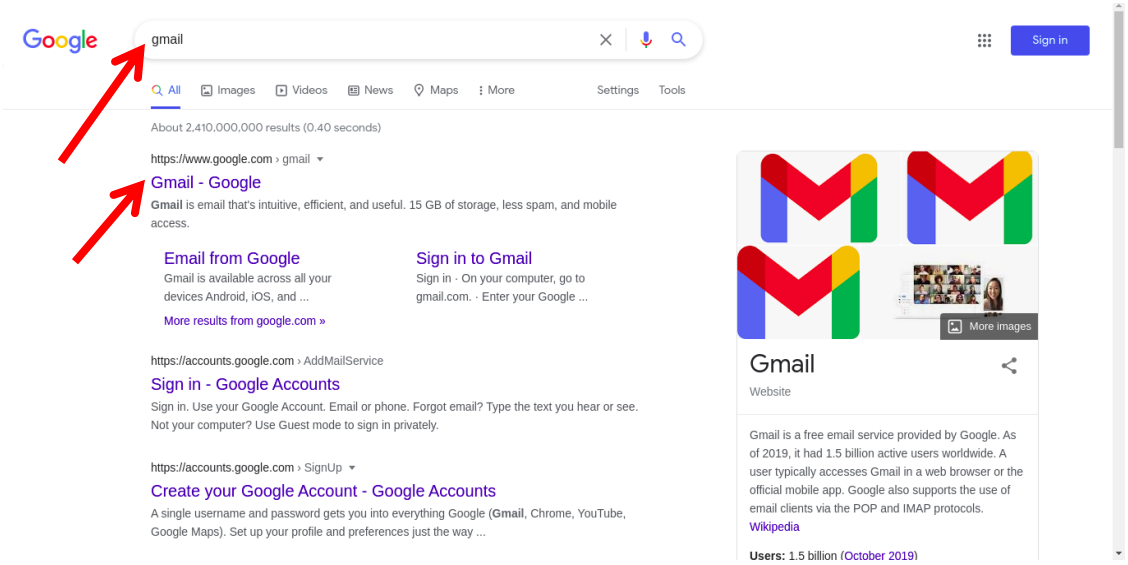
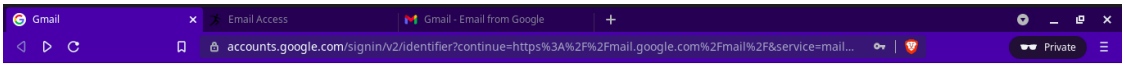
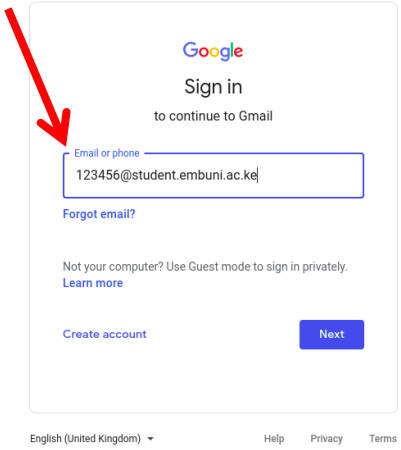
FIRST-TIME ACCESS TO THE STUDENTS' EMAIL ACCOUNT

