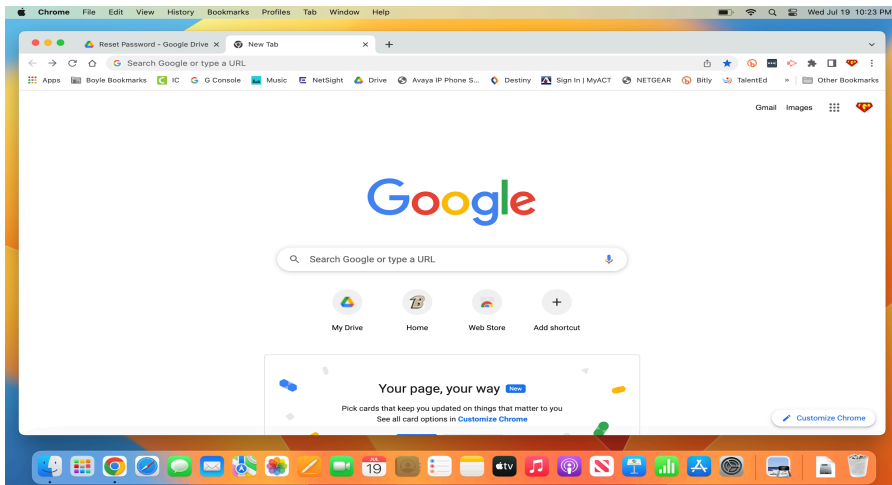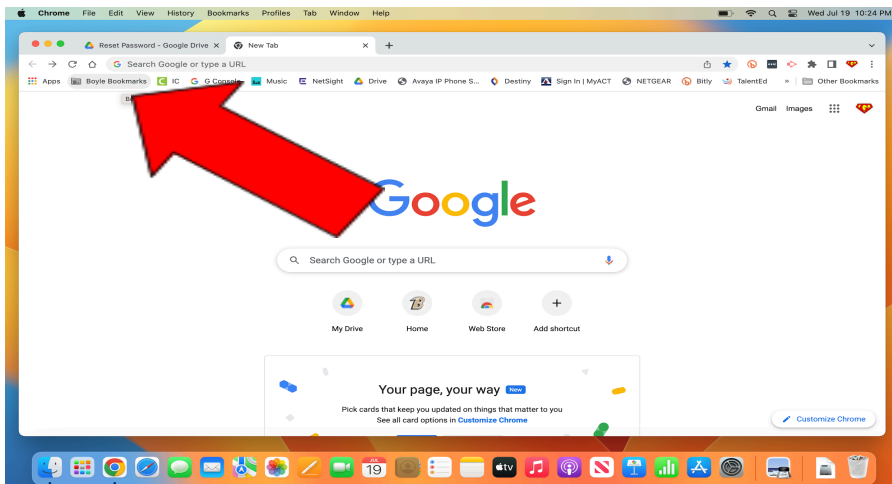# Reset Your Email Passphrase
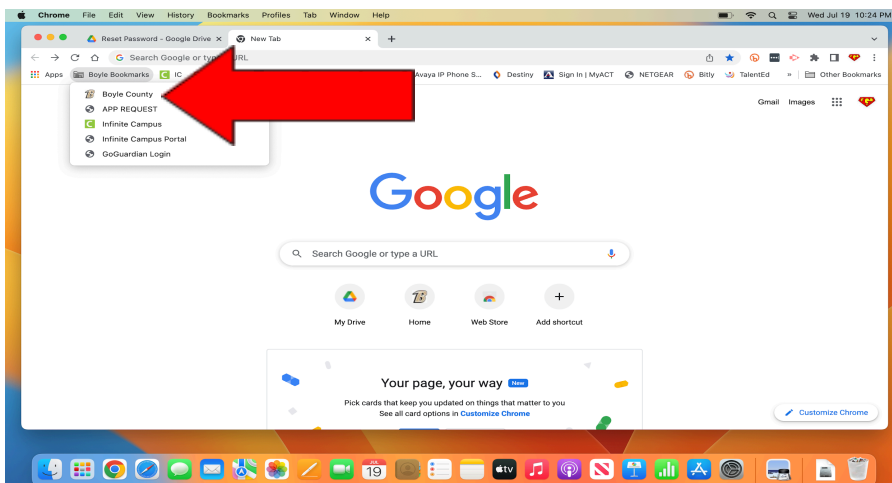
Go to Google Homepage
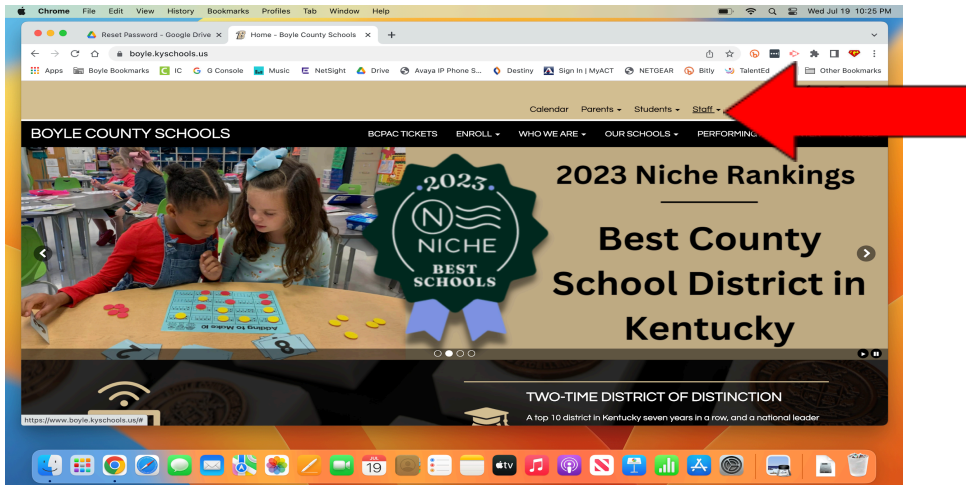

