



How to protect your social media accounts

Gmail





Gmail is one of the world's most widely used web-based e-mail services, but it's important to protect your account in order to keep yourself, your data and your contacts safe. Here are some handy and effective tips on how to safeguard your Gmail account, brought to you by ALQST's Digital Rights Unit in collaboration with Digital Protection.



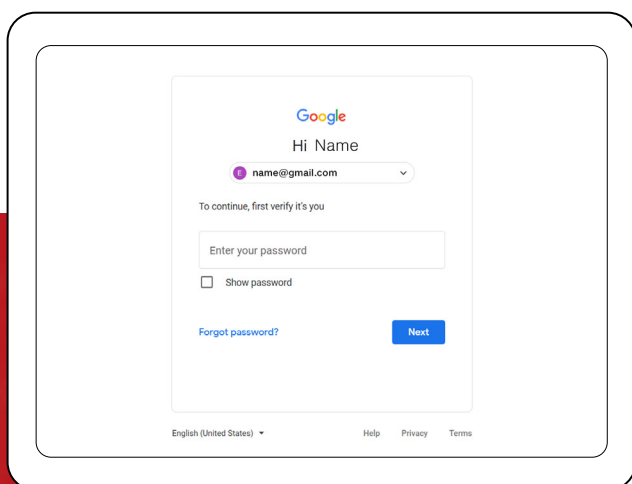


Digital Rights Unit

ALQST's Digital Rights Unit, in collaboration with Digital Protection, brings you important step-by-step advice on how to protect your Gmail account.

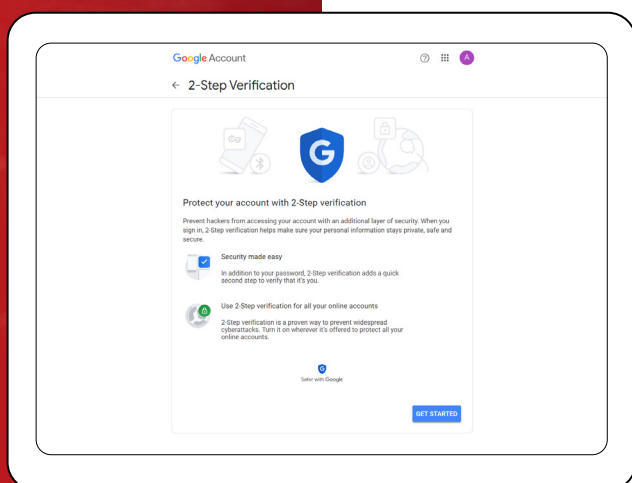


How to enable/disable -2Step Verification, an important security feature:



Step 1:

Log into your Gmail account and click on this link [here](#).



Step 2:

You will see a screen like this. Click on “GET STARTED” (if you are doing this for the first time).





A screenshot of the Google Account login page. At the top, it says "Google Account" with a search icon, a grid icon, and a profile icon. Below this is a "Google" logo, followed by "Hi Name" and a dropdown menu showing "name@gmail.com". A message says "To continue, first verify it's you". There is a text input field labeled "Enter your password" and a checkbox labeled "Show password". Below the input field is a link "Forgot password?". At the bottom right is a blue "Next" button.

Step 3:

Re-enter the password for your account.



Step 4:

You will be asked to confirm your mobile phone number (if you are doing this for the first time).

You have a choice of two ways to do this: by text message (SMS) or by a phone call.

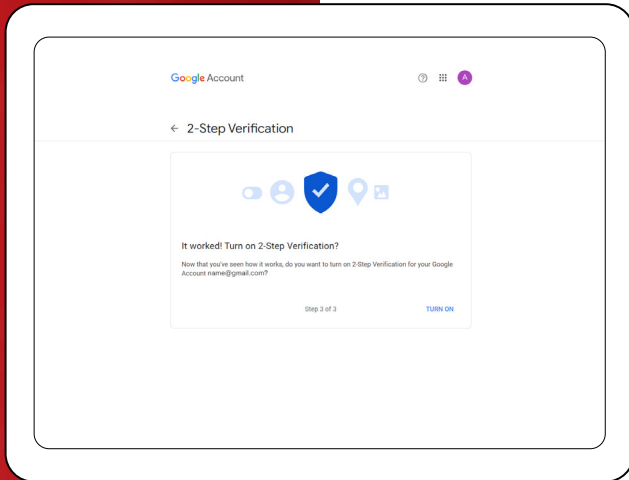
A screenshot of the Google Account "2-Step Verification" setup page. At the top, it says "Google Account" with a search icon, a grid icon, and a profile icon. Below this is a "2-Step Verification" header with a back arrow. The main content area has a heading "Let's set up your phone" and a subheading "What phone number do you want to use?". There is a text input field with a green flag icon and the placeholder "00 000 000 000". Below this is a small disclaimer: "Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply." There are two radio buttons: "Text message" (selected) and "Phone call". Below these is a link "Show more options". At the bottom, it says "Step 1 of 3" and has a blue "NEXT" button.

