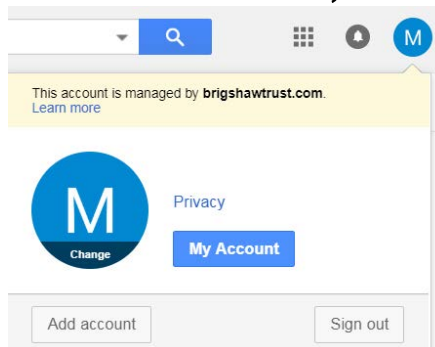
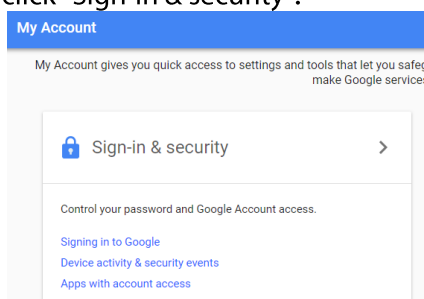


## Changing Your Brigshaw Trust Email Password

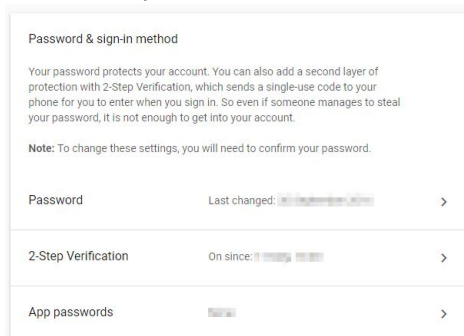
1. Sign in to your Brigshaw Trust email and click on your profile picture (or initial) in the top right to bring up the account menu, and then click "My Account".



2. On the "My Account" page, click "Sign-in & security".



3. In the 2<sup>nd</sup> section, "Signing in to Google", there is a box entitled "Password & sign-in method". Click "Password". Your last password reset date will also be visible.



4. Follow the prompts to confirm your current password, then create a new one. It is good practice to;
  - Make it unique to this account and not re-used anywhere else.
  - Ensure it is at least 10 characters long and includes at least three of the following: a capital letter, a lowercase letter, a number and a special character.
  - Avoid choosing a common password, making simple letter swaps (S → \$), or using easily obtainable information about yourself, such as your birthday.

It may also be worth setting up 2-factor authentication on your account, also available within this section just below password. If you require any help with this, please contact the IT Team.

If you notice anything out of the ordinary or an action you know you didn't sanction, report it immediately to the IT Team and change your password.