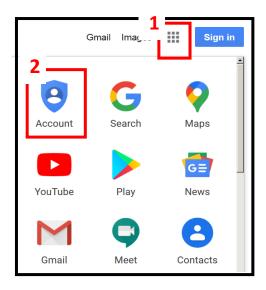


GOOGLE SECURITY SETTINGS

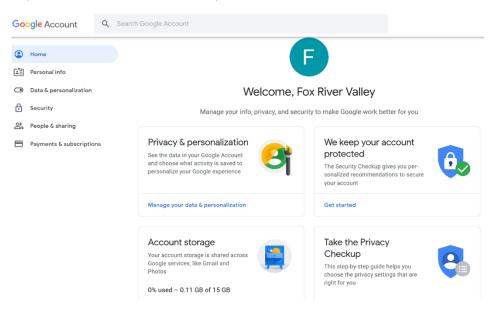
To manage the account settings use the Privacy Checkup and Security Checkup, which are guides that go through important privacy and security settings. Manage the information that can be used with Google Apps, including Search, Maps and YouTube. For example, you can turn on and off settings such as Web and App Activity, which Google says will get you more relevant, faster search results, or Location History, which enables Google Maps and Now to give you tips for a faster commute anywhere. Use the Ads Settings tool to control ads based on your interests and the searches you've done. You can't opt out of getting ads, but at least you can tweak the ads you're delivered. Control which apps and sites are connected to your account. To access your google account directly go to <u>myaccount.google.com</u> or go to google.com, click on the app drawer (the 6 small squares to the left of the Sign in button) and click Account.



If you have not signed into your account, this is what you'll see

Google Account	⑦ III Sign
Home	-
Personal info	
Data & personalization	
Security	When you sign in to your Google Account, you can see and manage your info, ac-
People & sharing	tivity, security options, and privacy preferences to make Google work better for you.
Payments & subscriptions	You can review and adjust some privacy options now, and find even more controls if you sign in or create an account. Learn more
	Sign in
	Create a Google Account

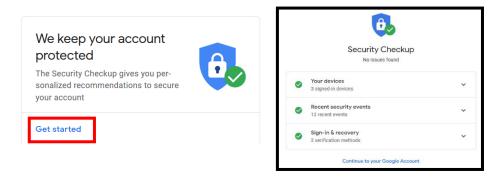
If you have signed into your account, this is the screen you will see



SECURITY CHECKUP

Click **Get Started** under **We keep your account protected** section; if you've not signed in it will prompt you to sign into your account.

There are three items in this checklist to run through:



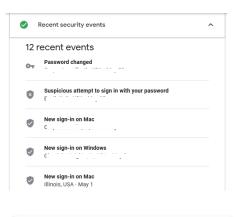
Connected Devices Check

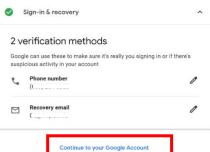
Here you can check all your connected devices; these can be computers, tablets, smartphones, ect that have logged into your Google account. If planning to sell or give away a device, it's a good idea to remove all account information from it.

Click on the 3 dots next to each device to retrieve further details. If there is an unfamiliar device in the list, click "**Don't recognize this device?**", Google will prompt a password change so no one else can tap into your account. When finished, click on the next section, **Recent Security Events**.

Your devices 3 signed-in devices Windows Carpentersville, IL, USA - This device Mac Illinois, USA - May 22 Windows - OptPlex 3070 Carpentersville, IL, USA - May 21 Dont recognize a device?







Recent Security Events Check

Here you can check recent security events. This tells you when you logged into your account from different devices and lists any changes you've made such as a password, recovery phone or recovery email change. If anything looks suspicious, click **Don't recognize an event?** and follow the instructions.

Recovery Information Check

Google asks you to enter a recovery phone number and email address; these serve as a verification method to get back into your account if you've lost or forgotten your password. After filling in this section, click Done; If you don't want to enter either one, use the Skip option

When finished with all three sections, click "Continue to your Google Account"

3

PRIVACY CHECKUP

It is VERY important to review important privacy settings and adjust them to your preference. To do this use the Privacy checkup tool in the "My Account" page to ensure that your browsing is as private as you want it to be

The tool walks you through the following steps, each with one or more preferences or options.

