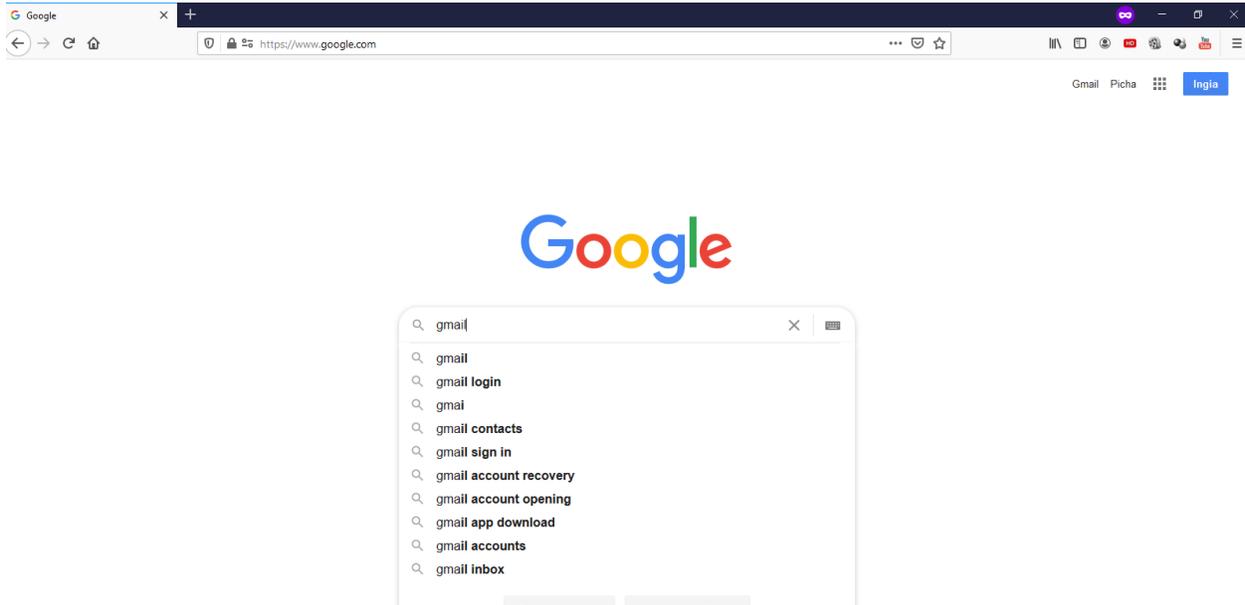
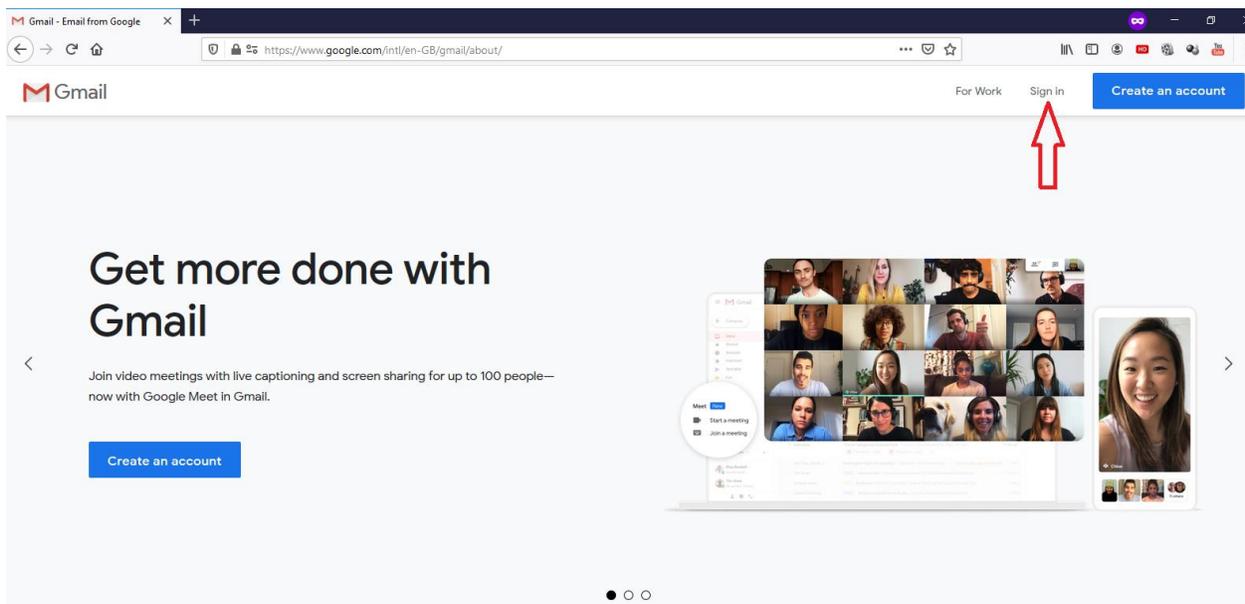


