



Google account 'how to guide'

Log-in

Add an account

18/10/19

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Add an account

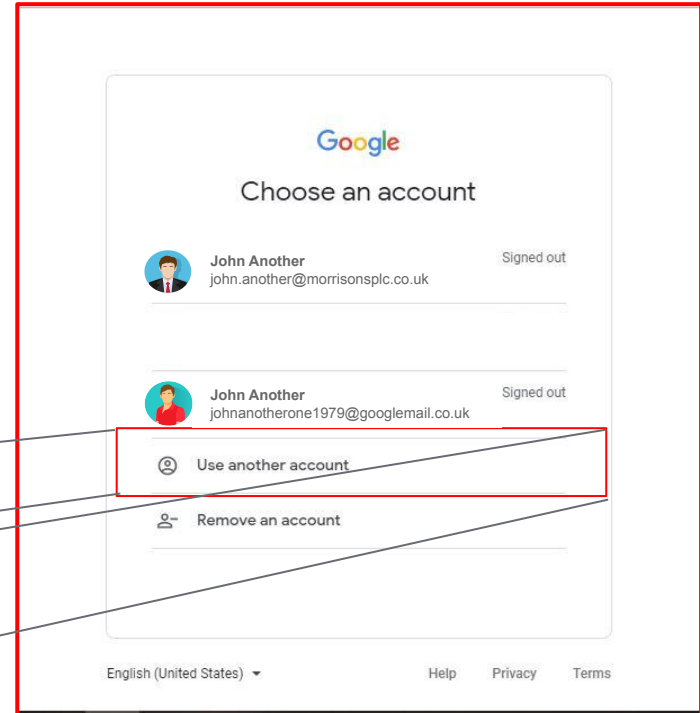
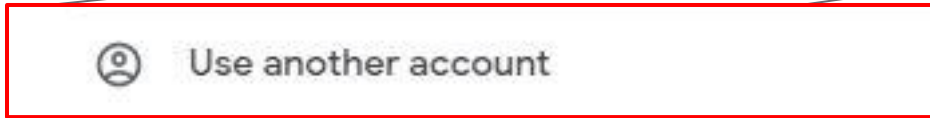
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Log in to a new account

Log on to a new account

Step 1: log into Google accounts using the URL link:
<https://accounts.google.com>

Step 2: Click on to 'Use another account'