- Manage what you share on YouTube
- Control what others see about you
- Personalize your Google experience
- Make ads more relevant to you

*Note, if you have yet to access Youtube with your Google Account, you'll be skipped to "Control what others see about you".

Click on one of the down arrows to get started.

ACTIVITY CONTROLS REVIEWED

The next step allows you to control activity, history and device information and whether they are recorded by Google. You may enable or disable the following controls in this step:

- Web & App Activity.
- Location History.
- Device Information.
- Voice & Audio Activity.
- YouTube Search History.
- YouTube Watch History.

By default Web & app activity, Youtube Search History and Youtube Watch History are enabled. Each has a "Manage Activity" link, this allows you to clear any previously saved information from your account. Click on **Manage Web & App Activity**

 Privacy Checkup

 Review key settings & the data Google uses to personalize your experience

 Activity controls reviewed

 Phone numbers reviewed

 About you reviewed

 Ad settings reviewed

 Ad settings reviewed

 Ad settings reviewed

 When you're done, also consider reviewing your settings in the products you use most, like Maps, YouTube, and Gmail

Continue to your Google Account

Personalize your Google experience

Choose whether to save activity data in your Google Account for faster and more useful Google

services, like better commute options in Maps and quicker results in Search

Coogle, is aving the second option of the second option option option option

Web & App Activity (Turned on)
Useto Maximum, option option

Coogle is aving your activity on Google sites and apps, including searches and associated info like
Iconten history in your Google Account. Google is aving activity such as which apps you use, your

Chrome history and which aftes you faster results by autocompleting searches, as well as smarter and
more useful appreciences in Maps, Assistant, and other Google searches, is well as smarter and

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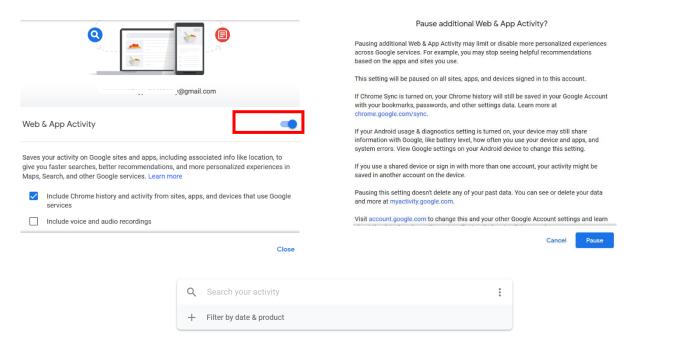
Co

Web and App history is displayed here, everything you do on the web while signed into Chrome, everything you search for while signed into Google and everything you do inside Google's apps; You'll see webpages you've visited, web searches you've run, and apps you've opened up on your Android phone, though not what you did inside those apps. Under Web & App activity, click **Change Setting.**

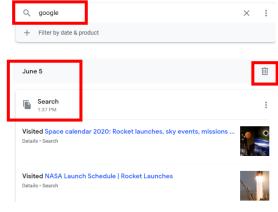
≡ Google My Ac	tivity			
Bundle view			3	
Item view			≌	
Delete activity by				
Other Google activity			web & Ap	p Activity
Activity controls				do on Google services, like Maps, Search, and apps, and devices that use Google services or
Google Account	Z	· · · · · · · · · · · · · · · · · · ·		u keep is used to give you more personalized ful app and content recommendations.
Help & feedback		You can see your activity, controls on this page. Lea		choose to delete it automatically using the
		Web & App Activity is on ✓ Including activity from part × Not including voice and au	tner sites and apps	Keeping activity until you delete it manually
		Change setting	>	Choose to delete automatically >



By turning off Web & App Activity, the account you're performing the security check on will no longer save web and app activity (additional steps need to be taken on Android devices, see below). Google will display this warning about what turning off this setting means; click pause to pause this setting, though this will not delete the data Google as already collected, we'll cover this later.



