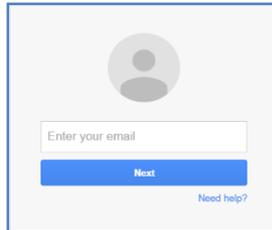# 1. How to add phone number for password recovery

New Students

1. Go to **gmail.com,** and **Log in**

   Email address
   [Student ID]@students.koi.edu.au
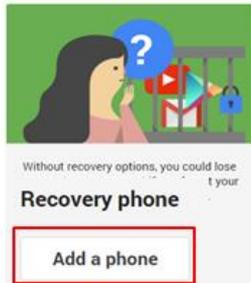   Default password
   Date of birth [DDMMYYYY]
   (13th Feb 1990 -> 13021990)
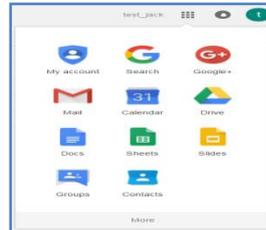
2. Click
   Add a phone

3. Enter your
   phone number
   and Click **Verify**

Current Students
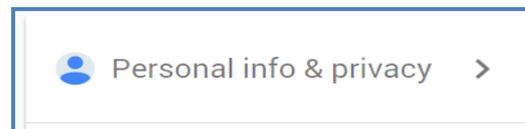

1. Go to **gmail.com,** and **Log in**

2. At the top right,
   click the **Google apps** icon

3. Click **MY Accounts**
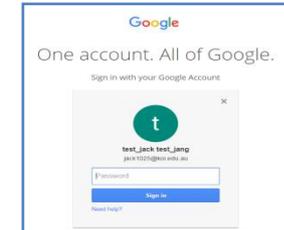

4. Click **Personal info & privacy**

5. Click **Phone**

6. Click **ADD RECOVERY PHONE**

2. I Forgot Password
How to reset my password

1. At the bottom left, click the **Need help?**

2. Click **I don't know my password,**
   and enter Email address

3. Try the last password that you remember
   or click **I don't know**

4. Click **Continue**

5. Enter **verification code** and click **Continue**

6. Enter **New password**

Jun Yang , IT Manager   07/03/2016