

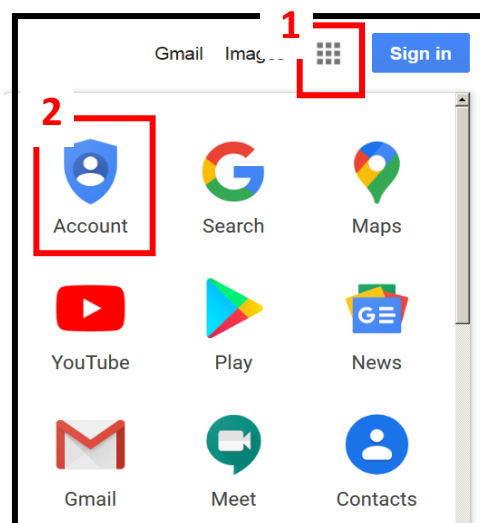


Fox River Valley Libraries

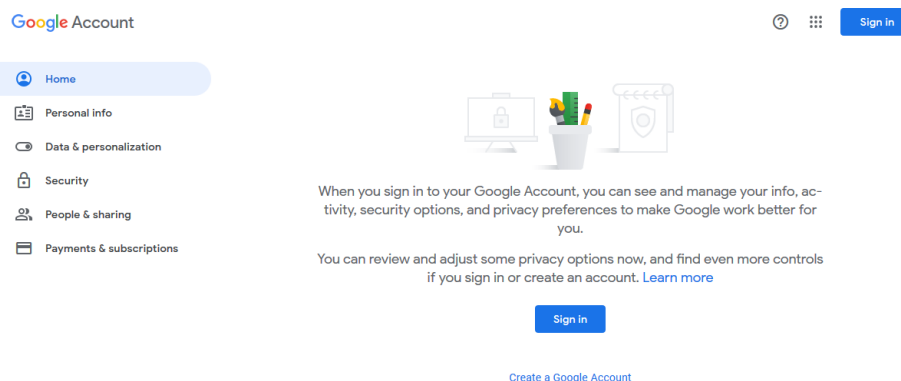
Dundee Library • Randall Oaks Library

GOOGLE SECURITY SETTINGS

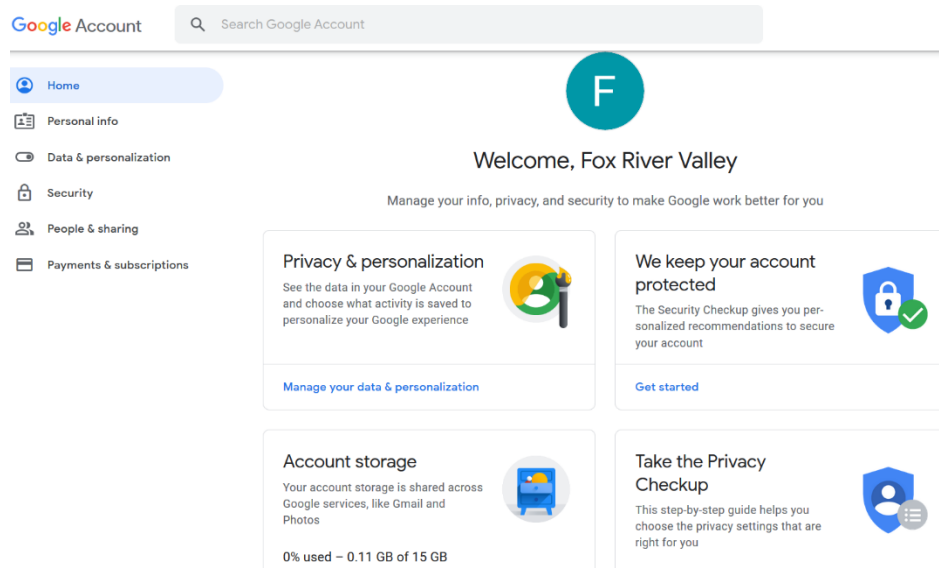
To manage the account settings use the Privacy Checkup and Security Checkup, which are guides that go through important privacy and security settings. Manage the information that can be used with Google Apps, including Search, Maps and YouTube. For example, you can turn on and off settings such as Web 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 myaccount.google.com 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



