



VEID ENTERPRISES PTE LTD

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Set up a recovery phone number or email address

How recovery info helps you	1
Add or change a recovery phone number	1
Change a recovery phone number.....	1
Which number to use.....	2
Add or change a recovery email address.....	2
Add a recovery email address.....	2
Change a recovery email address	2

To make sure you can get back into your Google Account if you ever can't sign in, add recovery information.

How recovery info helps you

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

Tip: If you change your recovery phone or email, Google may still offer to send verification codes to your previous recovery phone number or email address for 7 days. If someone starts to use your account without your permission, this allows you to quickly secure your settings.

Add or change a recovery phone number

- 1) Go to your [Google Account](#).
- 2) On the left navigation panel, click Personal info.
- 3) Under "Contact info," click Add a recovery phone to help keep your account secure.
- 4) Follow the steps on the screen.

Change a recovery phone number

- 1) Go to your [Google Account](#).
- 2) On the left navigation panel, click Personal info.
- 3) Under "Contact info," click Phone and then Phone number.



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- 4) Change your recovery phone: Next to your number, click Edit Edit.
- 5) Delete your recovery phone: Next to your number, click Delete .
- 6) Follow the steps on the screen.

Tip: If you delete your recovery phone number, it may still be used for other Google services. To manage your phone numbers, go to [your account](#)

Which number to use

Use a mobile phone that:

- Gets text messages
- Belongs only to you
- You use regularly and keep with you

Add or change a recovery email address

Add a recovery email address

- 1) Go to your [Google Account](#).
- 2) On the left navigation panel, click Personal info.
- 3) Under "Contact info," click Email and then Recovery email. You might need to sign in.
- 4) Follow the steps on the screen.

Change a recovery email address

- 1) Go to your [Google Account](#).
- 2) On the left navigation panel, click Personal info.
- 3) Under "Contact info," click Email and then Recovery email. You might need to sign in.
- 4) Click on your recovery email address to edit.

Which email to use

Choose an email address that:

- You use regularly
- Is different from the one you use to sign in to your Google Account