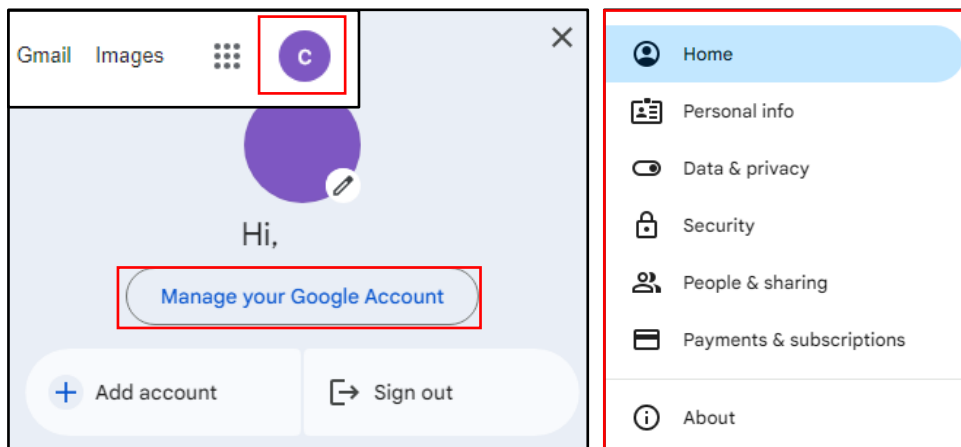


- **Do** limit your personal details when creating a Google Account as there are some that everyone can see on certain google services.
- **Do** ensure you update your passwords periodically, or whenever you think someone may have stolen it.
- **Do** use Two-Factor Authentication to protect all your information.
- **Don't** forget to remind family members to take similar precautions with their accounts their privacy and share settings can expose your personal data.
- **Don't** establish connections with people or communities you do not know or trust. Understand that people are not always who they say they are online.
- **Don't** allow Google to access your location. Disable location services when posting images on whichever device you are using whether it be iOS, Android, or when uploading from your computer.

Manage Your Google Account

At the top right corner when you first get to Google, Click where your name is as highlighted below to get to "Manage your Google Account." Once there, you can navigate through the menu bar to start protecting yourself and your data.




Privacy & personalization

On the Homepage of "Manage Your Google Account," "Privacy & personalization" will be one of the first options you view. If you click on "Manage your data & privacy," and start to slowly scroll down you will reach your "History settings." Here you can go through your history and delete it, and also choose what is automatically saved by Google. It is recommended that you at least "Pause" / turn off your "Location History."

Privacy & personalization

See the data in your Google Account and choose what activity is saved to personalize your Google experience



[Manage your data & privacy](#)

History settings

Choose whether to save the things you do and places you go to get more relevant results, personalized maps, recommendations, and more. Location info is saved and used based on your settings. [Learn more](#)

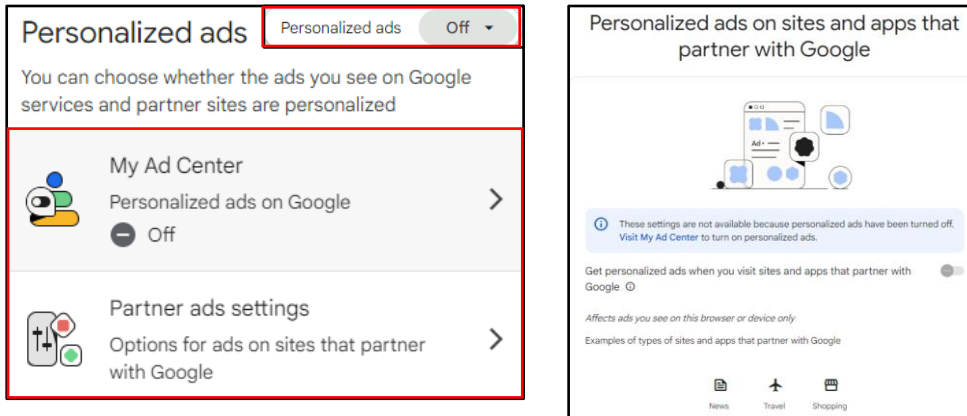
Web & App Activity	On	>
Location History	Paused	>
YouTube History	On	>

See and delete your history anytime

[My Activity](#) [Maps Timeline](#) [YouTube watch & search history](#)

