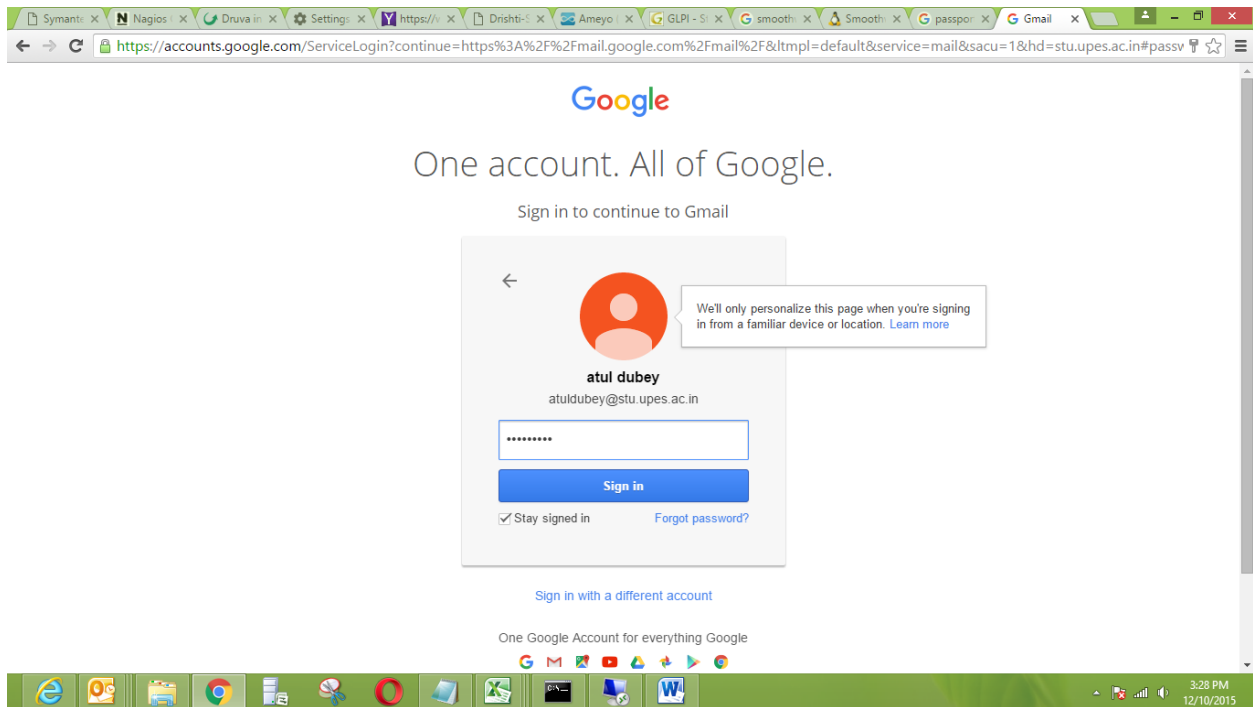
UPES IT

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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.

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

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5. Click on Recovery phone.

