CCSD GOES GOOGLE !

Signing out of G Suite Remotely on Macs or PCs

If you are unsure if you signed out of G Suite (Google), but are no longer at the computer where you were signed in, you may follow the steps below to determine if you are still signed into G Suite and remotely sign out.
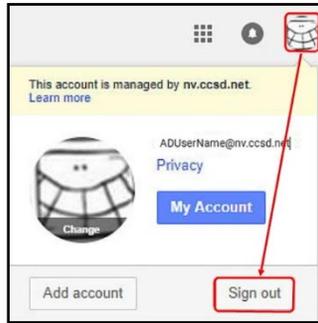
This is particularly important if you were using a "shared computer." A shared computer is any computer that you did not sign in at the initial Windows/Mac login screen.
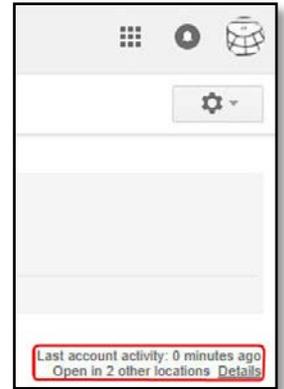
Some examples of shared computers:

- A computer in the front office that anyone can use.
- A computer in the library or computer lab.
- Any computer that others can access without logging in.
- A computer at home or outside the workplace that others may have access to.

Signing out of your G Suite account

As a practice, please remember to sign out of your G Suite account when using a shared computer by clicking the **Profile Image**, then selecting **Sign out**.

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The following steps must to be accomplished on a computer/laptop, not a mobile device (phone, tablet, etc.)

Steps to verify other G Suite open sessions

1. Sign into G Suite on a currently accessible computer.
2. Select **Mail** from **Google Apps**.

3. **While in the Google Mail App**, scroll down to the bottom right corner of the screen. You will see your last activity.
4. Select **Details**.

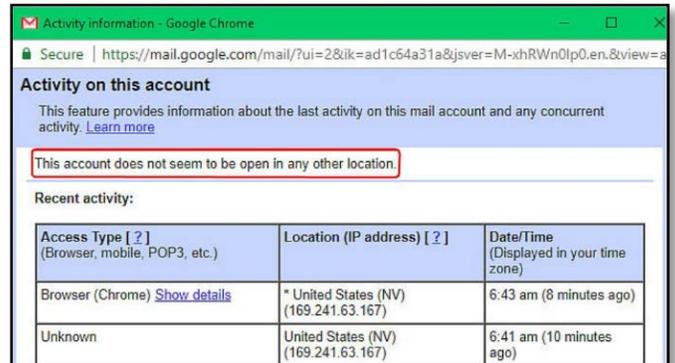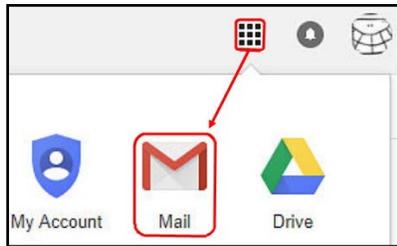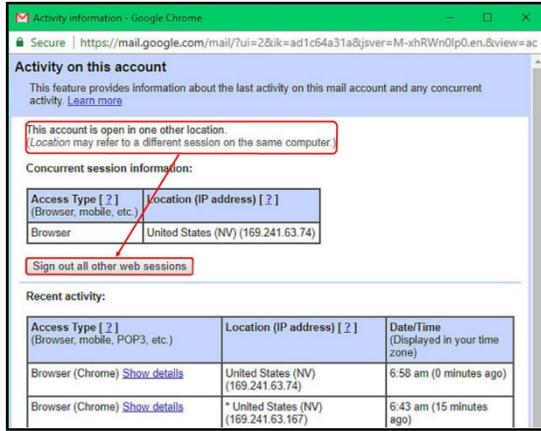A window will open showing your recent account activity.

If you see the following message, you are not logged into G Suite on any other computer.

Sign out of G Suite on your current computer, as shown at the beginning.

User Support Services – Employee Business Training
Technology and Information Systems Services Division

This window indicates there may be sessions that have not been signed out. If you receive this message, you may choose to sign out of all web sessions to be sure all sessions have been closed.
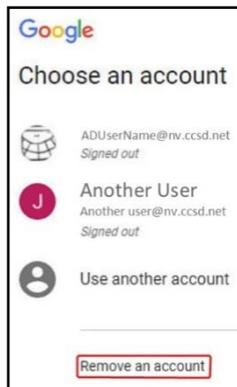This will disconnect all of your remote G Suite sessions.

Sign out of G Suite on your current computer, as shown at the beginning.
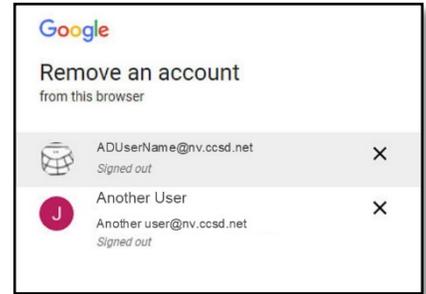
Removing your name from Google account screen.

Even after signing out of G Suite, you may want to add an additional layer of security and remove your name from the Google account screen.

After signing out of G Suite, you will see a listing of users that previously signed into G Suite on this computer.
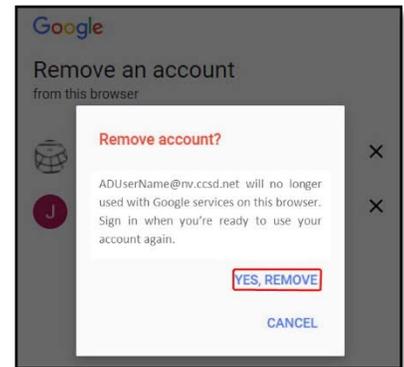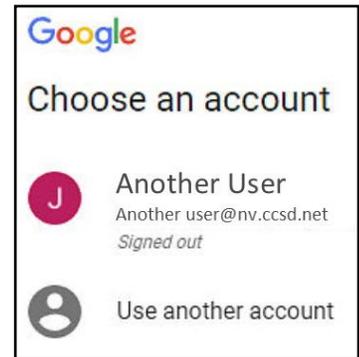
1. Select **Remove an account**.

2. Select the account you wish to remove.

3. Select **YES, REMOVE**.

You may verify the account has been removed by selecting Sign in. Notice your ADUserName is no longer present.

To log back into G Suite on this computer (or any other computer), select **Use another account** and type in your credentials to sign in