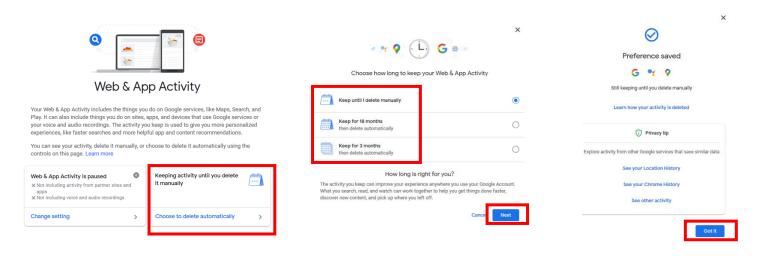
Click on Filter by date & product at the top to see all the data compiled, from Google Assistant to the Google Play Store. The same dialog also lets you filter by date. Once you've applied a filter—for example "google", you can delete all matching entries by clicking the trash can icon. Individual entries can be erased from the record by clicking the three dots to the side of an entry and choosing Delete.



To delete everything, select the **Delete activity by** link on the left, then select **All time** as the date range and **All products** as the filter, and delete everything Google holds on you in this Web & App Activity category.

≡ Google My Acti	vity			Choose which services t from	o delete acti	vity		×
		Delete Web & App Activity		15 products selected	Select	All 🔽	Confirm you would like to delete the following activity	
Bundle view		Last hour		G Ads		✓	Delete now Your selected Web & App Activity will be permanently deleted, for example	
Item view		Last day		Books		\checkmark	Visited Space calendar 2020: Rocket launches, sky events, missions	
Delete activity by		All time	►	O Chrome		~	June 5, 2020 - 1:35 PM	
Other Google activity		Custom range	۲	G Discover		 ✓ 	Visited NASA Launch Schedule Rocket Launches June 5, 2020 - 1:34 PM	
Activity controls		Set up automatic deletions		Google Analytics		✓	Searched for next us space launch	
Google Account		Set up automatic deletions	r	C ouristan	Cancel	Next	June 5, 2020 - 1:34 PM - 🖗	

Or, if you don't want to sort through everything and would rather Google take care of it, another recently introduced option is to have Google automatically wipe everything older than three months or older than 18 months. These options appear by clicking the **Choose to delete automatically** button at the top of the activity list.



This data was only the Web & App data, to continue to the next sections, either click on **Other Google Activity** or **Google Account** on the left side. Clicking **Other Google Activity** will display a list of other sections; clicking **Google Account** will return you to the Accounts Page. For this class, we'll click **Other Google Activity** and move onto the next section, **Location History;** click on **Manage Activity** under **Location History**. ← Other Google activity

Activity controls

Web & App Activity

Includes the things you do on Google services, like Maps, Search, and Play. It can also include things you do on sites, apps, and devices that use Google services or your voice and audio recordings.

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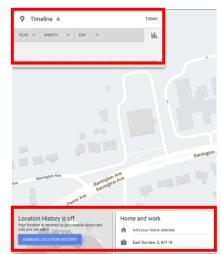
Manage activity

YouTube History

Manage activity

Saves the YouTube videos you watch and the things you search for on YouTube.

Location History Saves where you go with your devices, even when you aren't using a specific Google service, to give you personalized maps and more. Manage activity Manage activity Manage places



LOCATION HISTORY

Location History is largely gathered data from a mobile device, like a phone but this data works a little differently; in this case the records are shown on a map—you can see the little red dots marking places you've been to, and use the drop-down menus to the top left to look at a more specific range of dates.

Click on Manage Location History on the lower-left hand corner, this will display the option to turn Location History on or Off. Clicking Manage Activity will return you to the map view. To erase this data from Google's records, click the trash can icon down in the lower right corner—this will appear whether you're viewing a single day or your entire location history. To wipe one individual place from the record, click the three dots beside it and choose Remove stop from day.

← Activity controls	💡 Timeline 🔒	TODAY	
The data saved in your account helps give you more personalized experiences across all Google services. Choose which settings will save data in your Google Account.	2018 - April - 16 -	<u>ht.</u>	
Location History (paused)	Monday, April 16, 2018	< 2 Delete day	Are you sure you want to permanently delete all your Location History between 6/8/20, 12:00 AM (Etc/GMT) and 6/8/20, 8:12 AM (Etc/GMT)? This information will be deleted from Google and you will not be able to retrieve it.
Sares where you go with your devices, even when you aren't using a specific Google service, to give you personalized maps, recommendations based on places you've visited, and more. Learn more	You have no Location History for Mon You can still add a place manually.	day, April 16, 2018.	CANCEL DELETE DAY
MANAGE ACTIVITY	Add a place		

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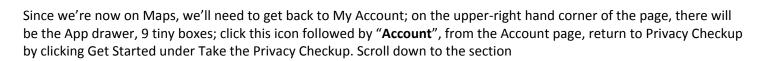
Show raw data Export this day to KML

Enable Location History Timeline settings Delete all Location History

Automatically delete Location History Manage your personal places Download a copy of all your data

î 0 ¢

To delete all Location History, find the cog icon in the lower-right hand corner of the map, click it and select Delete all Location History. Automatic deletion can also be found here as well as other useful tasks.



