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