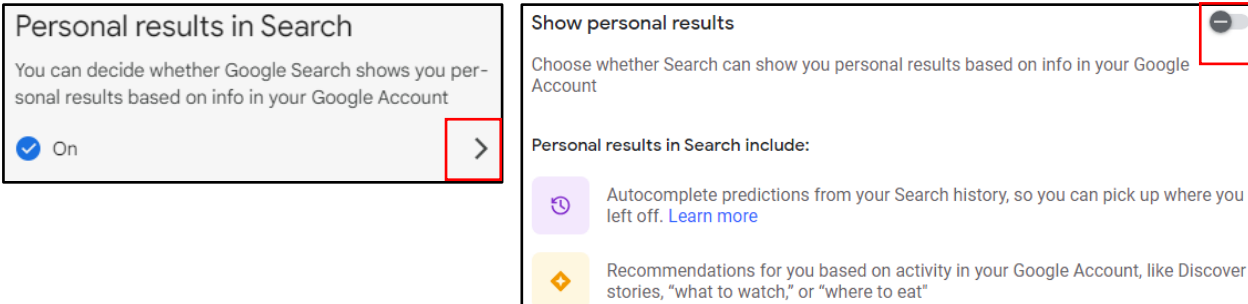
Data & privacy

Directly under “History settings” on the Homepage is the section for “Personalized ads.” Here it is recommended you turn them off, and go through the “Partner ads settings” as well.



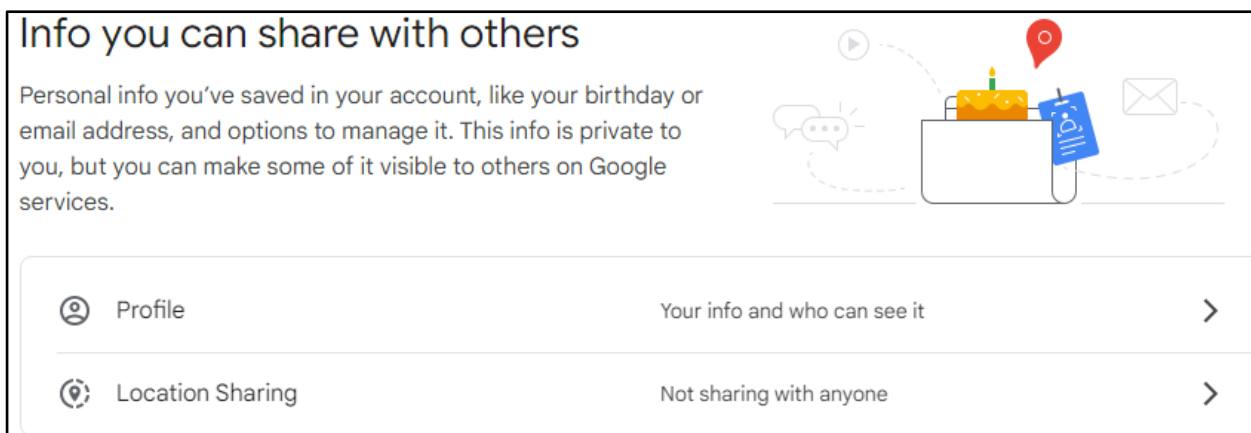
Data & privacy

Next you have your “Personal results in Search.” Here you can choose if you want Google Search to show results based on data collected while you use your Google Account. To turn this off, Click on the highlighted arrow below, and ensure that the tab in the highlighted next to “Show personal results” is turned off.



