## Adding Work Email to Google for News Alerts

To use Google News Alerts, a Google Gmail account is required. Once the Google account is set up there is an option to add your work email to receive the news alerts. To set up Google Alerts to work with your work email click on the circle with the first initial of your name at the top right hand of Google homepage.	• • • • • • • • • • • • • • • • • • •
2) After clicking on the circle with your initial, click on the Manage your Google Account button.	→ □ × → □ × Gmail Images III R ncgatraining@gmail.com × Ncgatraining@gmail.com × Hi, Russell! Manage your Google Account
3) On the page that follows, click on the Personal Info tab.	<ul> <li>← → C</li></ul>

4) After clicking on Personal Info. a section	Your profile info in Google services
will appear titled Contact Info Click on	Personal info and options to manage it. You can make some of
the arrow beside Email	this info, like your contact details, visible to others so they can reach you easily. You can also see a summary of your profiles.
	Recipinfo
	Some info may be visible to other people using Google services. Learn more ()
	Prefile picture Add a profile picture to personalize your account
	Name Russell >
	Birthday March 7, 1966 >
	Gender Male >
	Contact info
	Email pastormiles@att.net
5) Go to the section titled Alternate	
Emails. Click on Manage alternate emails.	Manage the email addresses associated with your Google Acc
	← Email
	Google Account email The address used to identify your Google Account to you and other
	ncostraining@gmail.com
	negarianing@gman.com
	Decevery emeil
	The address where Google can contact you if there's unusual activi
	nastormiles@att.net
	pasonniesgaturet
	Contact email The address where you get information about most of the Google p
	pastormies@att.net
	Alternate emails Other email addresses you can use to sign in to your account. They
	out.
	pastormiles@att.net
	Manage alternate emails
	27
6) Click on Add other email.	
	<ul> <li>← Alternate emails</li> </ul>
	Other email addresses you can use to sign in to your account. They can also
	be used to reach you in case you get locked out. Learn more 📀
	pastormiles@att.net
	+ Add other email
1	

7) You may be asked for your Google password for verification.	G
	Image: Signification       To continue, first werify it's you         Image: Signit
	English (United States) - Help Privacy Terms
8) Type in your work email and click Add.	Add alternate email russell.miles@ncleg.gov Verification needed Cancel
9) A verification email will be sent to your work email. If you do not see the verification, check the Junk Mail folder in your work email folder.	<ul> <li>← Alternate emails</li> <li>Other email addresses you can use to sign in to your account. They can also be used to reach you in case you get locked out. Learn more ③</li> <li>pastormiles@att.net</li> <li>Unverified email</li> <li>russell.miles@ncleg.gov</li> <li>④ Verification needed</li> <li>Resend verification</li> <li>♦</li> <li>+ Add other email</li> </ul>

10) The verification should be like the picture to the right. Click the word "here" beside Click here to verify your email.	Google Verify your added email  a request was made to add <u>russell miles@ncleg gov</u> to your Google Account. click here to perify this request.  This email comes as a surprise? Please ignore this mail and don't click on the link above. Someone might have just mistyped their email address and accidentally tried to add yours. In this case your email address will not be added to the other account.  You can also see security activity at <a href="https://myaccount.google.com/notifications">https://myaccount.google.com/notifications</a>
11) Your work email will now appear under alternate emails, allowing you to choose it as the email destination for your news alerts.	<ul> <li>← Alternate emails</li> <li>Other email addresses you can use to sign in to your account. They can also be used to reach you in case you get locked out. Learn more ③</li> <li>pastormiles@att.net</li> <li>russell.miles@ncleg.gov</li> <li>↓</li> <li>↓ Add other email</li> </ul>