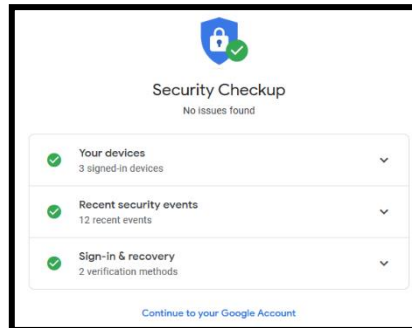
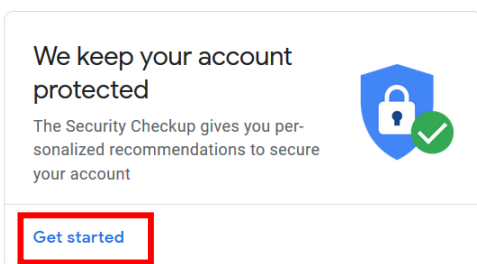
If you have signed into your account, this is the screen you will see



SECURITY CHECKUP

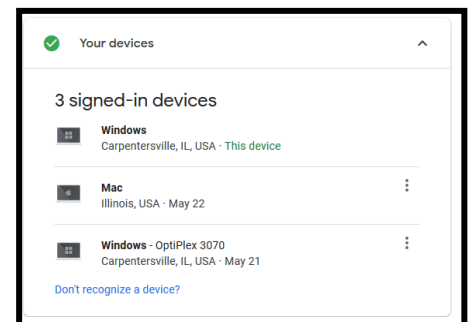
Click **Get Started** under **We keep your account protected** section; if you've not signed in it will prompt you to sign into your account.

There are three items in this checklist to run through:

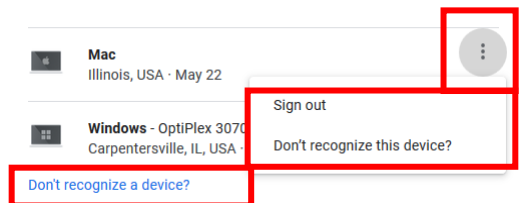


Connected Devices Check

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.

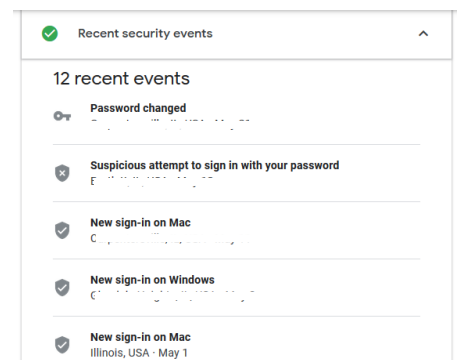


Click on the 3 dots next to each device to retrieve further details. If there is an unfamiliar device in the list, click **“Don't recognize this device?”**, Google will prompt a password change so no one else can tap into your account. When finished, click on the next section, **Recent Security Events**.



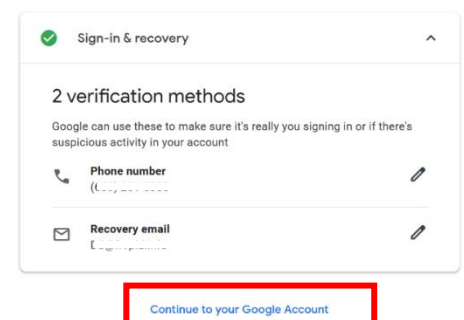
Recent Security Events Check

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”**



PRIVACY CHECKUP

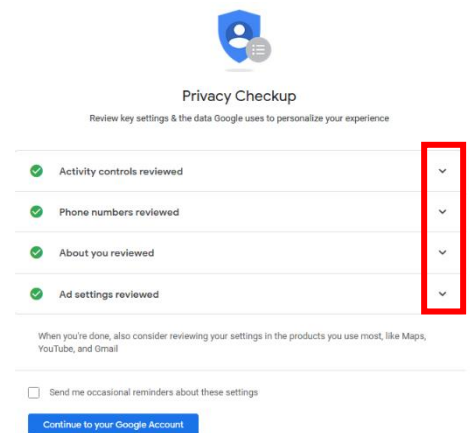
It is VERY important to review important privacy settings and adjust them to your preference. To do this use the Privacy checkup tool in the “My Account” page to ensure that your browsing is as private as you want it to be

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.