1. On your browser (Google Chrome or Mozilla Firefox) search Gmail

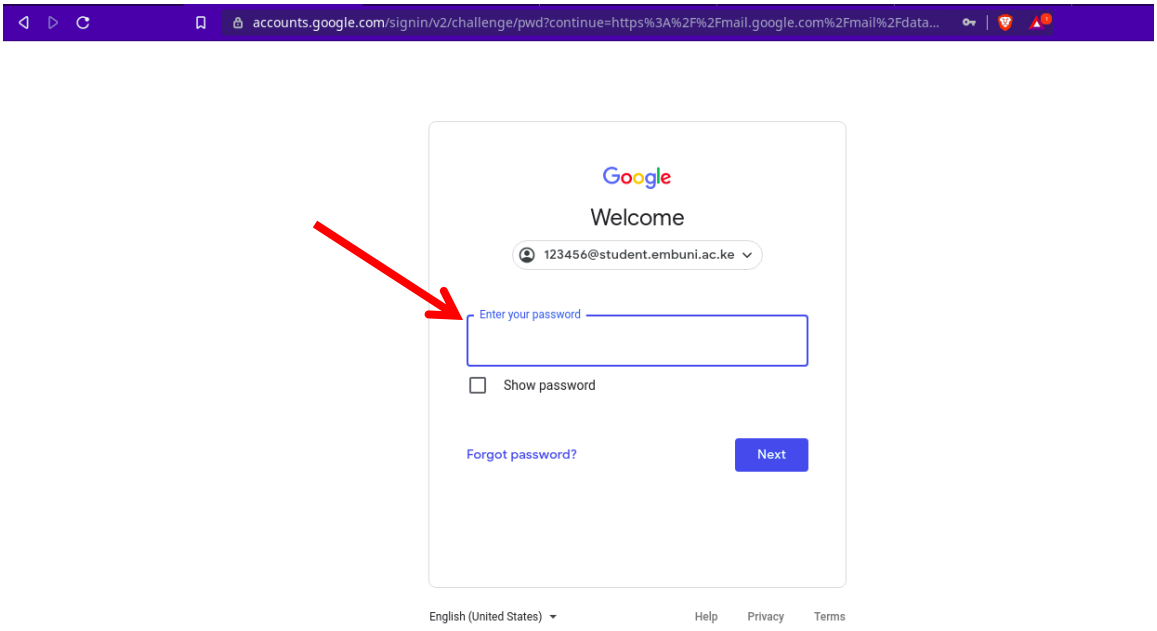


2. Input your student email address as XXXXX@student.embuni.ac.ke where **XXXXX** is the middle number of your registration number **B123/XXXXX/2020** as shown below.