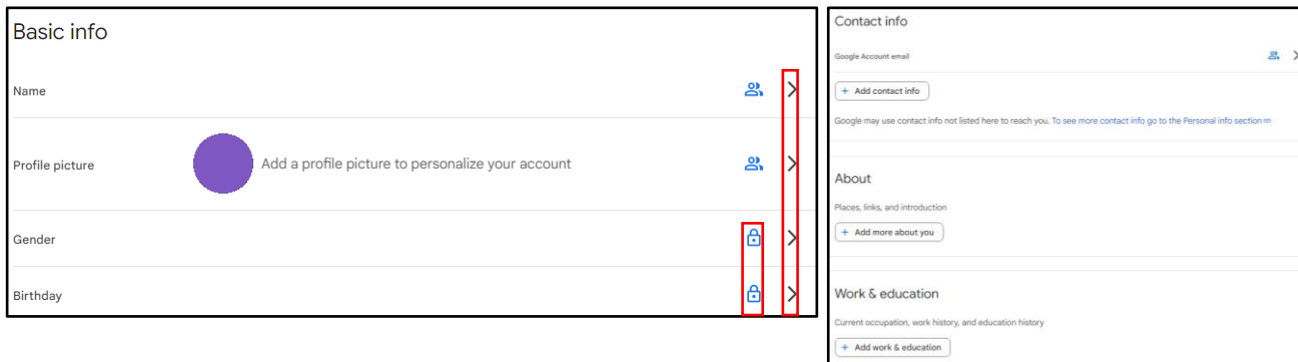
Data & privacy

Next is “Info you can share with others,” where you can control your “Profile” and “Location Sharing.”



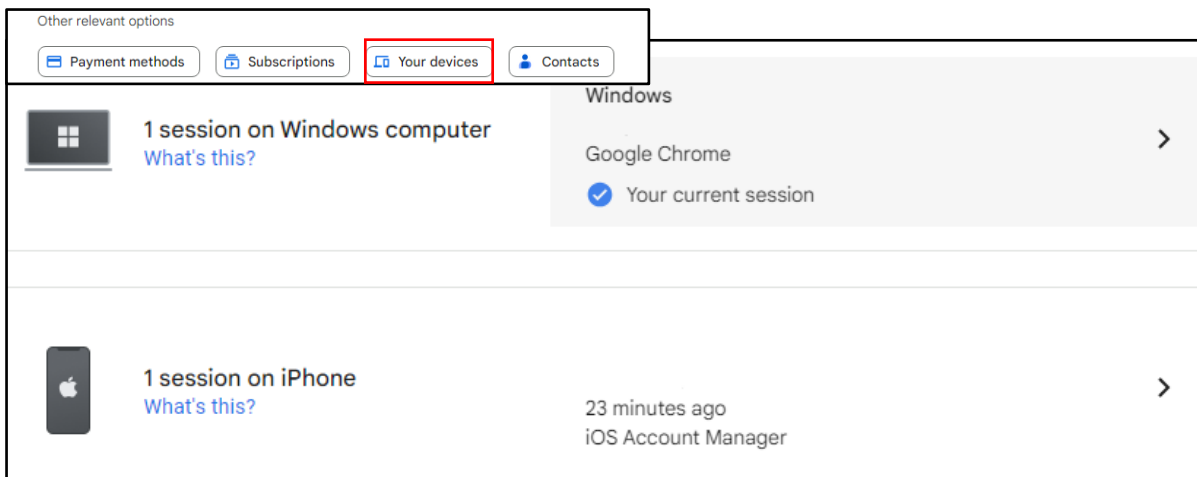
Info you can share with others

Still looking at the “Info you can share with others,” if you click the “Profile” tab, it will bring you to your “Basic info.” Here you can edit your “Name, Profile picture, Gender, and Birthday” by clicking on the arrows, as is highlighted below. It is recommended that any information that you can keep private, you do, indicated by the “Lock” highlighted below. You can also edit your “Contact info,” “About,” and “Work & education” section here.



Info you can share with others

Back under “Info you can share with others,” under “Other relevant options,” you can manage your “Payment methods, Subscriptions, Your devices, and Contacts.” Under “Your devices,” it is a generally good practice to make sure that there aren’t any devices you don’t recognize. If there are, make sure you log out of them and change your password.



Data from apps and services you use

Under “Data from apps and services you use,” it shows the what “Third-party apps & services” you use and what content is saved from Google services. Here you can learn what data is shared to those third-party apps, and control what apps you want to disconnect from, if any. You can also choose to download or delete the data. Next, under the “More options” portion, you can choose to delete your entire “Google Account” along with all its data, or make a plan for your digital legacy.

The screenshot shows the 'Data from apps and services you use' section. It includes a sub-section for 'Apps and services' with a red box around the 'Third-party apps & services' option, which shows 'No apps connected'. To the right, the 'Download or delete your data' section is highlighted with a red box, containing two options: 'Download your data' (Make a copy of your data to back it up) and 'Delete a Google service' (Remove a service you no longer use).

The screenshot shows the 'More options' section. It includes two options: 'Make a plan for your digital legacy' (Plan what happens to your data) and 'Delete your Google Account' (Delete your entire account and data). Both options are highlighted with a red box.