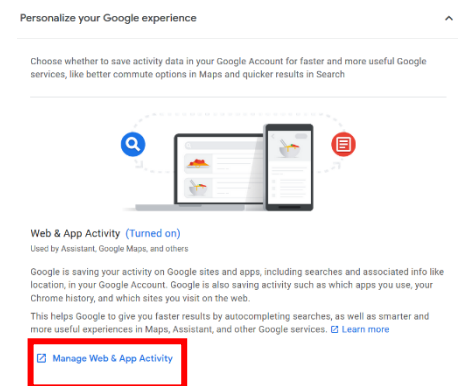
ACTIVITY CONTROLS REVIEWED

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:

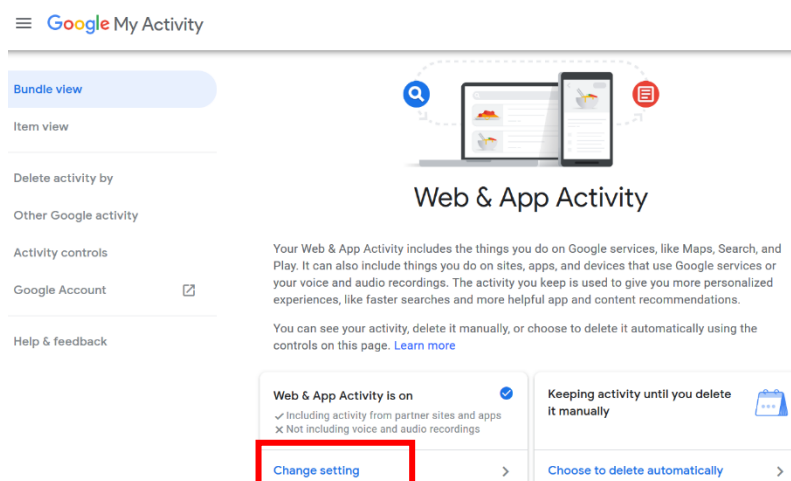
- Web & App Activity.
- Location History.
- Device Information.
- Voice & Audio Activity.
- YouTube Search History.
- YouTube Watch History.

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.

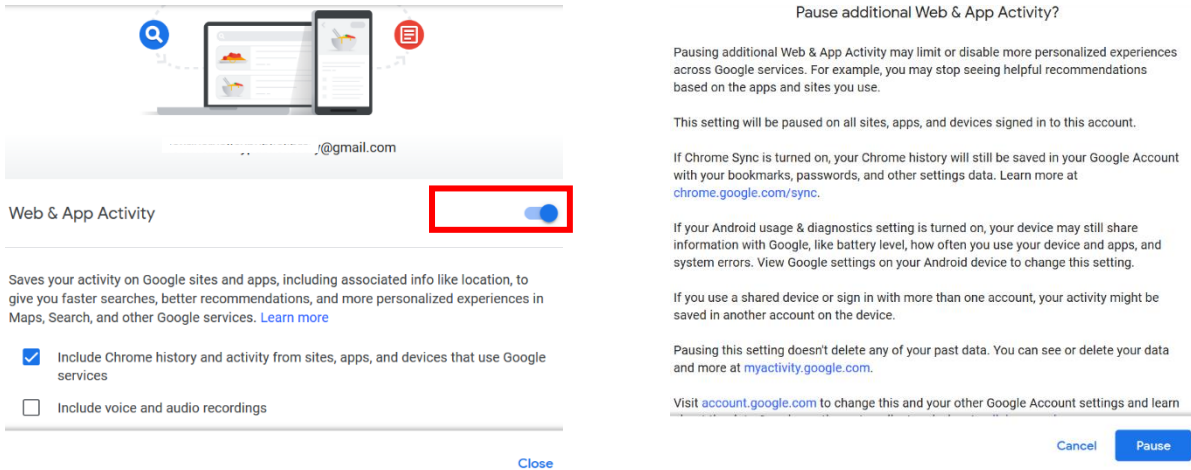
Click on **Manage Web & App Activity**



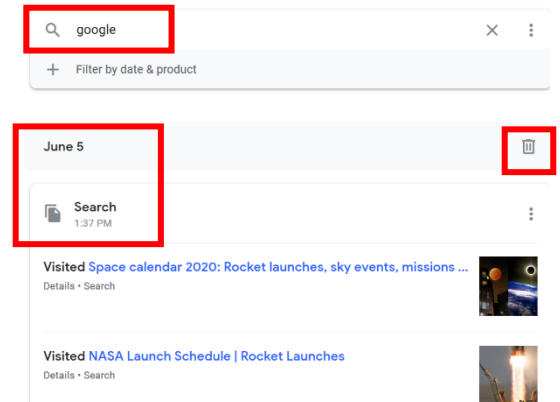
Web and App history is displayed here, everything you do on the web while signed into Chrome, everything you search for while signed into Google and everything you do inside Google's apps; You'll see webpages you've visited, web searches you've run, and apps you've opened up on your Android phone, though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