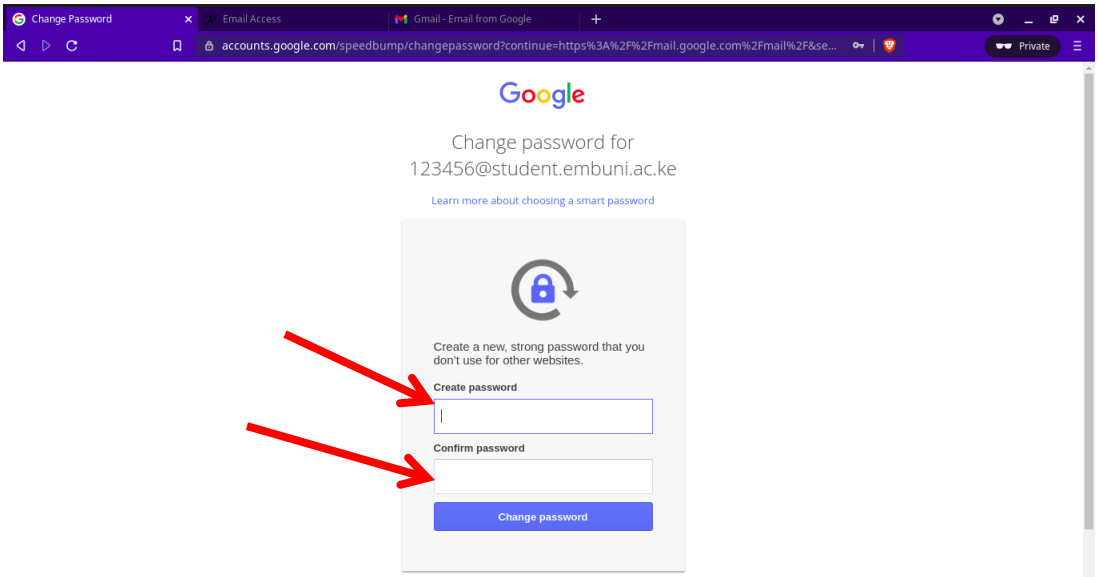




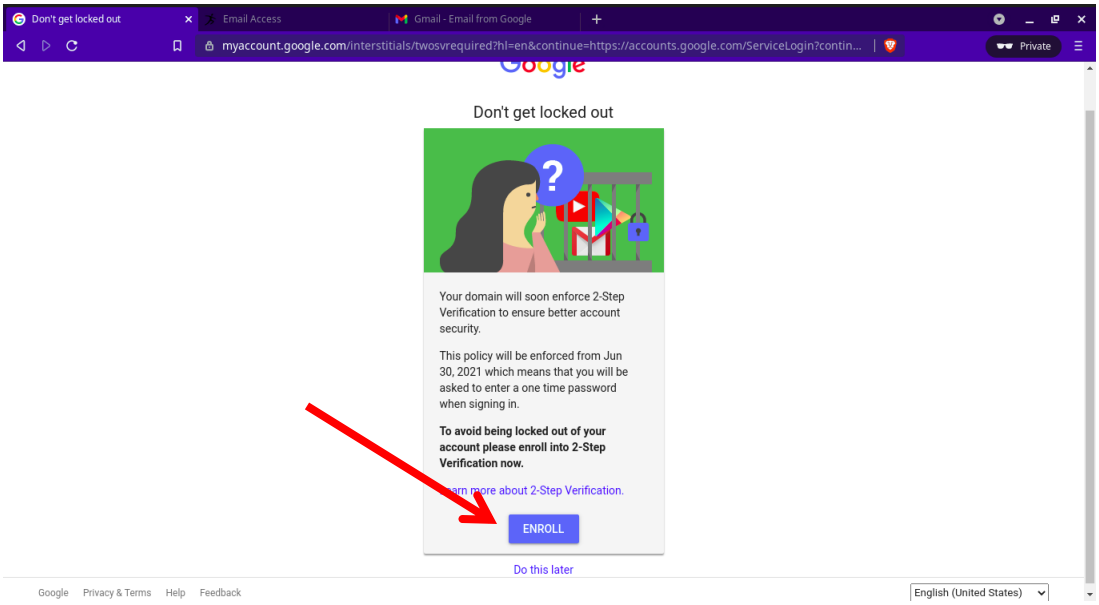
3. Click next to input your password. The default password will be provided on your admission letter. If not reach out to ICT Office. Once you input your password click next.



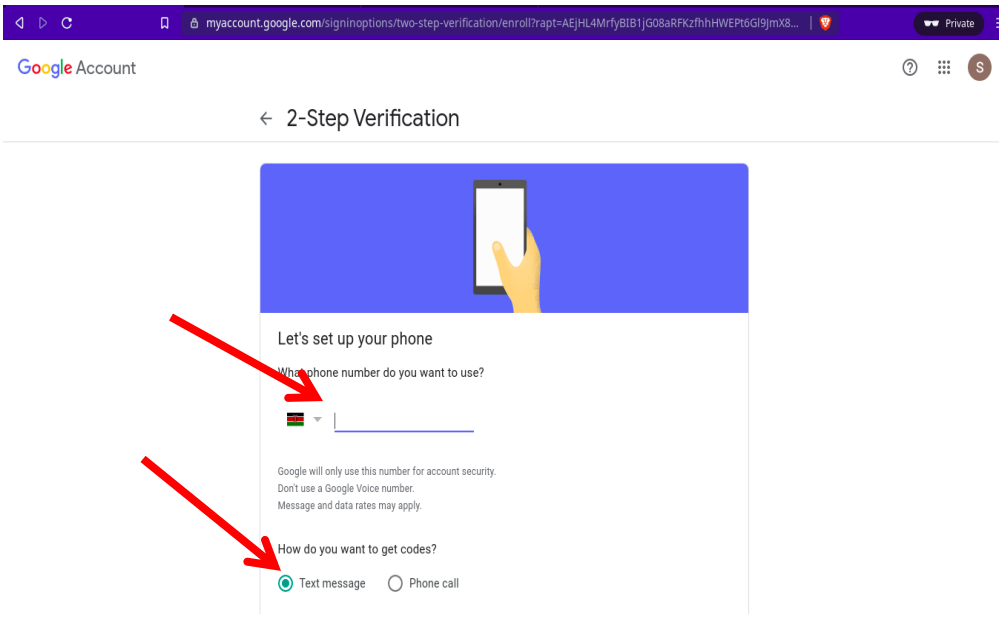
4. Once you click next you will be prompted to change the password by creating a new one. Create a strong password (A strong password must contain at least 8 characters and have a combination of capital and small letters, numbers and special symbols like @#$!*). You will be using this password that you create in this step to access your student email account