The screenshot shows the 'Plan what happens to your data if you can't use your Google Account anymore' section. It includes a 'START' button and four steps: 'Decide when Google should consider your Google Account inactive', 'Choose who to notify & what to share', and 'Decide if your inactive Google Account should be deleted'.

Data from apps and services you use

“Plan for your digital legacy” offers you the ability for if your account were to ever become inactive, like in the instance of death, that your data could be shared with someone you trust or be deleted by Google.

Security

Navigate back to the “Home” screen, where you then can go to “Security” tab. Here you will be able to see “How you sign in to Google.” It is recommended that you ensure “2-Step Verification” is turned on and that you add both a “Recovery phone” and “Recover email.” If you scroll down, you can also run a scan with “Google One” to see if your email address appears on the dark web from data breaches, and also configure your “Password Manager.” It is not recommended that you use Google’s Password Manager as if someone gets into your email, they will have access to all those Passwords.

How you sign in to Google

Make sure you can always access your Google Account by keeping this information up to date

2-Step Verification	2-Step Verification is off	>
Password	Last changed Sep 13	>
Recovery phone		>
Recovery email	Verify	>
You can add more sign-in options		
Passkeys		

See if your email address is on the dark web

Run a scan to see if your email address was leaked on the dark web from data breaches

[Run a scan with Google One](#)

Your saved passwords



Password Manager

You don't have passwords saved in your Google Account. Password Manager makes it easier to sign in to sites and apps you use on any signed-in device. >

People & sharing

Navigate back to the “Home” screen, where you then can go to “People & sharing” tab. Here, if you have children, you can set up a family group to monitor their activity. You can also organize your “Contacts” here. It is recommended that you do not import your Contacts from your devices to Google, and ensure it is turned off, as is highlighted below. You can also manage your “Location sharing.” It is recommended that you always have this turned to “Off.”

Your family on Google

You can create a family group with up to 6 people and get more out of Google together



Get started

Contacts

Organize your Google contacts so you can connect with people on Google services, like Gmail



Contacts	No contacts yet	☑
Contact info saved from interactions	Off	>
Contact info from your devices	Off	>
Blocked	No blocked users	>

Location sharing

You aren't sharing your real-time location with anyone on Google



[Manage location sharing](#)

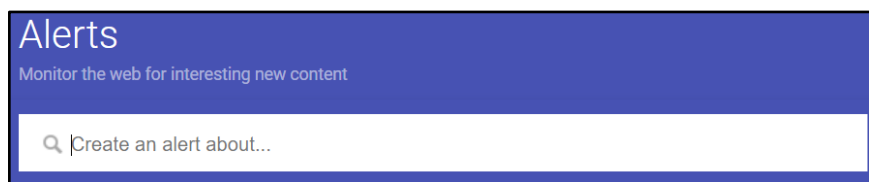
GOOGLE ALERTS

Background

“Google Alerts” is a free Google feature that monitors the internet for mentions of any topic a user specifies. Google collects and packages all instances of these mentions and delivers them to the user as soon as Google finds the mention, daily, or weekly according to your preferences. For instance, you may choose to be notified anytime your name is mentioned in an article, when a specific job title is posted, or when your business is mentioned.

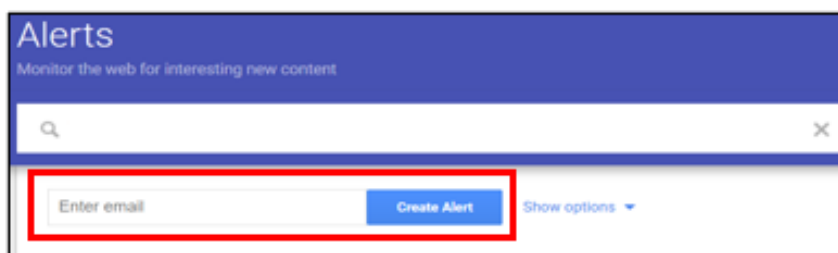
Step 1: Open the Website

To begin, type “Google Alerts” into your search engine, or you can go directly to the website: <https://www.google.com/alerts>. Bookmark this page for easier access in the future.



Step 2: Enter Your Search

Under “Alerts,” enter the topic you would like to receive alerts about. As soon as you begin typing, a sample of your first alert will appear. If you are not getting the results you want, you can change your input right away. You may decide to set an alert for your own name to help monitor what might be on the internet about you, especially after you have reviewed the “Self-Assessment card.”