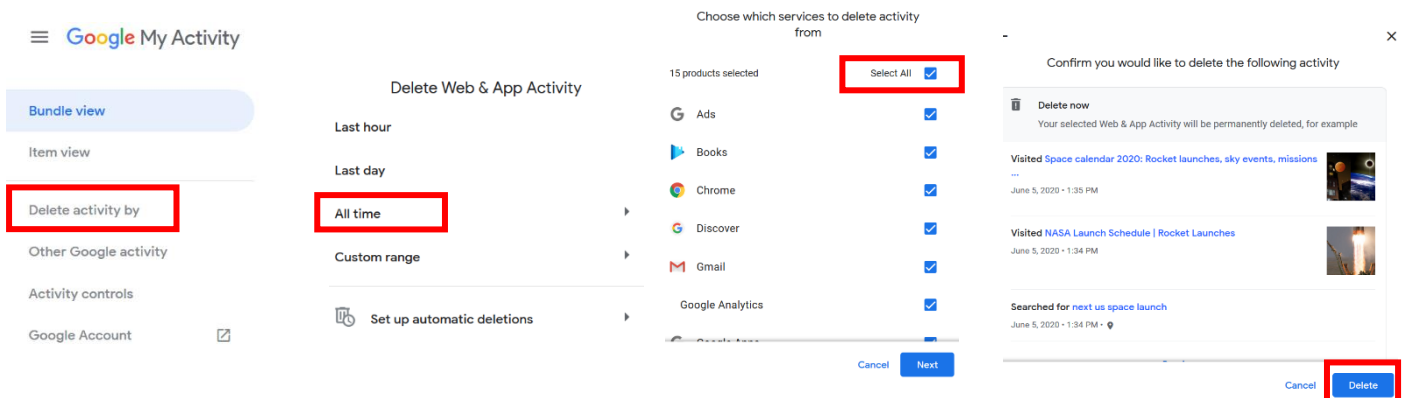
By turning off Web & App Activity, the account you're performing the security check on will no longer save web and app activity (additional steps need to be taken on Android devices, see below). Google will display this warning about what turning off this setting means; click pause to pause this setting,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



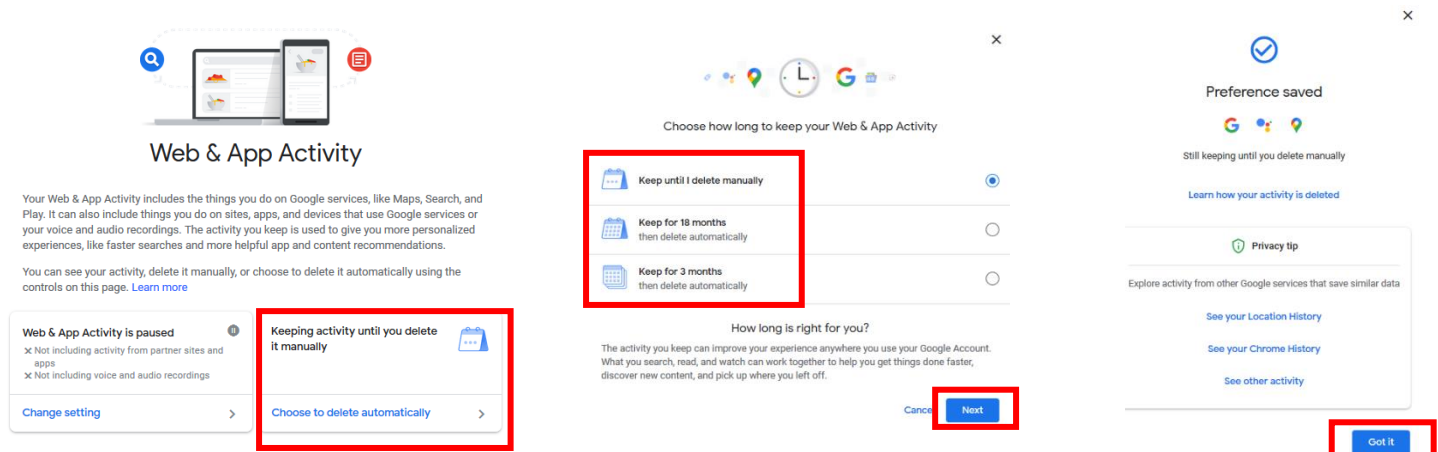
Click on Filter by date & product at the top to see all the data compiled, from Google Assistant to the Google Play Store. The same dialog also lets you filter by date. Once you've applied a filter—for example “google”, you can delete all matching entries by clicking the trash can icon. Individual entries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



