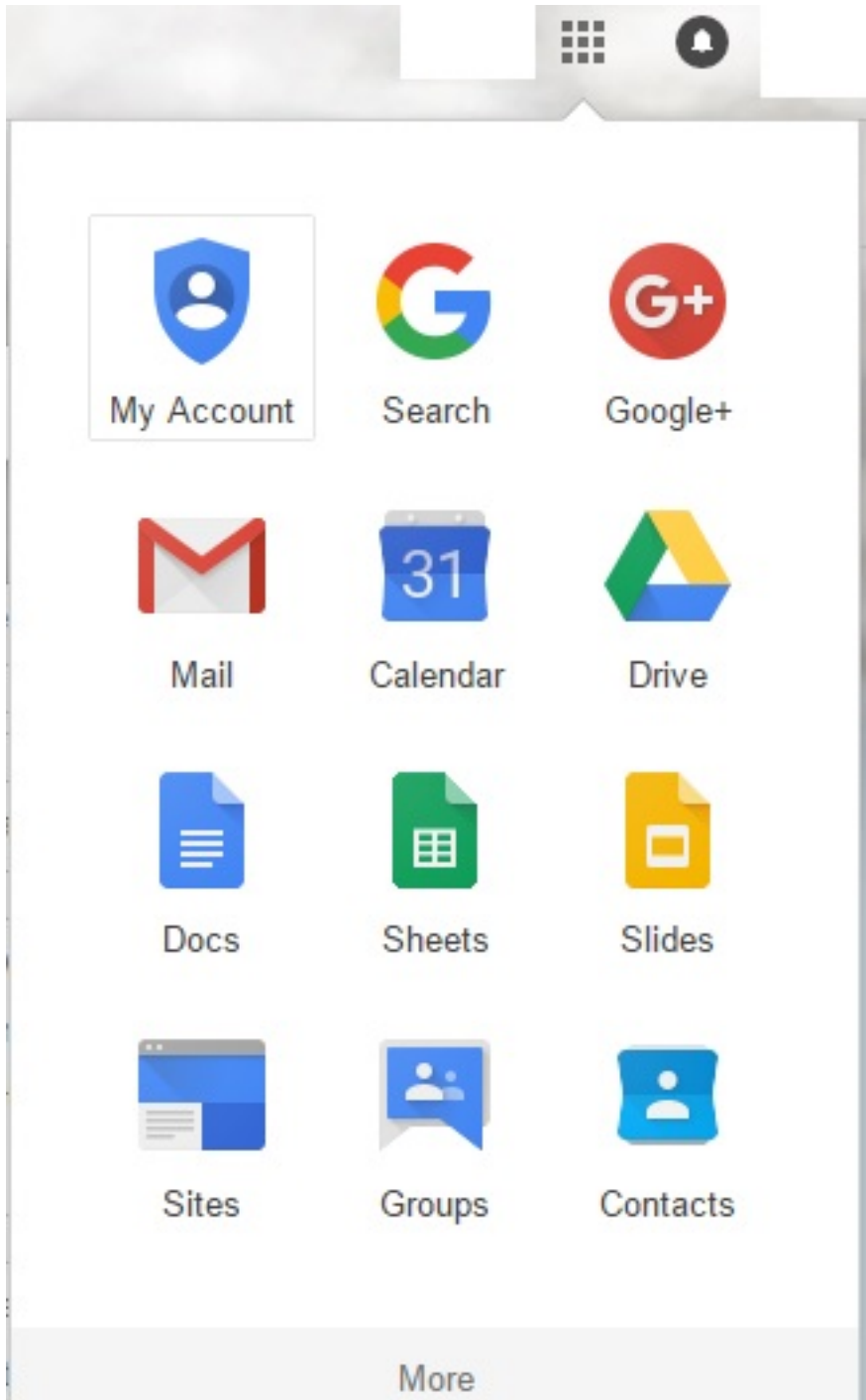


# Email and Google

## How do I share my contact information with the Carthage Google Directory?

After logging in to your Carthage Google account (Gmail, Drive, etc.), click on the apps icon in the upper right corner. Choose the "My Account" option or go to <https://aboutme.google.com>.



Choose "Personal Info & Privacy" and then "Your personal info."

Under "Your personal info" click on "About You."

# Email and Google

**My Account**

**Personal info & privacy**

Welcome

**Sign-in & security**

- Signing in to Google
- Device activity & notifications
- Connected apps & sites

**Personal info & privacy**

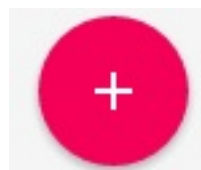
- Your personal info
- Activity controls
- Ads settings
- Account overview
- Control your content

**Account preferences**

## Your personal info

Manage this basic information — your name, email, and phone number — to help others find you on Google products like Hangouts, Gmail, and Maps, and make it easier to get in touch.

Email	>
Phone	Add a phone number to help secure your account >
<b>Tip</b> If you ever get locked out of your account, we can use your recovery phone to get in touch and help you get back in.	
Birthday	>
About You	Edit what others see about you >

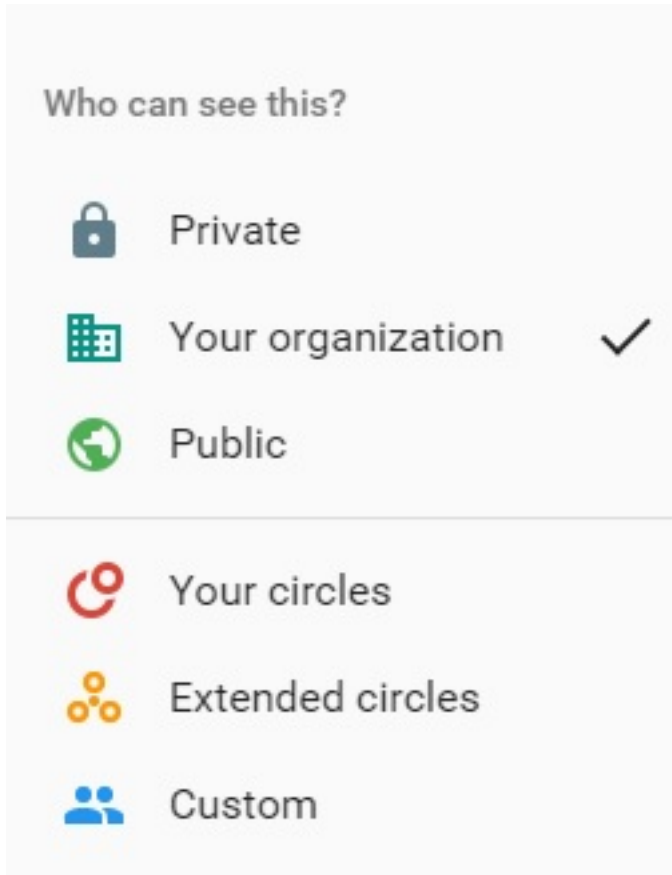


Click the pink "+" symbol on the bottom right.

Click the pencil icon next to the "Work contact info" section to edit. Click "OK" to save.

Now you want to share this information only within the Carthage domain, rather than making it public. Click the bottom of the "Work contact info" box where it defaults to "Private." Then click "Your Organization." The changes are saved automatically.

# Email and Google



After completing the steps, people with the @carthage.edu address should now be able to see your newly shared information within Google contacts.

Unique solution ID: #1406  
Author: smueller2  
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