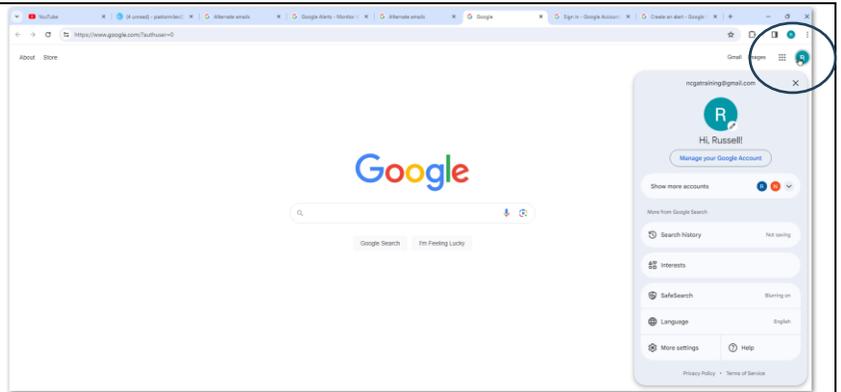
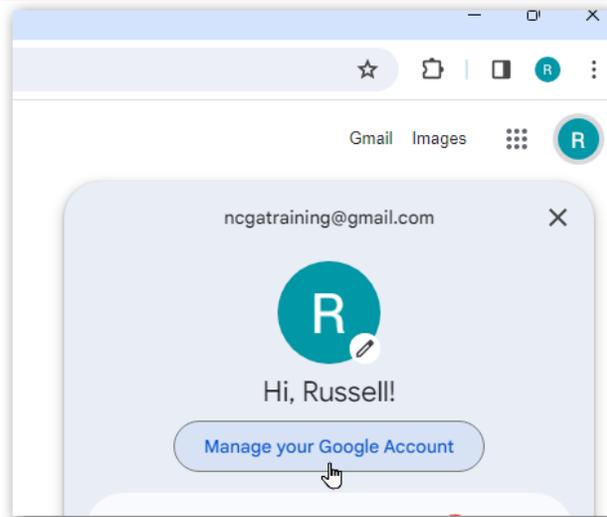


Adding Work Email to Google for News Alerts

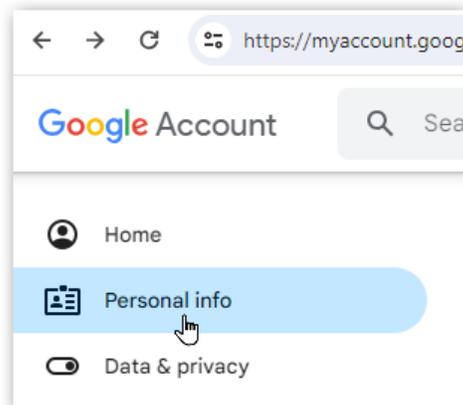
To use Google News Alerts, a Google Gmail account is required. Once the Google account is set up there is an option to add your work email to receive the news alerts. To set up Google Alerts to work with your work email click on the circle with the first initial of your name at the top right hand of Google homepage.



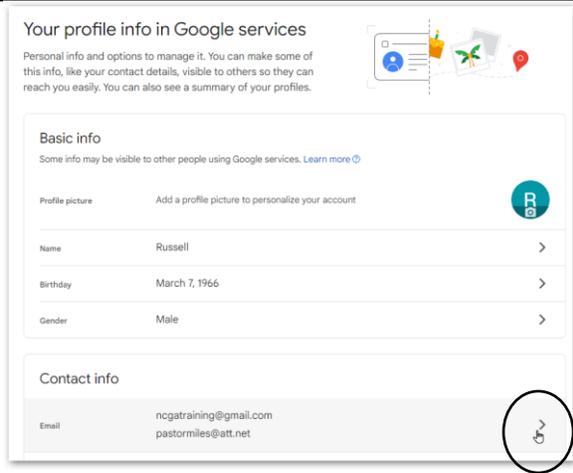
2) After clicking on the circle with your initial, click on the Manage your Google Account button.



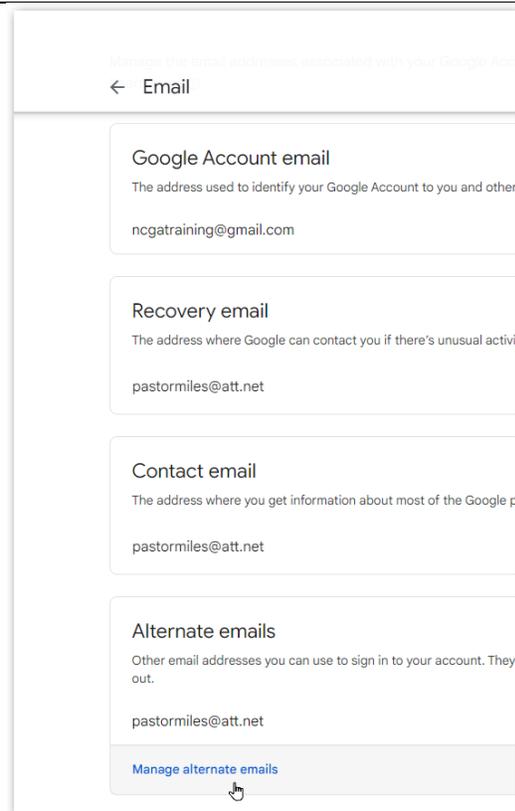
3) On the page that follows, click on the Personal Info tab.