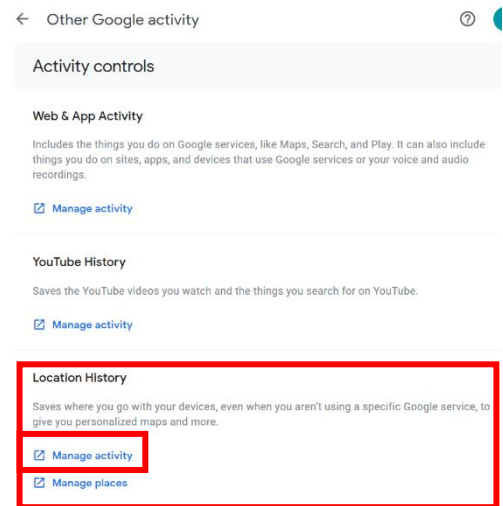
To delete everything, select the **Delete activity by** link on the left, then select **All time** as the date range and **All products** as the filter, and delete everything Google holds on you in this Web & App Activity category.



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.



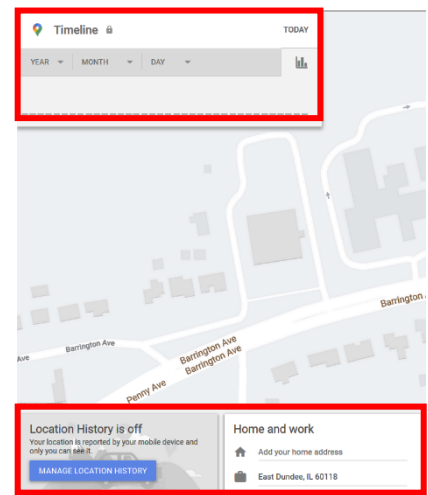
This data was only the Web & App data, to continue to the next sections, either click on **Other Google Activity** or **Google Account** on the left side. Clicking **Other Google Activity** will display a list of other sections; clicking **Google Account** will return you to the Accounts Page. For this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

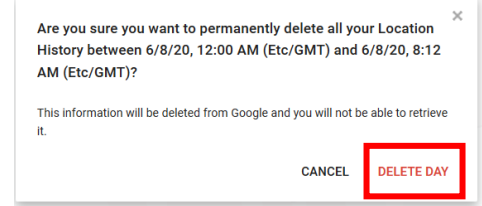
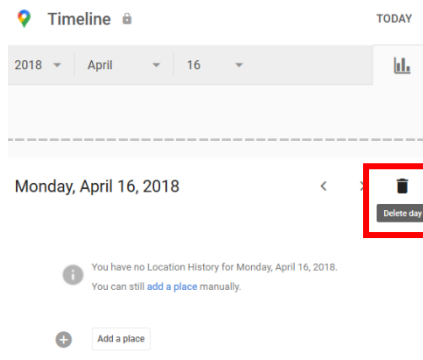
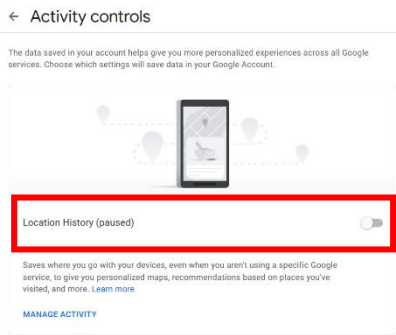


