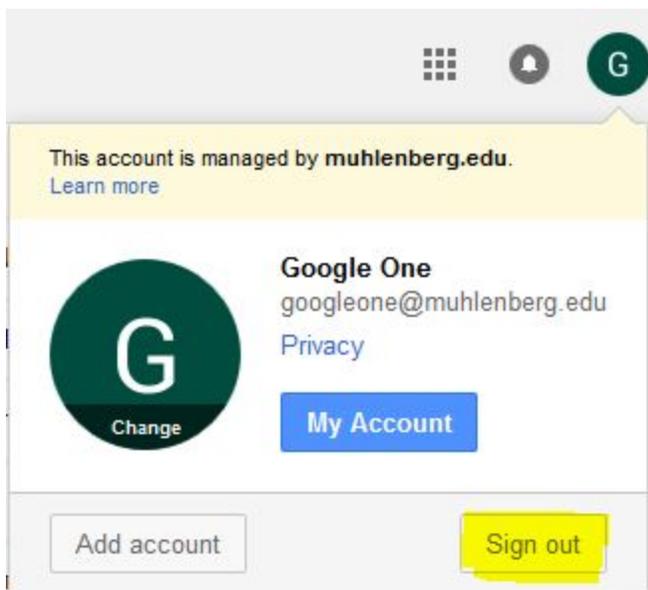


This guide will help you check activity on your account and learn where to sign out of other web sessions.

There is no imposed time-out on G Suite apps, meaning you must log out manually. Note that the Application Portal is a separate system from G Suite - while we have a 15 minute timeout on the Application Portal, you are still logged into G Suite.

Please remember to logout of all G Suite apps, particularly if you share a device or are logged in to a public computer. Click on your profile icon in the top right corner of the screen. Select “Sign out” on the drop down. **Closing the window will NOT log you out.**



If you neglect to logout and want to check activity on your account, as well as, sign out of all other web sessions, follow the steps below.

Step 1. Scroll to the bottom of your Gmail window and click on “Detail” under Last account activity.

Last account activity: 1 minute ago
[Details](#)

Step 2. A window with “Activity Information” will pop up.

Activity information - Google Chrome

Secure | https://mail.google.com/mail/u/0/?ui=2&ik=9e21d110d1&view=ac

Activity on this account

This feature provides information about the last activity on this mail account and any concurrent activity. [Learn more](#)

This account does not seem to be open in any other location. However, there may be sessions that have not been signed out.

[Sign out all other web sessions](#)

Recent activity:

Access Type [?] (Browser, mobile, POP3, etc.)	Location (IP address) [?]	Date/Time (Displayed in your time zone)
Browser (Chrome) Show details	* United States (PA) (192.104.181.250)	2:36 pm (0 minutes ago)
Authorized Application (445112211283-2l4c4fgb0nqep0bu135v5auv1jf548im.apps.googleusercontent.com) Show details	United States (OR) (52.33.65.126)	2:36 pm (0 minutes ago)
Browser (Chrome) Show details	* United States (PA) (192.104.181.250)	1:50 pm (46 minutes ago)
Browser (Chrome) Show details	* United States (PA) (192.104.181.250)	12:15 pm (2 hours ago)
Mobile	United States (PA) (192.104.181.239)	11:15 am (3 hours ago)
Mobile	United States (PA) (192.104.181.239)	10:39 am (3.5 hours ago)
Browser (Chrome) Show details	* United States (PA) (192.104.181.250)	10:26 am (4 hours ago)
Browser (Chrome) Show details	* United States (PA) (192.104.181.250)	9:53 am (4 hours ago)
Mobile	United States (PA) (192.104.181.235)	8:20 am (6 hours ago)
Browser (Chrome) Show details	United States (PA)	2:43 am (11 hours ago)

Step 3. Review this information for accuracy, acknowledging that the activity listed is as expected.

Step 4. If you wish to sign out all other web sessions (recommended) click on the button shown below.

[Sign out all other web sessions](#)

Step 5: Close the activity window.