G	G		Privacy & personalization See the data in your Google Account and choose what activity is saved to personalize your Google experience Manage your data & personalization	We keep your account protected The Security Checkup gives you personalized recommendations to secure your account Get started	 Activity controls reviewed Help people connect with you
Account	Search	My Busine	Account storage Your account storage is shared across Google services, like Gmail and Photos	Take the Privacy Checkup This step-by-step guide helps you	Control what others see about you
Maps	YouTube	Play	0% used – 0.11 GB of 15 GB Manage storage	choose the privacy settings that are right for you Get started	Make ads more relevant to you

NOTE: if Maps displayed in a new tab, simply click the tab that has the history sections of your Google account on it.

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Satellite

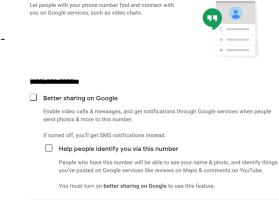
Map

HELP PEOPLE CONNECT WITH YOU

Let people with your phone number find and connect with you on Google services. You are asked to review the connected phone number -if there is any -- in this step and decide whether others may use it to find you across Google services.

Uncheck any settings you don't want but double check the phone number associated with your Google account, if there is one. An updated phone number will ensure you can gain access to your account should you ever forget your password.

When finished, click "Next"



Z Edit your phone numbers

CONTROL WHAT OTHERS SEE ABOUT YOU

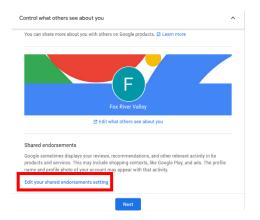
This step is about the Google profile that was created back when Google+ was still available, now it is a collection of information that could be visible to others. This setting allows you to look at the public profile to review the information that is currently publicly visible, and to edit what others see about you.

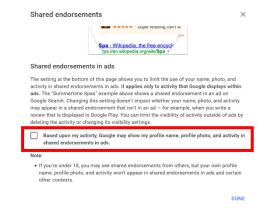
Clicking on "Edit what others see about you" will allow you to edit whether the information in your profile is private or public. Click each blue icon on the right and select the padlock for private unless you'd like to have that information public.

Control what others see about you	← About me	m more	
You can share more about you with others on Google products. [2] Learn more	Circly you Anytone		← Gender
	Basic info		Indicating your gender lets Google know how to refer to you, Learn more
F	NAME Fox River Valley	21. >	O Female
Fox River Valley	PROFILE PHETURE F Add a profile picture to personalize your account	۵ >	O Male
☑ Edit what others see about you	GENDER	23. >	Rather not say
Shared endorsements	BRTHOAY	<mark>⇔</mark> >	OR ADD CUSTOM GENDER
Google sometimes displays your reviews, recommendations, and other relevant activity in its products and services. This may include shopping contexts, like Google Play, and ads. The profile	Contact info		
name and profile photo of your account may appear with that activity.	GOOGLE ACCOUNT EMAIL	a . >	Choose who can see your gender
	+ Add contact info		Conly you Anyone
Next	Google may use contact info not listed here to reach you. To see more contact info go to the Personal in	fo section.	

Back under "**Control what others see about you**" there is also a section about shared endorsements. A shared Endorsement refers to your activities, e.g. reviews or likes, being used throughout Google products and services. "Google sometimes displays your reviews, recommendations and other relevant activity throughout its products and services. This may include shopping contexts, like the Google Play music store, and ads. Your profile name and profile photo may appear with your activity."