LOCATION HISTORY

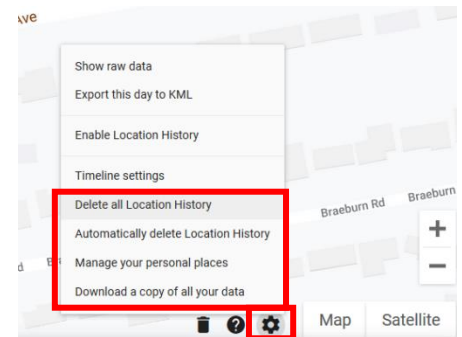
Location History is largely gathered data from a mobile device, like a phone but this data works a little differently; in this case the records are shown on a map—you can see the little red dots marking places you've been to, and use the drop-down menus to the top left to look at a more specific range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

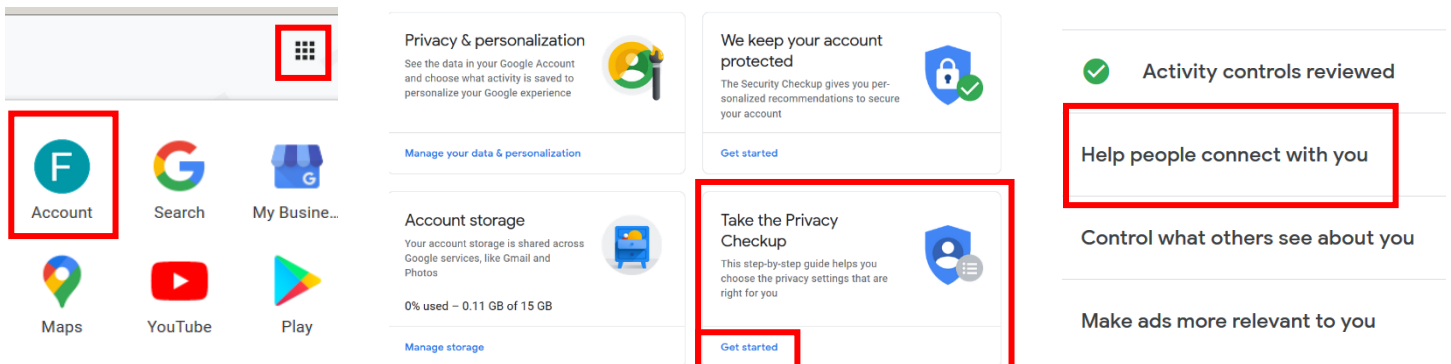




To delete all Location History, find the cog icon in the lower-right hand corner of the map, click it and select Delete all Location History. Automatic deletion can also be found here as well as other useful tasks.



Since we're now on Maps, we'll need to get back to My Account; on the upper-right hand corner of the page, there will be the App drawer, 9 tiny boxes; click this icon followed by "Account", from the Account page, return to Privacy Checkup by clicking Get Started under Take the Privacy Checkup. Scroll down to the section



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

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"**

Let people with your phone number find and connect with you on Google services, such as video chats.



☐ Better sharing on Google

Enable video calls & messages, and get notifications through Google services when people send photos & more to this number.

If turned off, you'll get SMS notifications instead.

☐ Help people identify you via this number

People who have this number will be able to see your name & photo, and identify things you've posted on Google services like reviews on Maps & comments on YouTube.

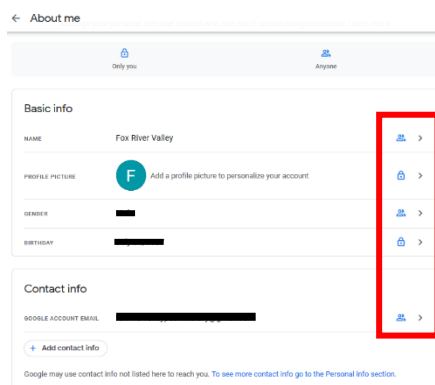
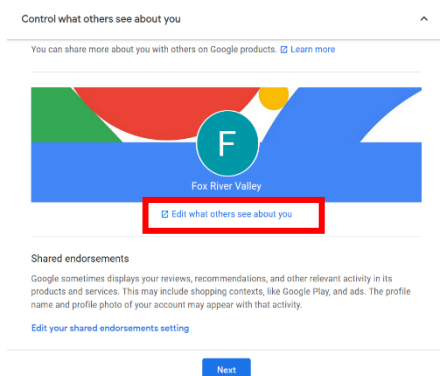
You must turn on **better sharing on Google** to use this feature.

