

## **Reset your forgotten GMail Password**

- 1. Open gMail, put in your username then check the line below the boxes that says "I cannot access my account".**
- 2. Select "I can't remember my password". This will bring up the box for you to put in the answer to the secret word you used when you created the account. The hint will be given that should cause you to remember that word.**
- 3. A box will then come up with odd looking letters. Copy those letters exactly into the box given. Case doesn't matter.**
- 4. When you get those funny looking letters correct, a box will be presented allowing you to put in your user name and then reset your password by typing in a new password in the two boxes given.**
- 5. You will get a message that your password has been reset. Now, you can sign in using this newly created password.**
- 6. Write it down someplace where you can find it again if you forget again. Don't post it on your computer.**

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