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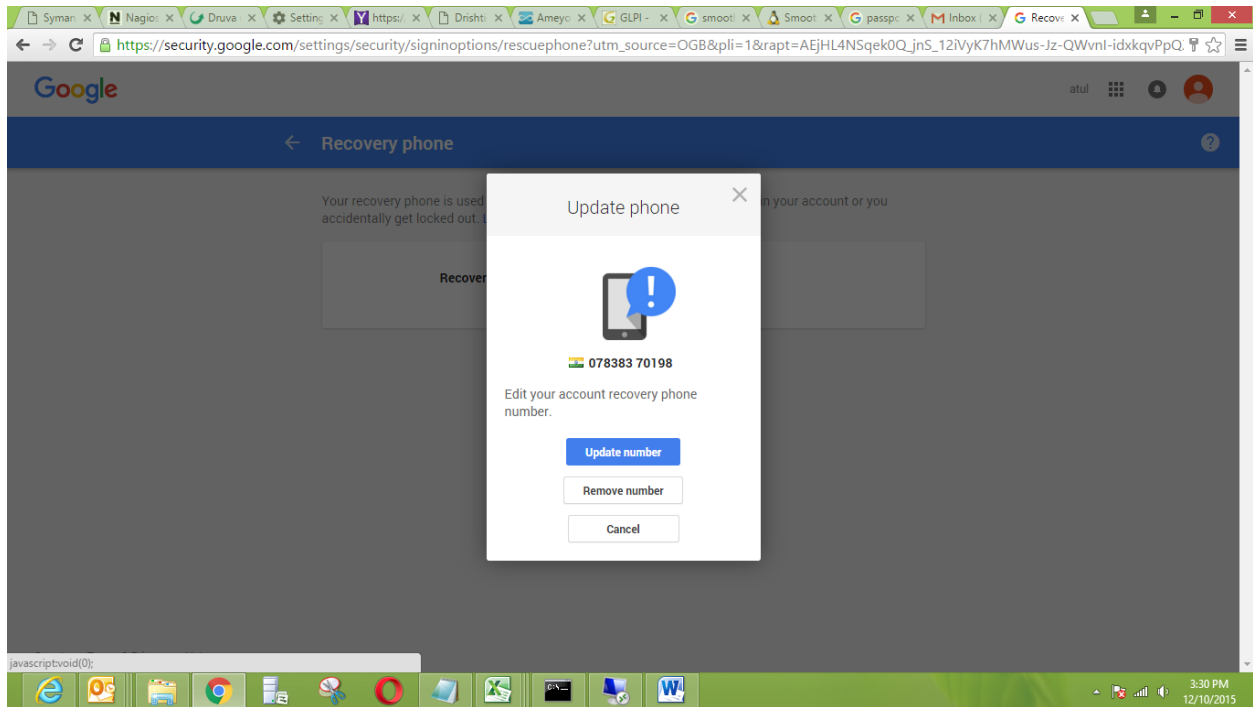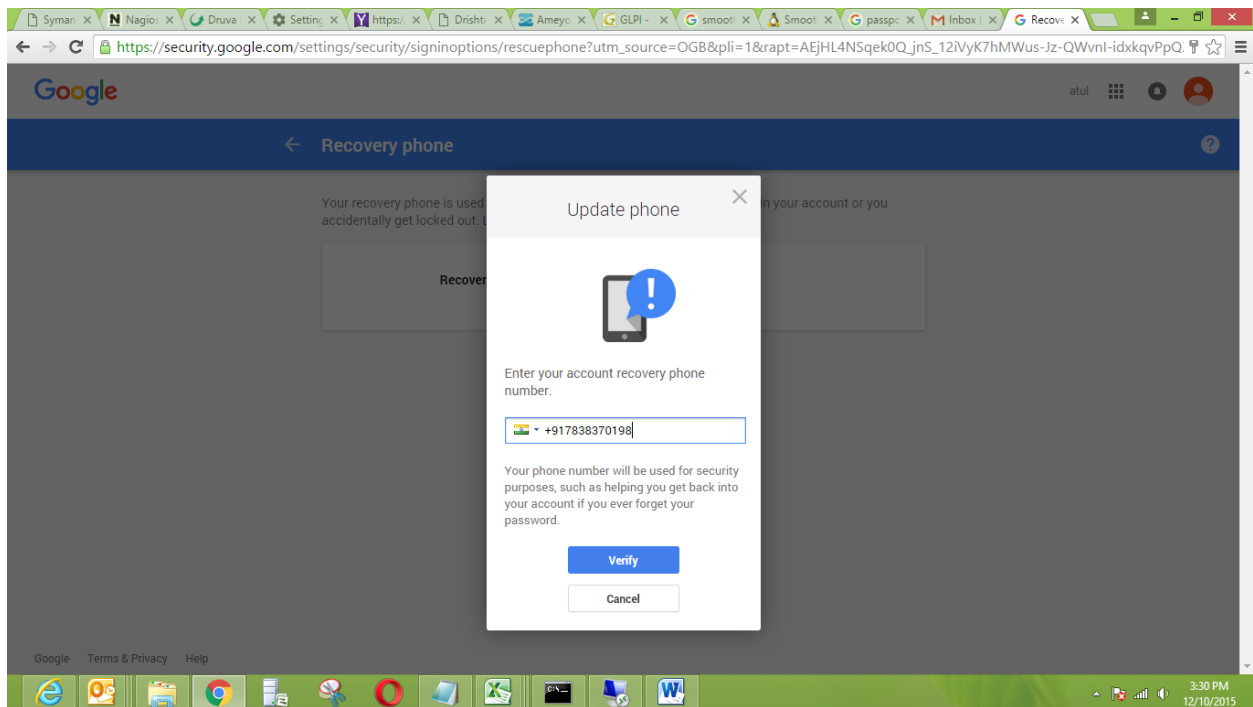6. Click on Edit.
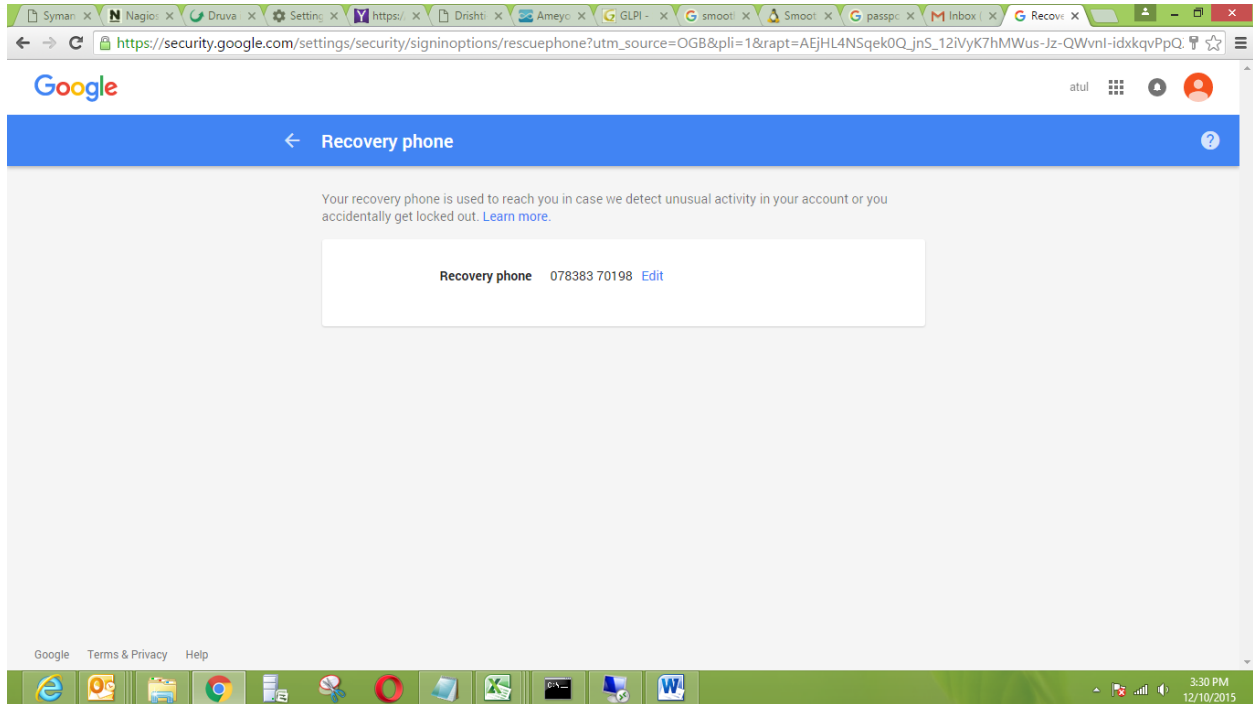
7. Click on Update number.