[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.



← Gender

Indicating your gender lets Google know how to refer to you. [Learn more](#)

- ☐ Female
- ☐ Male
- ☒ Rather not say

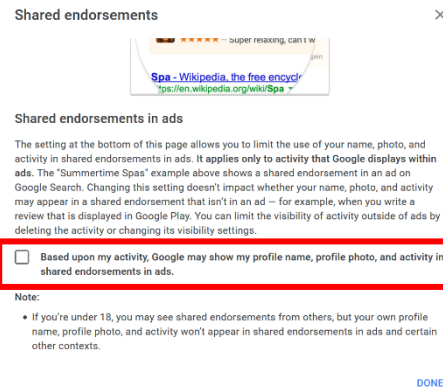
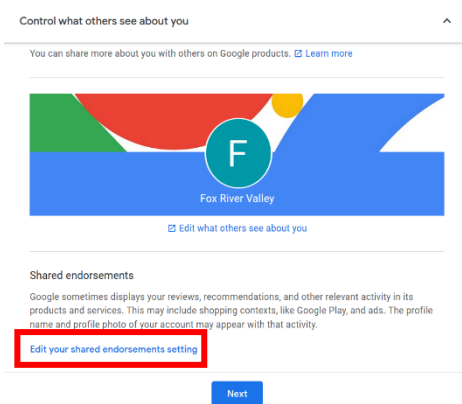
[OR ADD CUSTOM GENDER](#)

Choose who can see your gender

- ☐ Only you
- ☒ Anyone

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”

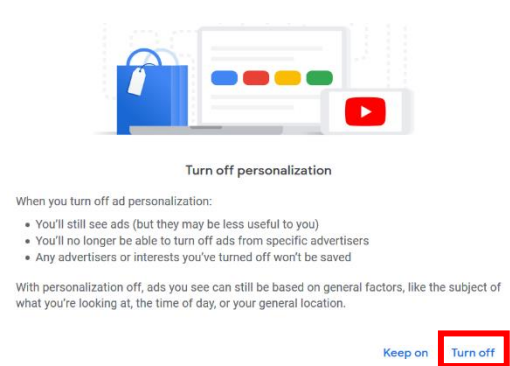
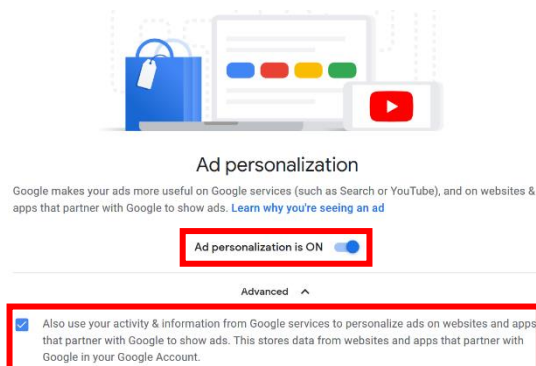
Make ads more relevant to you

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. [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 personalization 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.

How your ads are personalized

Ads are based on personal info you've added to your Google Account, data from advertisers that partner with Google, and Google's estimation of your interests. Choose any factor to learn more or update your preferences. [Learn how to control the ads you see](#)

25-34 years old

Air Force

Air Travel

Astronomy

Books & Literature

Business Services

Camcorders

Cartoons

Comics & Animation

Company Size: Large Employer (1k-10k Employ...

Air Travel

Google estimates this interest, based on your activity on non-Google websites and apps while you were signed in. [Manage your activity](#)

[Close](#) [Turn off](#)

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

Activity controls

YouTube History

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**.

YouTube History

Your YouTube History includes the YouTube videos you watch and the things you search for. The activity you keep is used to improve your experience, like reminding you what you've watched, giving you better recommendations, and suggesting creators you might like.

You can see your activity, delete it manually, or choose to delete it automatically using the controls on this page. [Learn more](#)

YouTube History is on

[Change setting](#)

Keeping activity until you delete it manually

[Choose to delete automatically](#)

YouTube History

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

Pause YouTube History?

Pausing YouTube History may limit 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 recommendations for videos you've already watched.

This setting will be paused on all sites, apps, and devices signed in to this account.