5. When you click change password you will be required to set up email password recovery by enabling 2-step verification. Click enroll

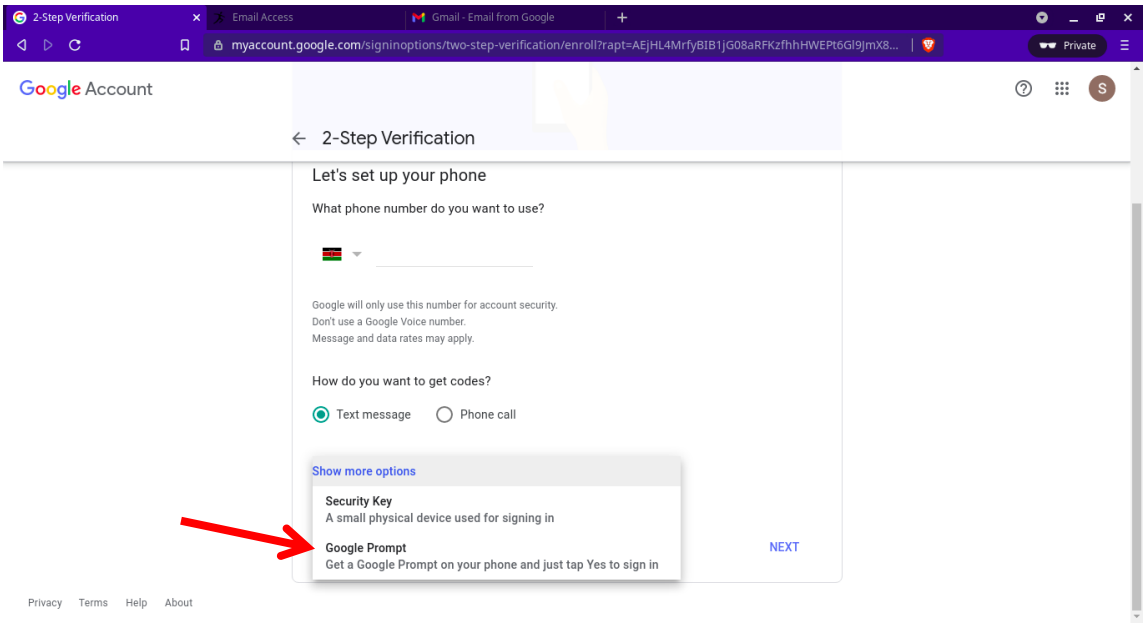


6. After clicking next you will be required to set up your phone for recovery. Input your active phone number and then select text message to get codes.