How to Access your Student Email

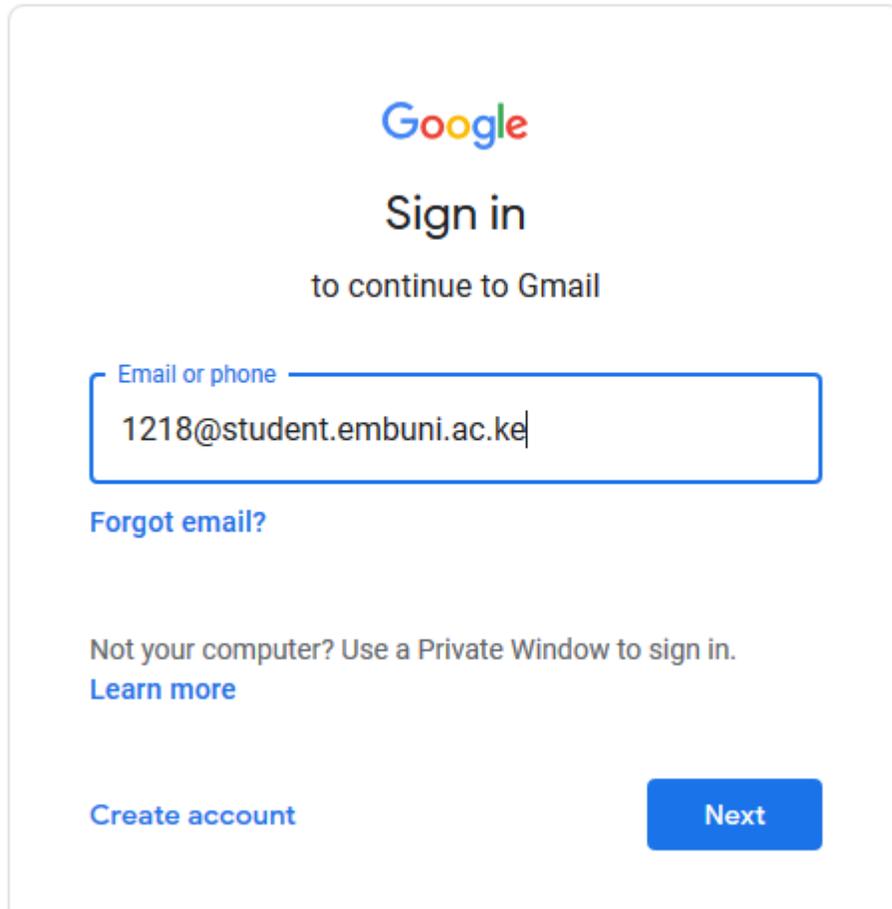
1. Open your Computer Browser. e.g Google Chrome, Firefox, Opera and Search for Gmail