Step 3: Create the Alert

Enter a valid email address where Google will send the results of your query. Then complete the process by clicking on the “Create Alert” button. If it doesn’t ask for your email, you are likely already logged into your Google Account, and will receive the emails in the associated email account. You will receive an email from Google Alerts asking you to confirm or cancel this request. Once you confirm the request, you will begin receiving your alerts. Your first basic Google Alert is now complete.

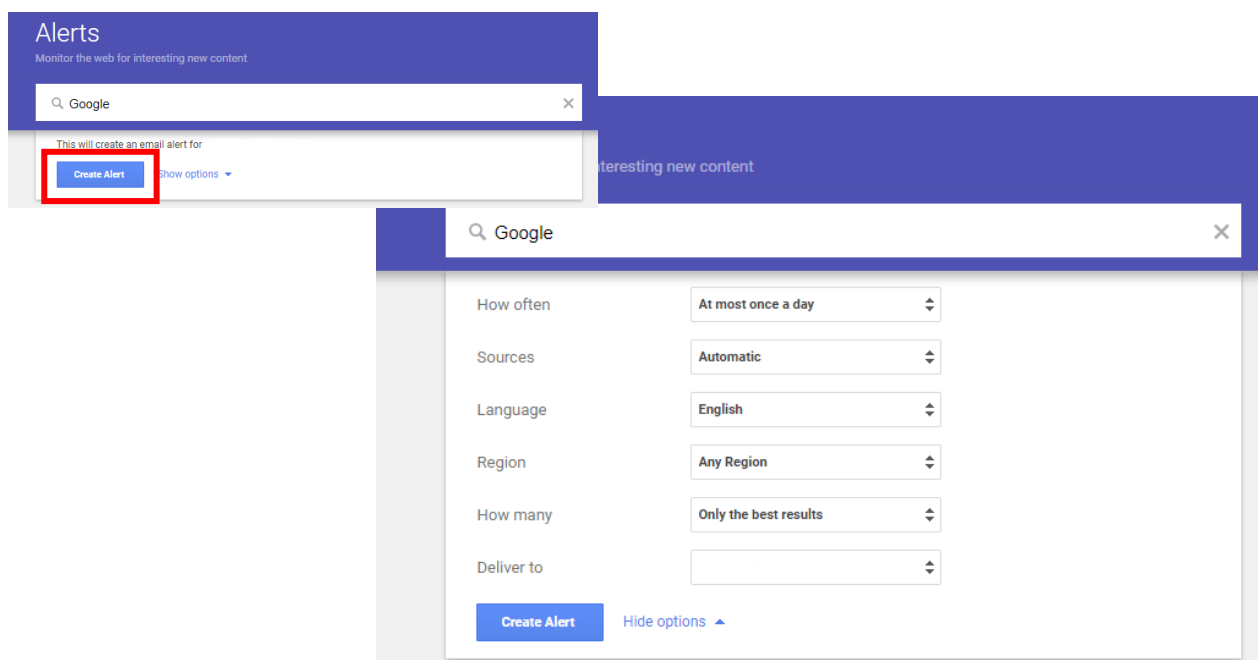
Tip: You can use the search box like you would in Google Search but avoid general terms or the vast majority of the results will be irrelevant and difficult to sift through. You can use advanced search commands, such as placing the search criteria in quotes for exact matches, searching on a specific site only, etc.

GOOGLE ALERTS

Step 4: Choose Search Parameters

Select “Show options” to adjust:

- How often you want to receive alerts (As it happens, Once per day, or Once per week)
- The source of the search (e.g., Automatic, Video, News, Web, Books)
- The language of the source website
- The region in which the search should take place (like the U.S., Egypt, Spain, etc.)
- How many search results you want to see (Only the best results or all results)
- Where to deliver the Google Alerts data (your email address or an RSS feed)



Modify or Delete Alerts

To modify an alert, select the “Edit” button next to the alert you wish to modify (see the “pencil” icon as highlighted below). You may now change the alert keywords, as well as any of the search parameters listed. To finish, select “Update alert” at the bottom.

To delete one or more of your alerts, you can do so easily by clicking the “trash can” icon next to the alert you wish to delete.



Tip: Emails from Google Alerts are sent from googlealerts-noreply@google.com. You might set up an email filtering rule for messages from that address so that they’re sorted into a special folder instead of in your inbox, where they can easily cause unnecessary clutter.