



Google's **Inactive Account Manager** lets you designate up to **10** people to be notified if your account becomes inactive. Passwords and other login details will not be provided. You can choose to:

- 1. Only notify trusted contacts** - Google sends them an email letting them know you're no longer using your account
- 2. Share your data** - Google emails your trusted contact(s) a list of the data you chose to share, and a link to download it

Trusted contacts will only be notified once your account has been inactive for the time period you set. **They will not receive anything during setup.**

Latulipe Research Group

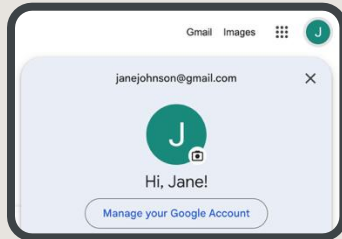
Human-Computer Interaction Lab
Department of Computer Science
University of Manitoba
hci.cs.umanitoba.ca
celinelatulipe.net

Google

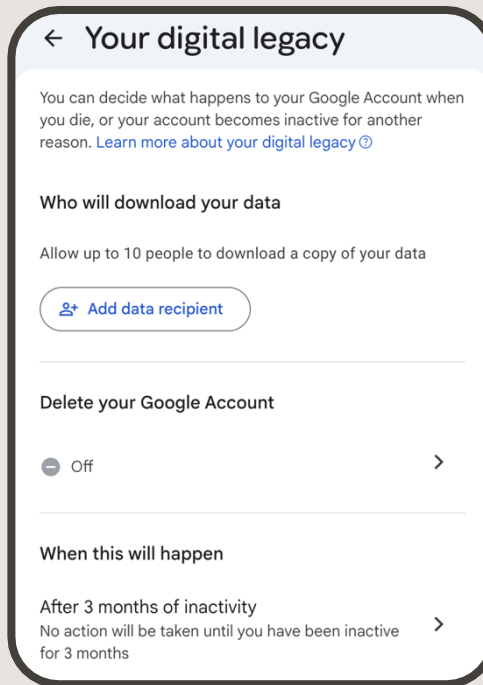
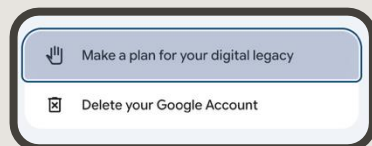
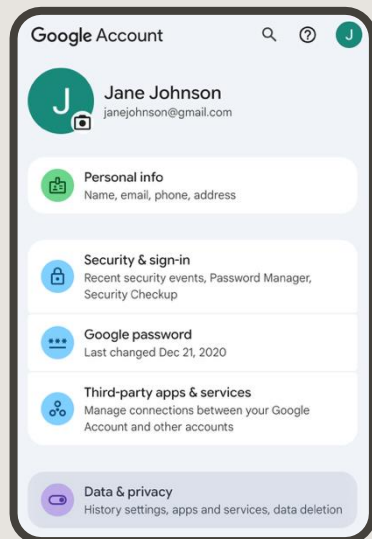
Digital Legacy Planning

Inactive Account Manager

- 1 Go to **google.com**, sign in, click your profile picture, and select **Manage your Google Account**.



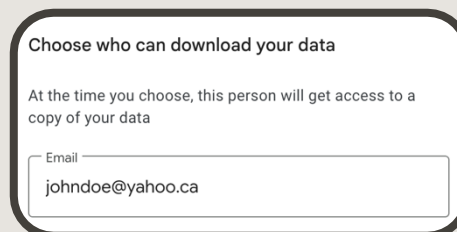
- 2 Select **Data & privacy**, then scroll down and choose **Make a plan for your digital legacy**.



From here, you can:

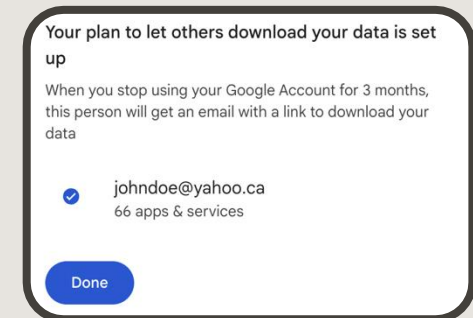
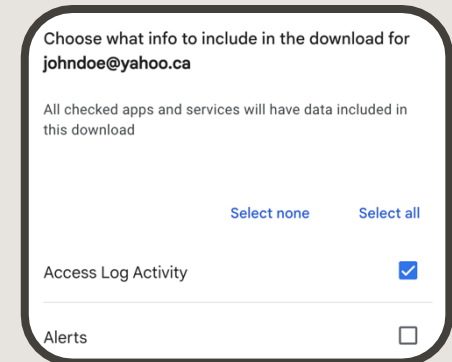
- **Add data recipients**
- **Choose whether your account is deleted** when it becomes inactive
- **Set the inactivity window** (3, 6, 9, 12, 15, or 18 months)

- 3 Select **Add data recipient** and enter the email of the individual you want to receive a copy of your data.



Data Recipients

- 4 Choose the data you want to include, then scroll down and select **Save**.



Inactive Account Manager setup is now complete!

Without a Data Recipient

If you do not set up a plan with the Inactive Account Manager, Google automatically deletes your Google account and all your data after you've been inactive for **2 years**.