Click on Boyle Bookmarks

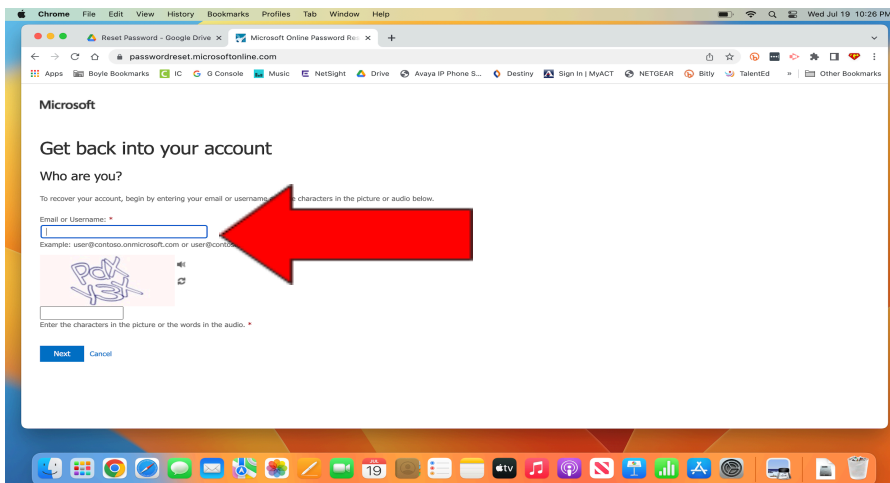## Click on Boyle County Homepage
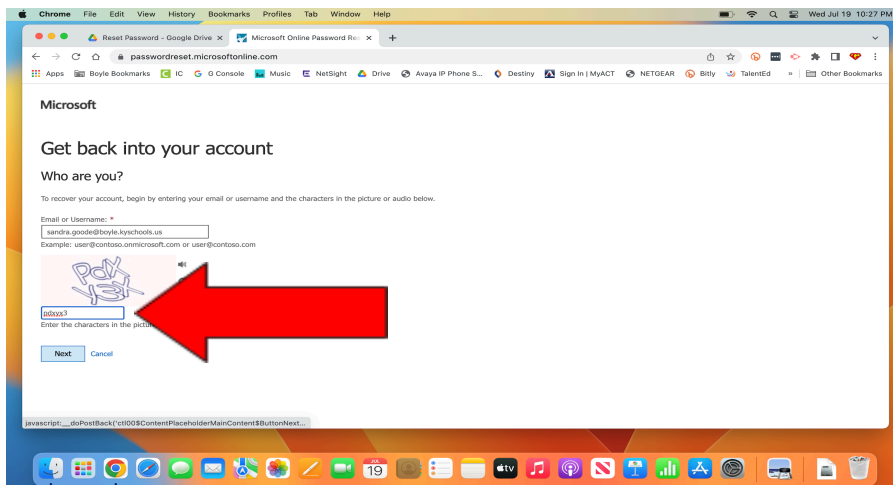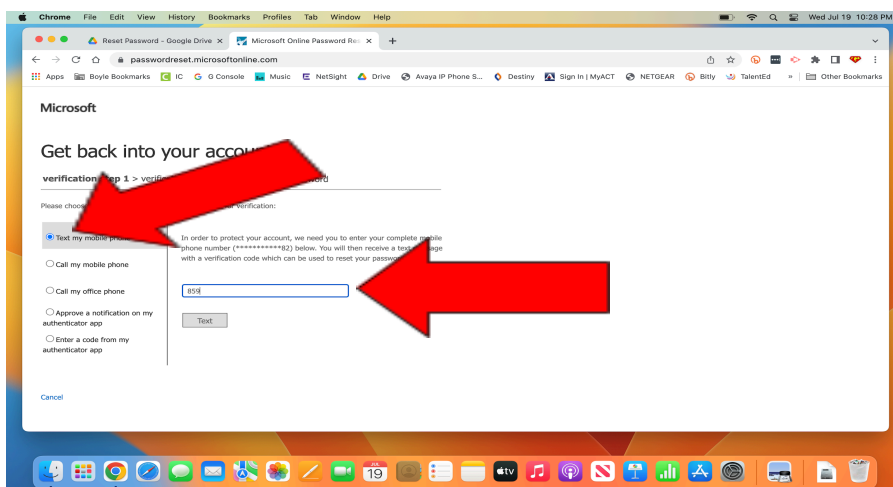
Click on Staff