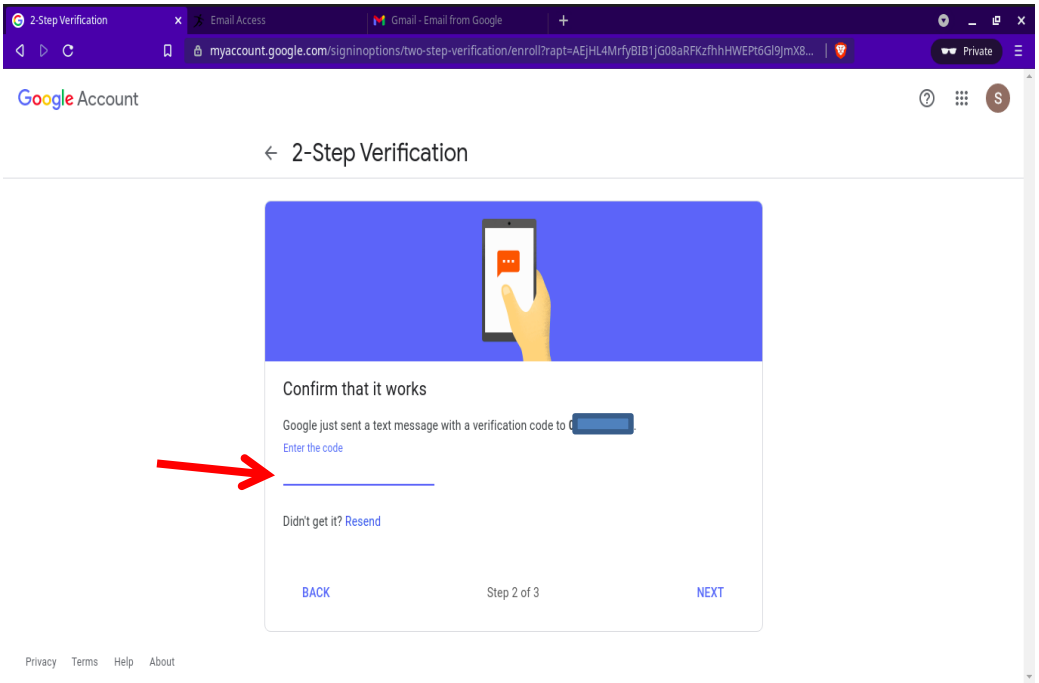


You may also use Google prompt on your smartphone instead of getting an SMS code. Click more options then click on Google prompt. And then click next.