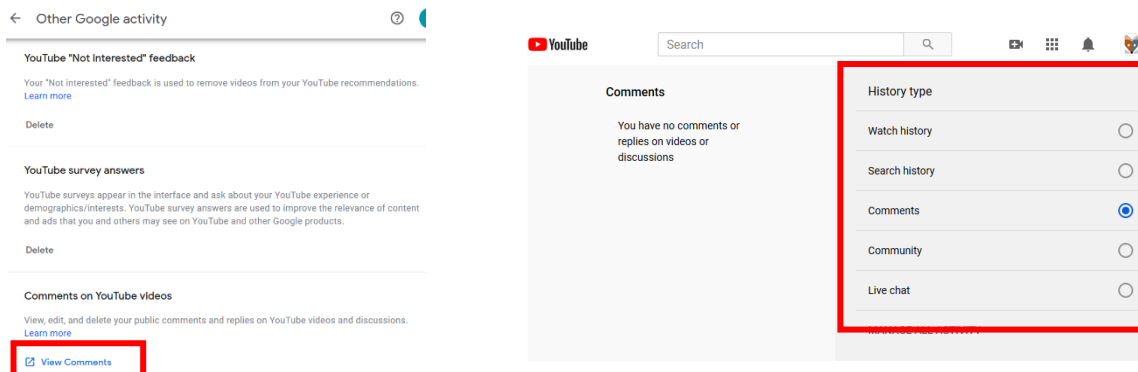
Pausing this setting doesn't delete any of your past data. You can see or delete your data and more at [myactivity.google.com](#).

[Cancel](#) [Pause](#)

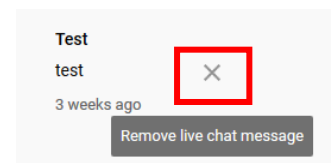
Follow the same steps from the previous section, Web & App Activity, to pause the saving of YouTube History. When finished, you'll be taken back to the YouTube History page, scroll down to see what YouTube data has been collected. If you wish to erase things individually, click on the trash can from 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.



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.



SECURITY

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

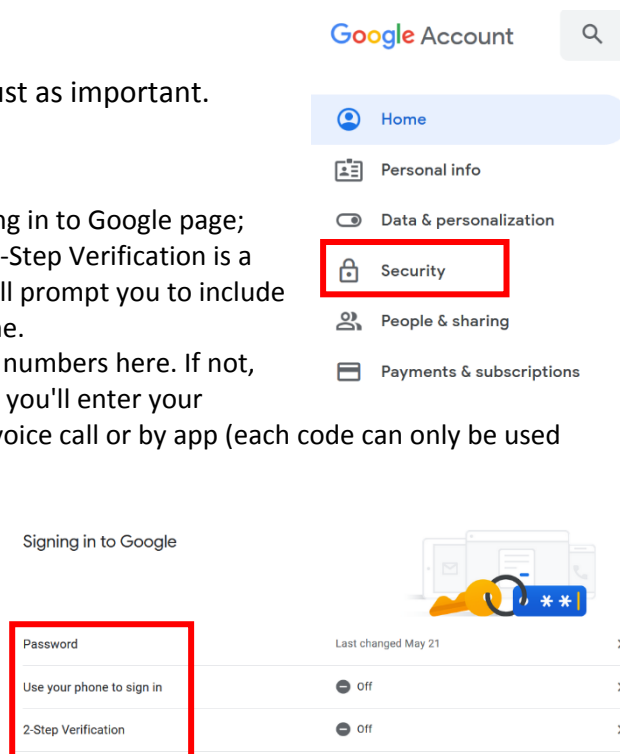
2-Step Verification Settings Check

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.

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.

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.

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

>

Recent security activity

Password changed

May 21

Suspicious attempt to sign in with your password

USA - May 18

[Review security events](#)

Your devices

You're currently signed in to your Google Account on these devices

Windows

IL, USA

This device

Windows

IL, USA - 1:35 PM

Windows

IL, USA - 9:13 AM

+1 more

Find a lost device

[Manage 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 automatically turn this setting OFF if it's not being used. [Learn more](#)

Off

[Turn on access \(not recommended\)](#)

Signing in to other sites

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.

>

Linked Accounts

You have no linked accounts. You can give Google access to data from your third-party sites and apps, like your playlists.

>