

HOW TO SET UP THE INACTIVE ACCOUNT MANAGER - GOOGLE

Did you know that when someone dies that person's social media accounts remain active until a family member memorializes, deactivates, or deletes the accounts?

DGVE law is pleased to provide you with this practical, step-by-step guide on how to handle your Google account & prepare for the future.

Google Account:

- Go to Inactive Account Manager <https://myaccount.google.com/inactive>
- Click on "Start"

Decide when Google should consider your Google Account inactive

- Google can consider your Account Inactive after either 3, 6, 12, or 18 months
- Google will contact you 1 month before the selected time is up. Enter your mobile phone number. Before they take any action, Google will contact you multiple times by SMS and email.

Choose who to notify & what to share

- Add or manage your contact email (another person)
- Add or manage your recovery email (another email account of yours)
- Click "Next"
- You can choose up to 10 people for Google to notify if your account becomes inactive. You can also give them access to some of your data.
- If you use Gmail, you can also set up an AutoReply that will be sent after your account becomes inactive. This will inform anyone who emails you that you are no longer using this account.

Decide if your inactive Google Account should be deleted

- After your Google Account becomes inactive, you can select the option of deleting it and all the content. If you've decided to allow someone to download your content, they'll be able to do so for 3 months before it gets deleted.
- If you choose to delete your account, this will include your publicly shared data (for example, any YouTube videos you publish, or blog posts on Blogger).
- Click on "Review Plan", a summary of what you want to happen to your Google Account.

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- You can choose to receive email reminders that the Inactive Account Manager is turned on.
- When you are done with your plan, click on “Confirm Plan”

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