Standard Operating Procedure
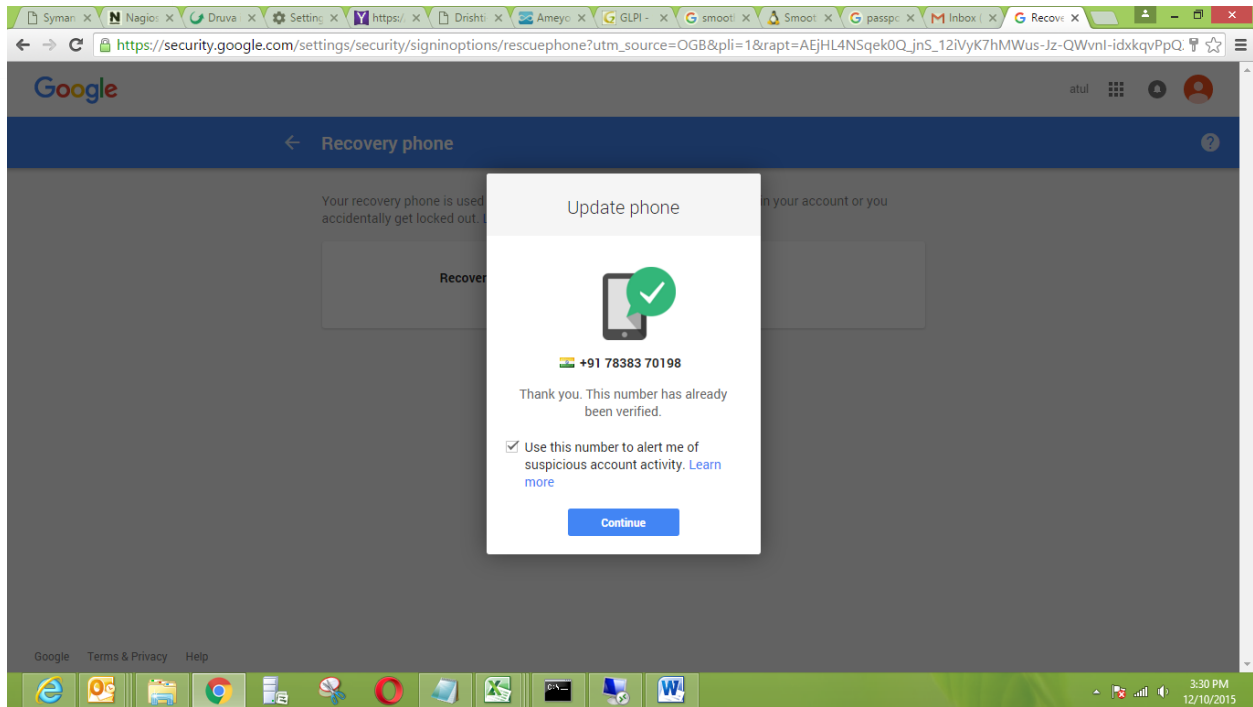## Update Contact number in Google Apps for Student Email

8. Enter your valid contact number and verify it.

9. Click on continue.

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10. Now contact detail has updated.