Clicking "Edit Your Shared Endorsements Settings" will pop up a window where, once you scroll down, you can opt out sharing your profile name, photo and activity in ads. Make sure there is no check mark in the box. Click "**Done**" when finished followed by "**Next**"





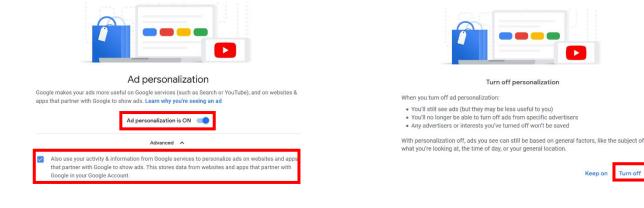
MAKE ADS MORE RELEVANT TO YOU

The last step enables you to manage your ad settings and whether interest-based ads are turned on or off. Interest based ads are ads specifically tailored to you based on your online history that help ad companies tailor ads to you. This will not get rid of ads, they run the internet, but you can keep them from knowing more about you by disabling this option. **"Click on Manage your ad settings"** Make ads more relevant to you

You can change the types of ads you see from Google when you adjust your interests, age and gender or opt-out of ads based on your interests. Please note that you will still see ads after opting out – they'll just be less relevant. I Learn more about Google ads



🛛 Manage your ad settings



Slide the blue circle to the left to turn off Ad personalization; click on Advance and uncheck the setting there.

You'll see a few pop ups, one of which will be for a service called AdChoices, we'll come back to this during the class.

Ad	persona	lization	is	OFF

- It may take some time before this change is reflected across our systems
- You can also turn off ads personalization for the Google ads you see when you're signed out and 100+ other online ad networks Visit AdChoices

Got it

If choosing to keep ad personalization turned on, scroll down to see what topics have been associated with your account based on online activity. If you believe a topic is not of interest to you, click on it and turn it off.

Ads are based on personal info you've	your ads are personalized ddded to your Google Account, data from advertisers that partner i your intereats. Choose any factor to learn more or update your ds you see	
25-34 years old	Air Force	
Books & Literature	Business Services	Air Travel
Camcorders	Cartoons	G Google estimates this interest, based on your activity on non-Google websites and apps while you were signed in. Manage your activity
Comics & Animation	Company Size: Large Employer (1k-10k Employ	
		Close Turn of

Return to the Activity Controls page by clicking on the 3 bars on the upper-left hand corner and clicking "Activity Controls" In Activity Controls scroll down to YouTube History and click Manage Activity.

Google Ad Settings	
 Google Account	
My Activity	YouTube History
Activity controls	Saves the YouTube videos you watch and the things you search for on YouTube to give you better recommendations, remember where you left off, and more. Learn more include the YouTube videos you watch include your searches on YouTube
	MANAGE ACTIVITY

YOUTUBE HISTORY

Your YouTube History includes the YouTube videos you watch and the things you search for. Click on Change Settings under **YouTube History.**

Yc	DuTub	P) e History	×	C C C C C C C C C C C C C C C C C C C
The activity you keep is used to im watched, giving you better recomm	nprove your e mendations, t manually, or	dees you watch and the things you search for. xperience, like reminding you what you've and suggesting creators you might like choose to delete it automatically using the	YouTube History	Pausing YouTube History? Pausing YouTube History minit or disable more personalized experiences across Google services. For example, you will not see recommendations for content or creators based on videos you watch or search for after you pause this setting. You may also get
YouTube History is on Including videos you watch Including your searches	ø	Keeping activity until you delete	Saves the YouTube videos you watch and the things you search for on YouTube to give you better recommendations, remember where you left off, and more. Learn more include the YouTube videos you watch	recommendations for videos you've already watched. This setting will be paused on all sites, apps, and devices signed in to this account. Pausing this setting doesn't delete any of your past data. You can see or delete your data and more at myscrivity acopie.com.
Change setting	>	Choose to delete automatically >	Include your searches on YouTube	Cancel Pause

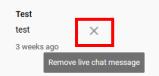
Follow the same steps from the previous section, Web & App Activity, to pause the saving of YouTube History. When finished, you'll be taken back to the YouTube History page, scroll down to see what YouTube data has been collected. If you wish to erase things individually, click on the trash can from that piece of data. To delete all the history, repeat the steps from the previous section to delete all the data in this section. Click **Other Google Activity** on the left to see more sections.

We're not quite done with YouTube; scroll down this list, under **Other Activity**, to see other YouTube related sections YouTube "Not interested" feedback, YouTube survey answers, Comments on YouTube videos, Comments on YouTube Community posts, YouTube likes and dislikes and YouTube purchase activity.