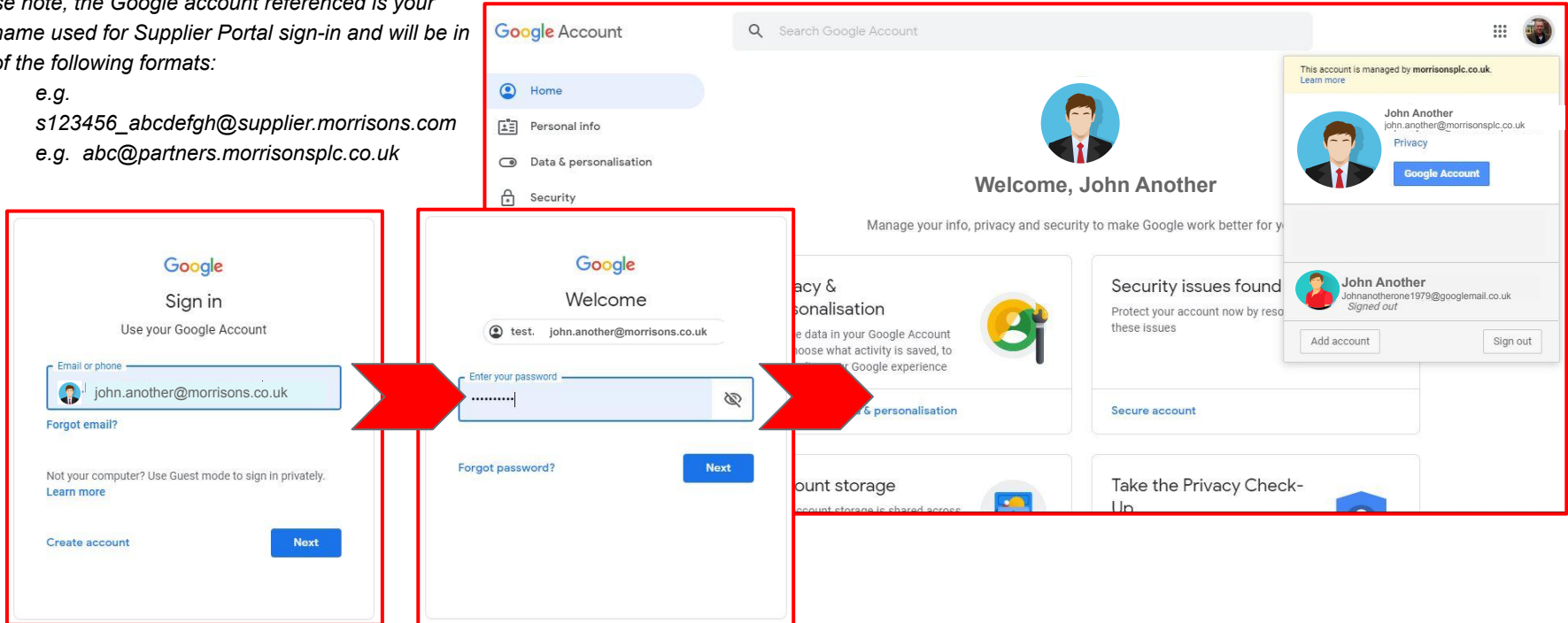


Log on to a new account

Step 3: Enter your Username and Password

Please note, the Google account referenced is your username used for Supplier Portal sign-in and will be in one of the following formats:

- e.g.
s123456_abcdefgh@supplier.morrisons.com
- e.g. abc@partners.morrisonsplc.co.uk



The image illustrates the Google sign-in process in three stages:

- Sign in page:** The user enters their email address, `john.another@morrison.co.uk`, in the "Email or phone" field. The "Next" button is highlighted.
- Welcome page:** The user enters their password in the "Enter your password" field. The "Next" button is highlighted.
- Welcome dashboard:** The user is logged in as "John Another". The dashboard includes a navigation menu (Home, Personal info, Data & personalisation, Security) and various account management options like "Security issues found" and "Take the Privacy Check-Up".

Log in to your existing account

Log on to your existing account

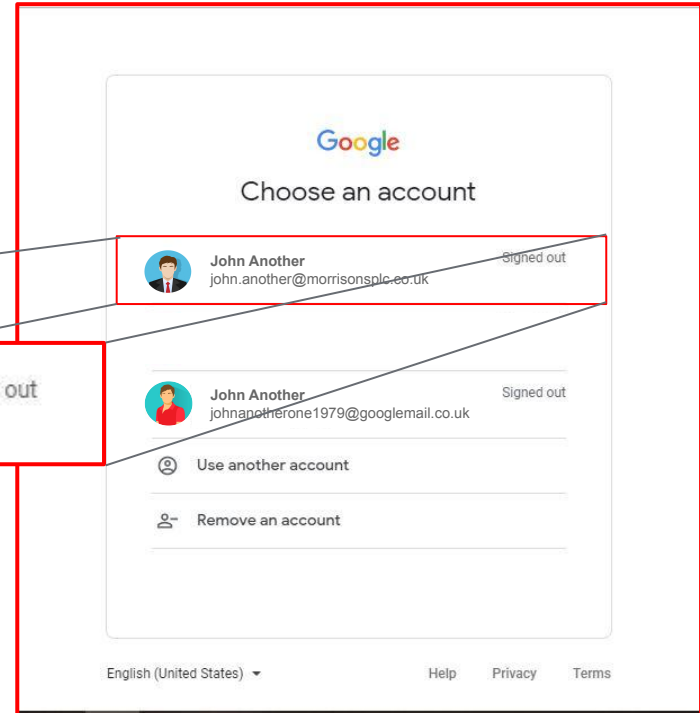
Step 1: log into your account using the following link:

<https://accounts.google.com>

Please note, the Google account referenced is your username used for Supplier Portal sign-in and will be in one of the following formats:

e.g. s123456_abcdefgh@supplier.morrisons.com

e.g. abc@partners.morrisonsplc.co.uk



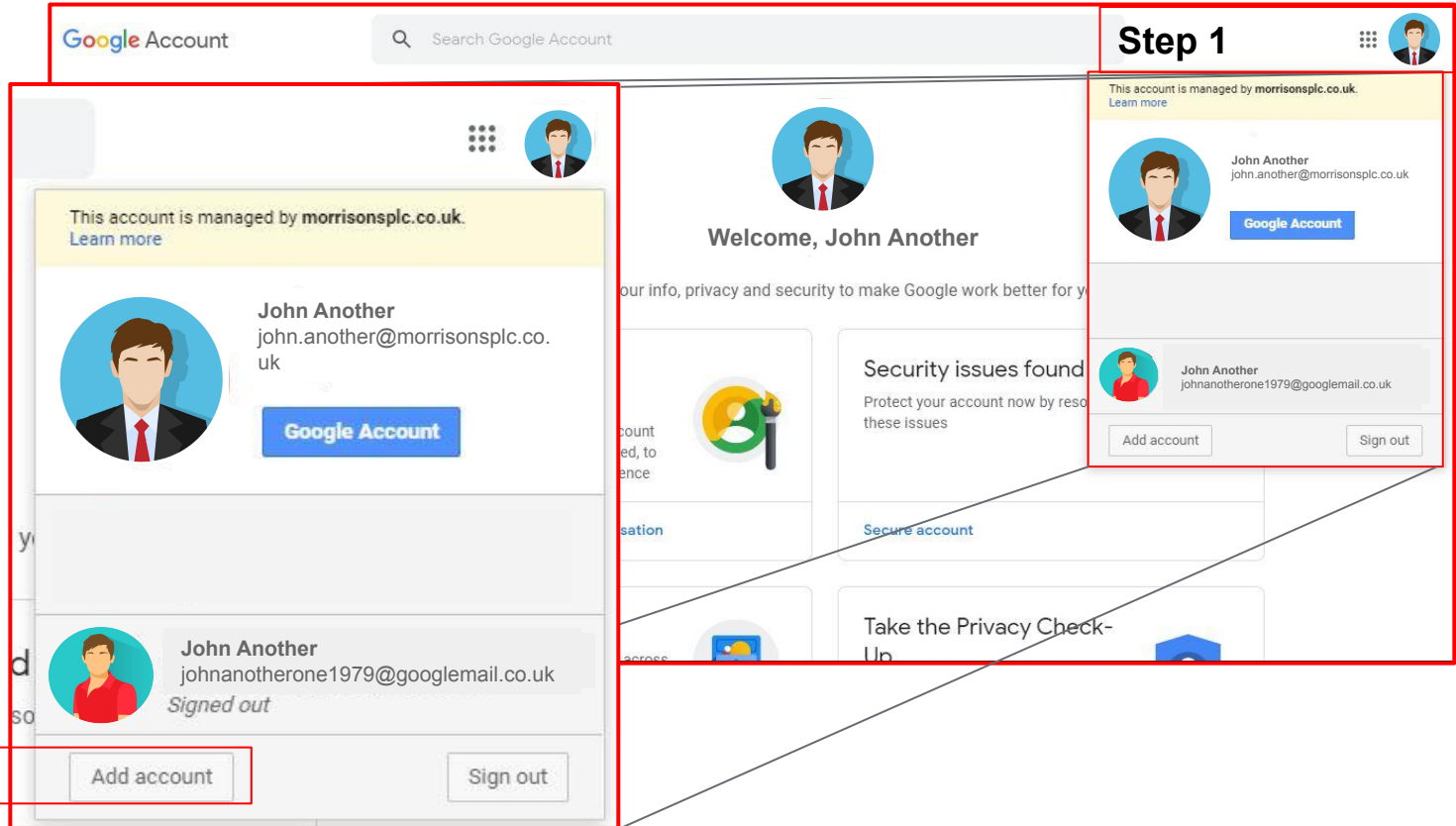
Add your account

Add your account

If you already use another Google account you will need to **add your account**

Step 1: Do this **clicking on the profile icon in the top right corner**

Step 2: Then by selecting **"Add Account"**



The screenshot shows the Google Account management page. At the top, it says "Google Account" and "Search Google Account". The main content area displays "Welcome, John Another" with a profile picture and a "Google Account" button. Below this, there are sections for "Security issues found" and "Take the Privacy Check-Up".

Step 1 is indicated by a red box around the top right corner, showing a profile icon in the top right corner. A callout box shows the profile icon and the text "John Another john.another@morrisonspc.co.uk" with a "Google Account" button.