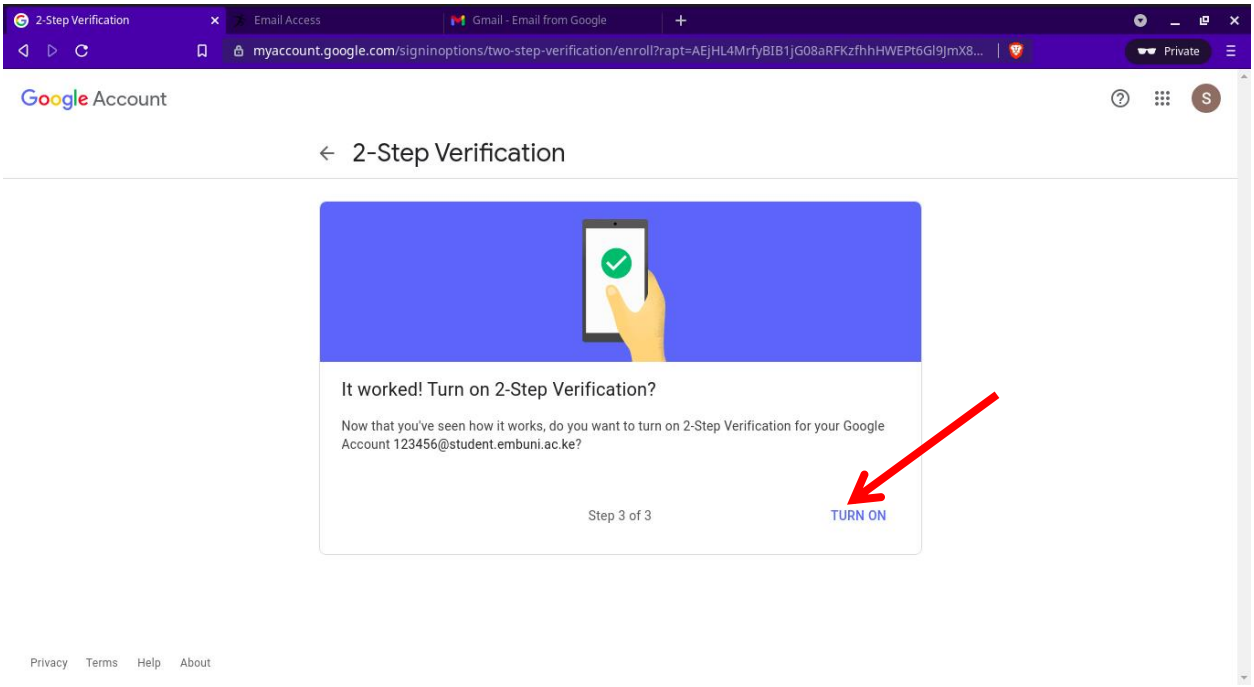
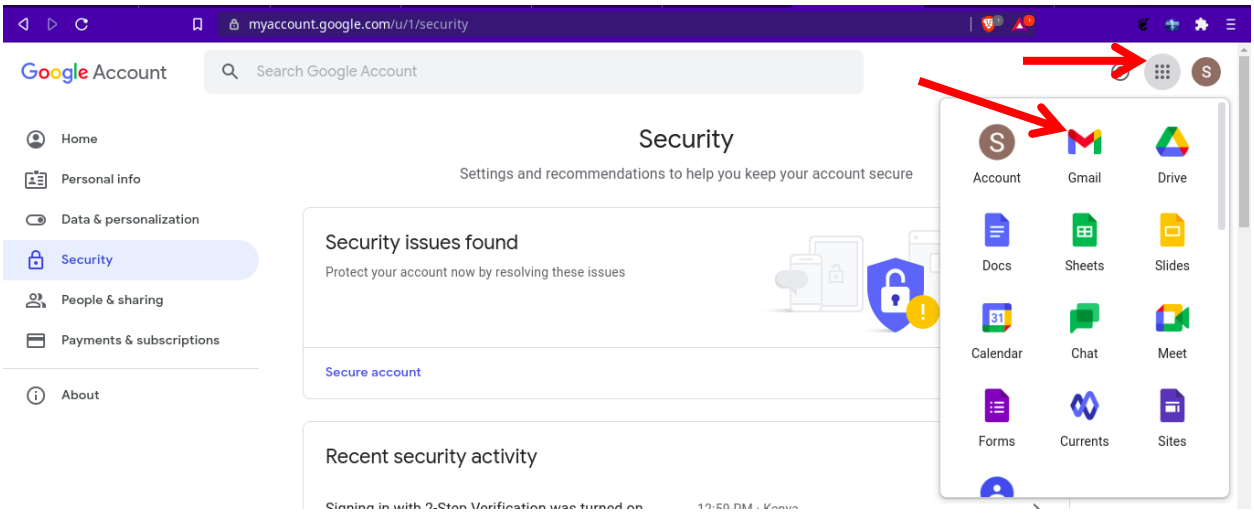
Note for the Google Prompt function to work you need to first login to your student email on your phone's Gmail app. (Navigate to Gmail on your phone on the icon at the top right, then click on add another account, choose google and follow the prompts)



7. Once you are done click next and you will be presented with the screen below and an SMS or a Google prompt will be sent to your phone through the phone number you used in **step 6.** Input the code or confirm on the Google prompt on your smartphone to proceed.



8. The window below will be presented when you click next or confirm on the Google Prompt or Phone Number. Click turn on to enable 2-step verification.



9. To access your Inbox, click on the icon at the top right corner as shown below and select Gmail and your Inbox will open.