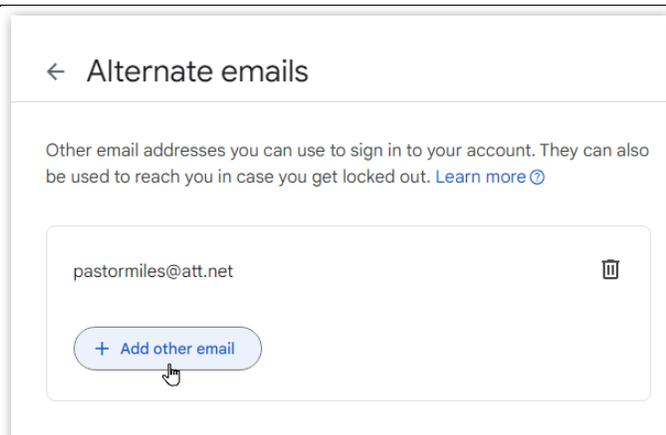
4) After clicking on Personal Info, a section will appear titled Contact Info. Click on the arrow beside Email.



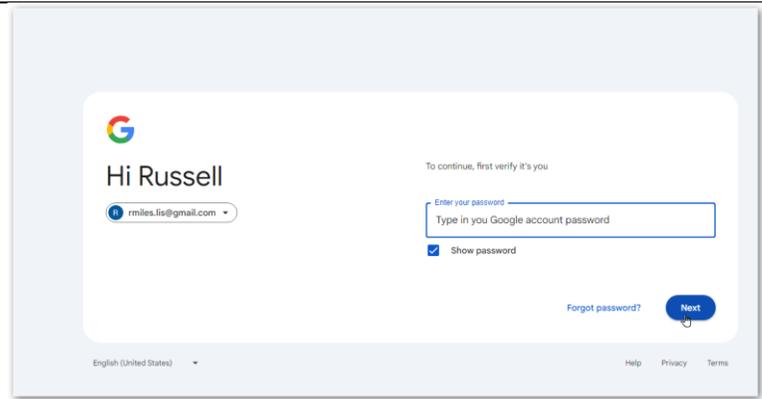
5) Go to the section titled Alternate Emails. Click on Manage alternate emails.



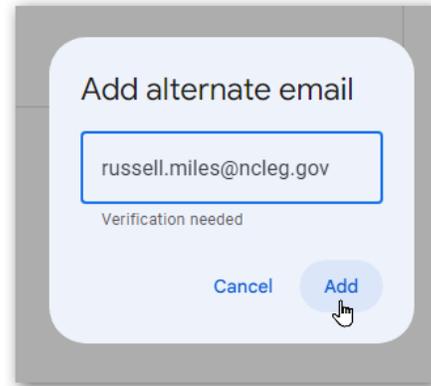
6) Click on Add other email.



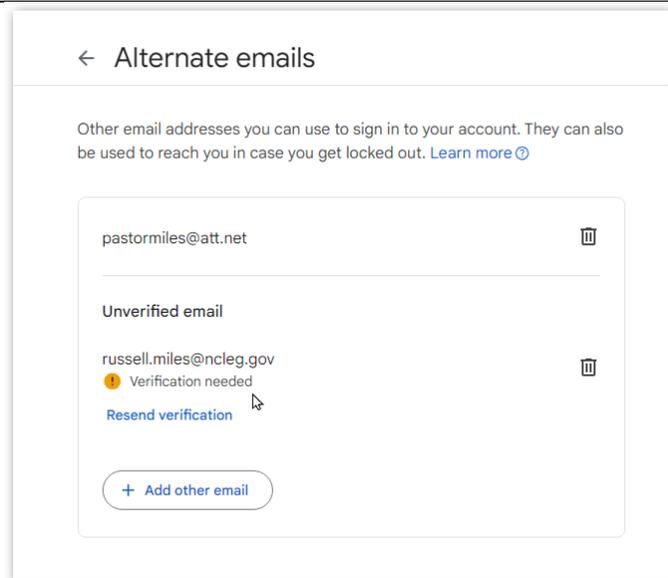
7) You may be asked for your Google password for verification.



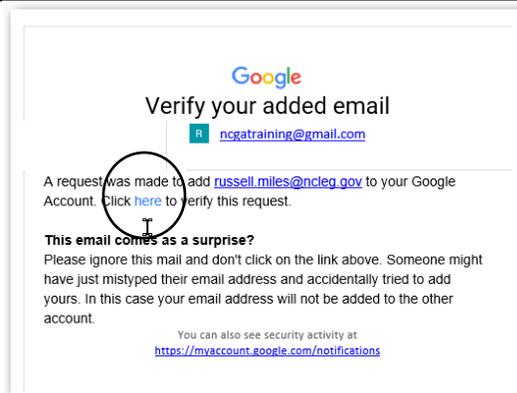
8) Type in your work email and click Add.



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.



10) The verification should be like the picture to the right. Click the word “here” beside Click here to verify your email.



11) Your work email will now appear under alternate emails, allowing you to choose it as the email destination for your news alerts.

