

Gmail Security Tips

Follow the steps below to help keep your Gmail account secure.

If you think someone has unauthorized access to your account, [reset your password](#) immediately.

Step 1: Complete a security checkup

Start by visiting the Security Checkup page to do things like adding [account recovery options](#), setting up [2-Step Verification](#) for extra account security, and checking your account permissions.

START MY SECURITY CHECKUP

Step 2: Follow these Gmail security tips

[COMPUTER](#)

Choose a strong password


First, learn how to [create a strong password](#).

Then, change your password.

1. Visit the [Sign in & security page](#).
2. Click **Password**.
3. Enter your new password information, then click **Change Password**.

Check your Gmail settings

There are a few settings you can check to make sure nobody else has access to your emails.

1. Using a browser, open [Gmail](#).
2. In the top right, click Settings .
3. Click **Settings**.
4. Click the tabs below to check your settings.

General tab

- Check your signature to make sure the text looks correct.
- Check your vacation responder to make sure the text looks correct, and that it isn't turned on if you don't need it to be.

Accounts and Import tab

- Check "Send mail as" to make sure all the email addresses listed belong to you.
- Check "Grant access to your account" to see that no unknown people have access to your account.
- Check "Check mail from other accounts (using POP3)" to make sure all the email addresses listed belong to you.

Filters and Blocked Addresses tab

- Check to make sure mail isn't being automatically forwarded to an unknown account using a "Forward to" filter.
- Check that any filters that automatically delete messages ("Delete it") were set up by you.

Forwarding and POP/IMAP tab

- Check that your messages aren't being forwarded to an unknown account.
- Verify that your [POP](#) or [IMAP](#) settings are correct.

[Update your browser](#)

When you update your browser, you get the latest security updates.

1. Visit whatbrowser.org to see what browser version you're using.
2. If you see "This is the most current version," your browser is already updated.
3. If you see "There is a newer version," click **Update your browser** to download the newest version.

[Report scams, spam, and phishing](#)

If you get a suspicious email that asks you for personal or financial information, don't reply or click on any links in the message.

Learn how to [block unwanted emails](#) or [avoid and report scams](#).