Step 2 is indicated by a red box around the bottom left corner, showing the "Add account" button. A callout box shows the profile icon and the text "John Another johnanotherone1979@googlemail.co.uk Signed out" with an "Add account" button.

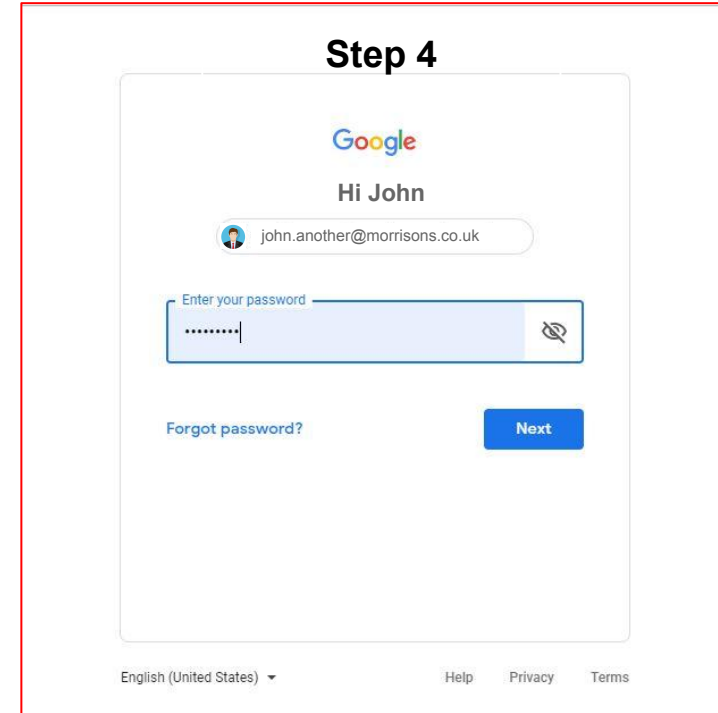
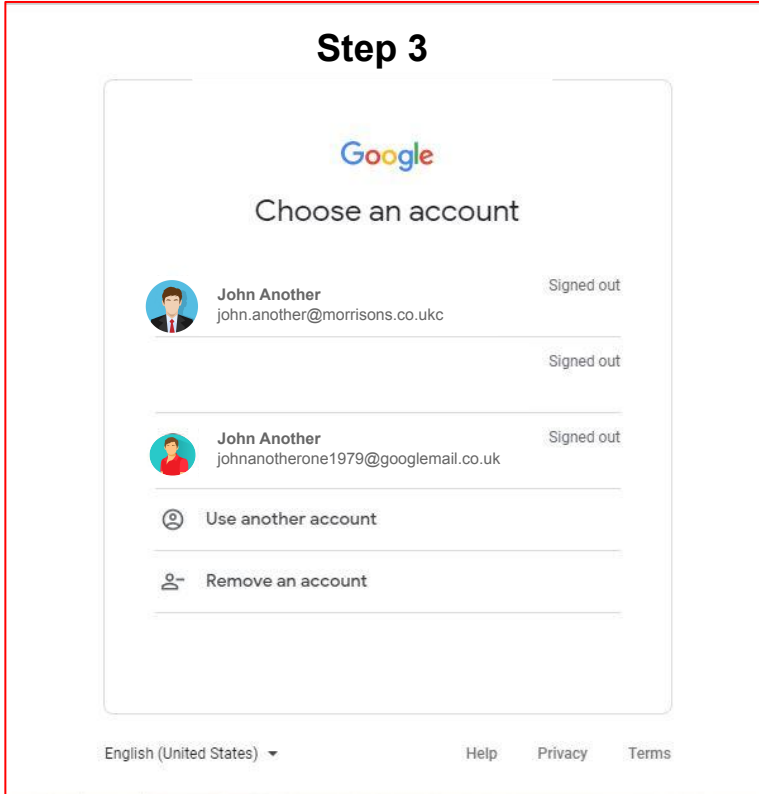
Add your account

Step 3 will take you to the 'choose an account' screen where you can **select a Google account**.

Once you have selected the Google account -

Step 4 will ask if you can 'Enter your password'

Once complete, **click 'Next'**



Thank you