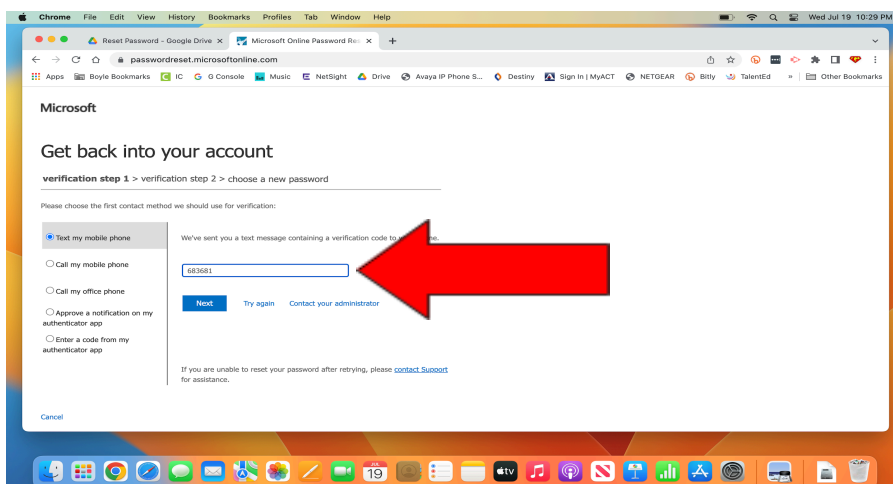Click on Password Reset

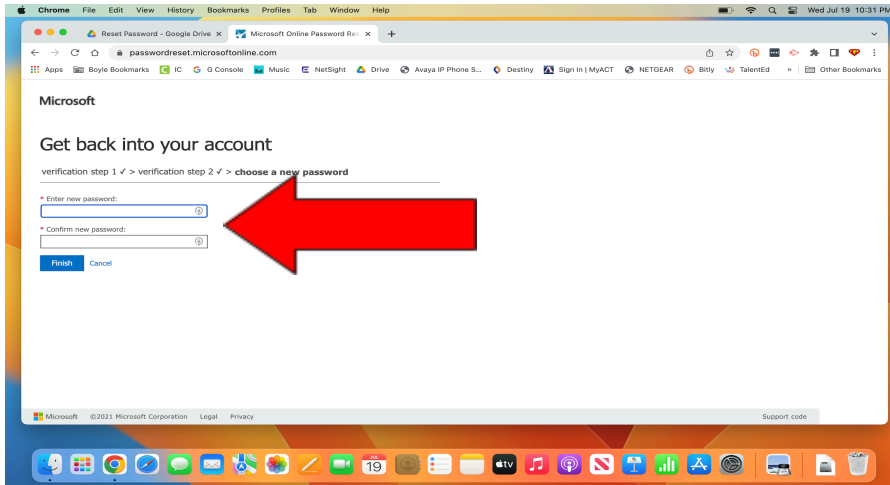Enter your email address

Enter the characters shown

Select Text My Phone on the left. Enter your phone number and click Text

Enter the verification code sent to your phone and click Next

Enter your new passphrase. Confirm your new passphrase and click Finish

***Remember passphrases **must be at least 15 characters** in length. They **do not** have to have any special characters but may contain spaces if desired.

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