A screenshot of the Google Account "2-Step Verification" confirmation page. At the top, it says "Google Account" with a search icon, a grid icon, and a profile icon. Below this is a "2-Step Verification" header with a back arrow. The main content area has a heading "Confirm that it works" and a subheading "Google just sent a text message with a verification code to 00 000 000 000". There is a text input field labeled "Enter the code". Below this is a link "Didn't get it? Resend". At the bottom, it says "Step 2 of 3" and has blue "BACK" and "NEXT" buttons.

Step 5:

When you receive the verification code, enter it and click on "NEXT".

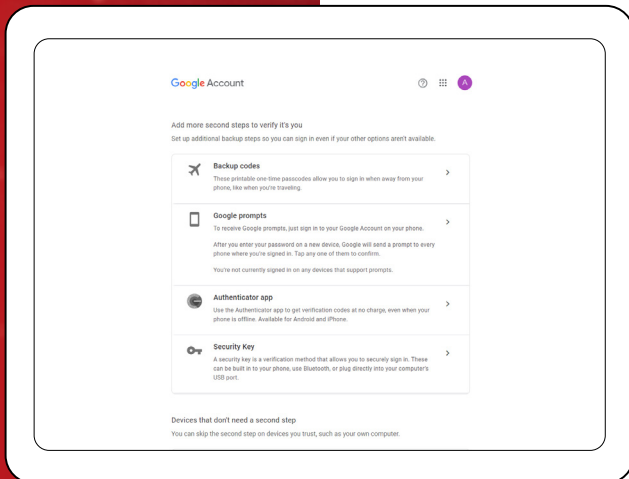




Step 6:

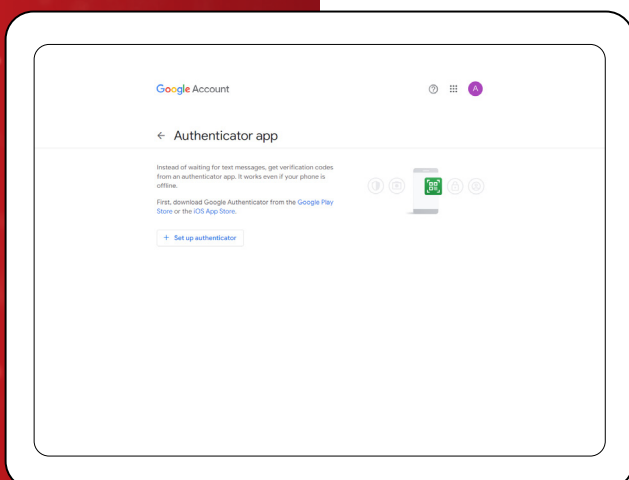
You will be asked to activate 2-Step Verification by clicking on “TURN ON”.

You have now activated the feature, choosing to use either voice or text messages to receive verification codes.



Step 7:

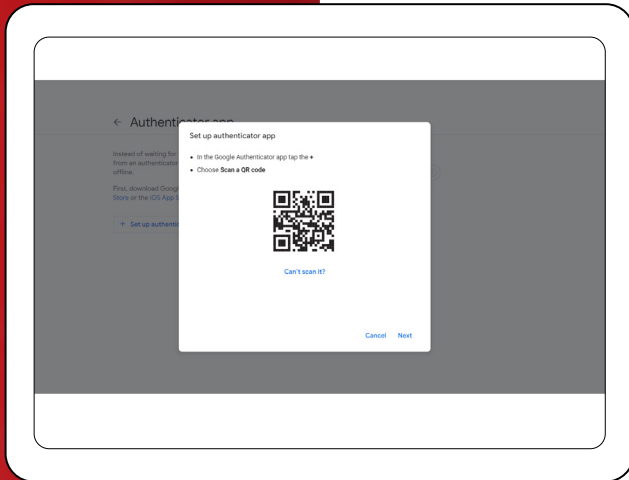
To add a second verification step, click on “Authenticator app”.



Step 8:

Click on “Set up authenticator”. A QR code will appear.



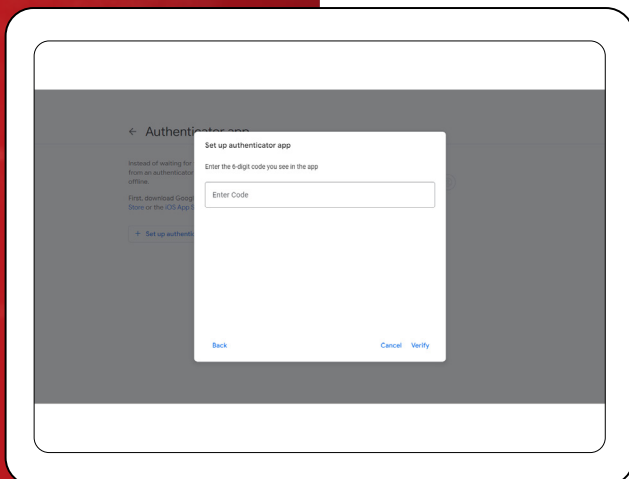


Step 9:

Download Google Authenticator on your mobile phone, then scan the QR Code that appears.



The digits you need to use will appear in Google Authenticator.



Step 10:

Click on “Next”, then type the digits into the box and click on “Verify”.



Once the code has been verified, this extra security step will automatically be activated to protect your account.

Source:

Digital Protection (digital-protection.tech)





**ALQST hopes you will continue
to use your devices safely.**

Protecting your device means protecting
your personal safety.

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