While it may seem like we'll need to go into each one of these sections individually, here is a handy trick: click **View Comments** under **Comments on YouTube videos**, this will open a YouTube window with a list of activity sections on the right. From this page simply click on the section you'd like to review and the corresponding section will show.

Conter Google activity	_		
YouTube "Not interested" feedback	> YouTube Search	Q DI 111	۰ 🔮
Your 'Not interested' feedback is used to remove videos from your YouTube recommendations.	Comments	History type	
Delete	You have no comments or replies on videos or	Watch history	0
YouTube survey answers	discussions	Search history	0
YouTube surveys appear in the interface and ask about your YouTube experience or demographics/interests. YouTube survey answers are used to improve the relevance of content and ads that you and others may see on YouTube and other Google products.		Comments	۲
Delete		Community	0
Comments on YouTube videos		Live chat	0
View, edit, and delete your public comments and replies on YouTube videos and discussions.			

If there is something you'd like to delete, for example a chat message, click on Live Chat, find the message, place the computer pointer arrow over it, an "X" will appear; click the "X" to delete.



Google Account

Personal info

Security

People & sharing

Payments & subscriptions

Data & personalization

Home

E

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SECURITY

While not privacy settings, checking your Security settings is just as important.

2-Step Verification Settings Check

In the "My Account" page, clicking on "Security" will open the Signing in to Google page; this page contains password options and 2 step verification setup. 2-Step Verification is a good thing to set it up (if you haven't already.) 2 step verification will prompt you to include additional information if you're signing into a device for the first time.

If you have already set up 2-Step Verification, you'll see your phone numbers here. If not, you can turn on 2-Step Verification; whenever you sign into Google, you'll enter your

password as usual, then a code will be sent to your phone via text, voice call or by app (each code can only be used once).

During sign-in you can choose not to use 2-Step Verification again on that device. From then on, that device will only ask for your password when you sign in.

 Signing in to Google

 Password

 Last changed May 21

 Use your phone to sign in

 2.Step Verification

When you or anyone else tries to sign in to your account from another computer, 2-Step Verification will be required.

WAYS WE CAN VERIFY IT'S YOU

In the next section, Ways we can verify it's you,

Double check that your recovery phone number (if you have one) and recovery email (you should have one) are current- should you ever lose your Google password; this is how Google will try to verify it is you.

RECENT SECURITY ACTIVITY

Review any security activity, like password changes and logins from unknown devices here.

Ways we can verify it's you These can be used to make sure it's really you signing in or to reach you if there's suspicious activity in your account	
Recovery phone	>
Recovery email	>

Rece	Recent security activity				
0-1	Password changed	- May 21			
۲	Suspicious attempt to sign in with your password	USA - May 18			
Review	v security events				

YOUR DEVICES

When you log into your Google account, that device is added onto Your Devices. Review this list and ensure you recognize all the device listed. If you don't recognize a device, click Manage devices to remove it.

DISABLE ACCESS FOR LESS SECURE APPS

Review the access that apps have to your Google Apps account. The concern here is that some of these apps may use less secure methods to gain access. By turning off access for less secure apps Google may block sign-in attempts from some apps or devices that do not use modern security standards. Since these apps and devices are easier to break into, blocking them helps keep your account safer

When finished, click on the Done button

SIGNING IN WITH GOOGLE

This is a list of apps and websites that are authorized to access your Gmail or Google account. Review each item to make sure you're comfortable with each one having access to your account. You can click on the down arrow next to each item to view more detailed information. If you spot an item you'd like to cut off, just click on the Remove button.

You're	e currently signed in to your Google Accou	nt on these devices
:	Windows	✓ This device
:	Windows	
:	Windows , incomin, IL, USA - 9:13 AM	
+1 mo	ore	
() I	Find a lost device	
Mana	ge devices	

Less secure app access

To protect your account, apps and devices that use less secure sign-in technology are blocked. To keep your account secure, Google will auto matically turn this setting OFF if it's not being used. Learn more

Your devices

Off

Turn on access (not recommended)

Signing in to other sites

	G	Signing in with Google	You're not using your Google Account to sign in to any sites or apps	>
	**	Password Manager	You have 1 password saved in your Google Account. Password Manager makes it easier to sign in to sites and apps you use on any signed-in device.	>
G		Linked Accounts	You have no linked accounts. You can give Google acces to data from your third-party sites and apps, like your playlists.	ŝ