2. Once you open, click sign in

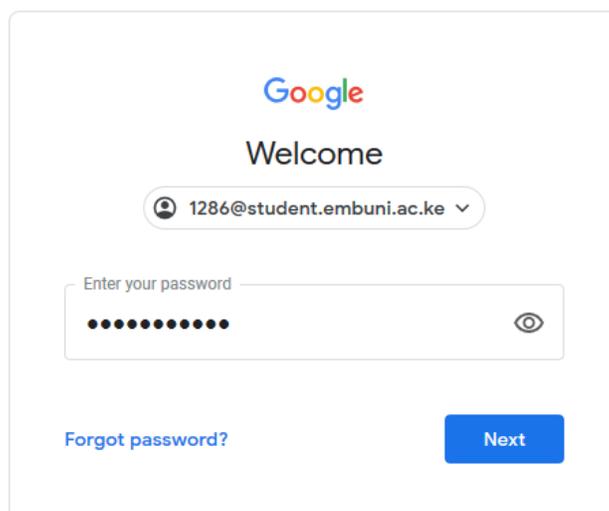


3. Enter your student email address.



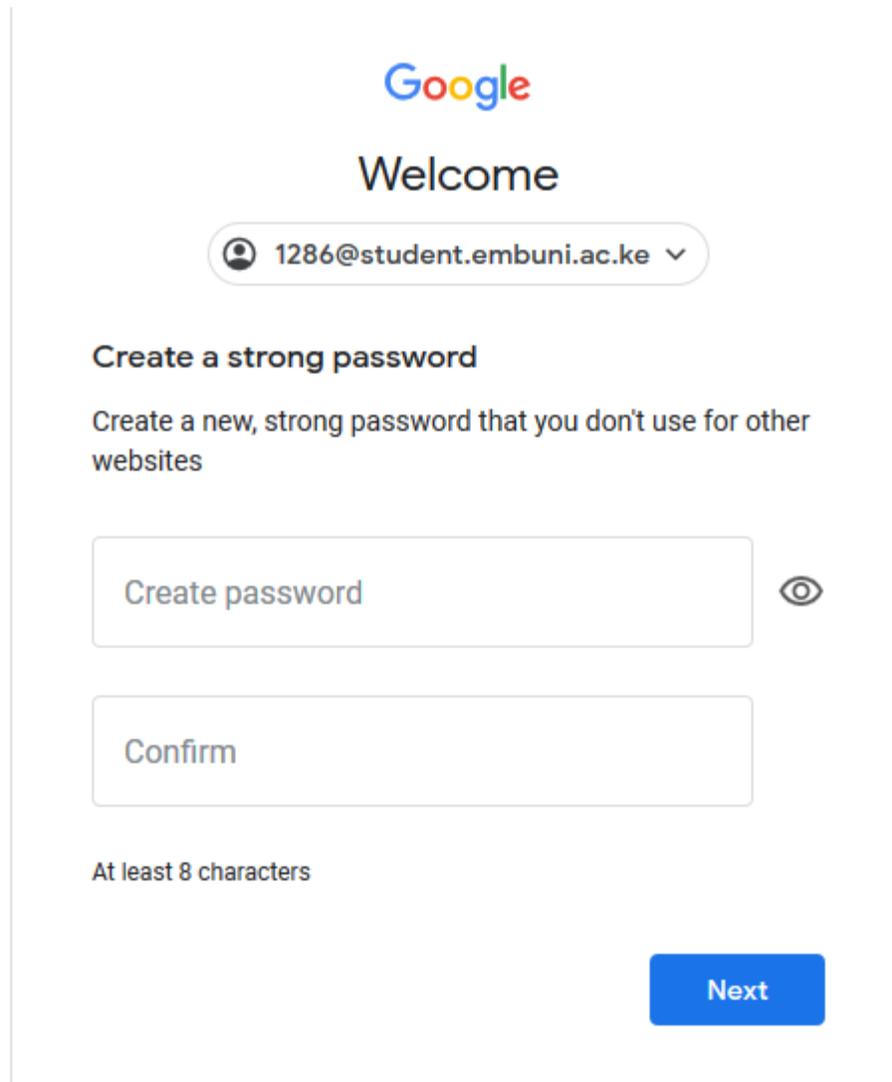
The image shows the Google sign-in interface for Gmail. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field with the placeholder "Email or phone" and the value "1218@student.embuni.ac.ke". To the left of the input field is a link "Forgot email?". Below the input field is the text "Not your computer? Use a Private Window to sign in." with a link "Learn more". At the bottom left is a link "Create account" and at the bottom right is a blue button labeled "Next".

4. Enter your Password



The image shows the Google "Welcome" screen for password entry. At the top is the Google logo, followed by the text "Welcome". Below this is a dropdown menu showing the email address "1286@student.embuni.ac.ke" with a downward arrow. Below the dropdown is a text input field with the placeholder "Enter your password" and a series of dots representing the password. To the right of the input field is an eye icon. Below the input field is a link "Forgot password?" and at the bottom right is a blue button labeled "Next".

5. If you have never logged in before, you will be required to change your password. Enter your preferred password and confirm it and click next.



The screenshot shows the Google account creation interface. At the top is the Google logo, followed by the word "Welcome". Below that is a rounded rectangle containing a person icon, the email address "1286@student.embuni.ac.ke", and a dropdown arrow. The main heading is "Create a strong password". Below this is the instruction "Create a new, strong password that you don't use for other websites". There are two input fields: the first is labeled "Create password" and has an eye icon to its right; the second is labeled "Confirm". Below the input fields is the text "At least 8 characters". At the bottom right is a blue button labeled "Next".

6. Enroll for 2 step verification. With *2-Step Verification*, you'll protect your account with both your password and your phone. Click Enrol. **(Kindly note this is done only once)**



Don't get locked out



Your domain will soon enforce 2-Step Verification to ensure better account security.

This policy will be enforced from 30 Sep 2020 which means that you will be asked to enter a one-off password when signing in.

To avoid being locked out of your account please enrol into 2-Step Verification now.

[Learn more about 2-Step Verification.](#)

ENROL

[Do this later](#)

7. It will ask you to confirm your password. Enter your password and click next.



J 1286@student.embuni.ac.ke ▾

To continue, first verify it's you

Enter your password



[Forgot password?](#)

Next

8. Enter your phone number and click next.

← 2-Step Verification



Let's set up your phone

What phone number do you want to use?

 ▾ 07 _____

Google will only use this number for account security.
Don't use a Google Voice number.
Message and data rates may apply.

How do you want to get codes?

Text message Phone call

[Show more options](#)

8. Enter the Code you have received in your phone and click next.

← 2-Step Verification



Confirm that it works

Google just sent a text message with a verification code to **071 0 7 5**.

[Enter the code](#)

315

Didn't get it? [Resend](#)

[BACK](#) Step 2 of 3 [NEXT](#)

9. Click turn on 2-Step Verification

← 2-Step Verification

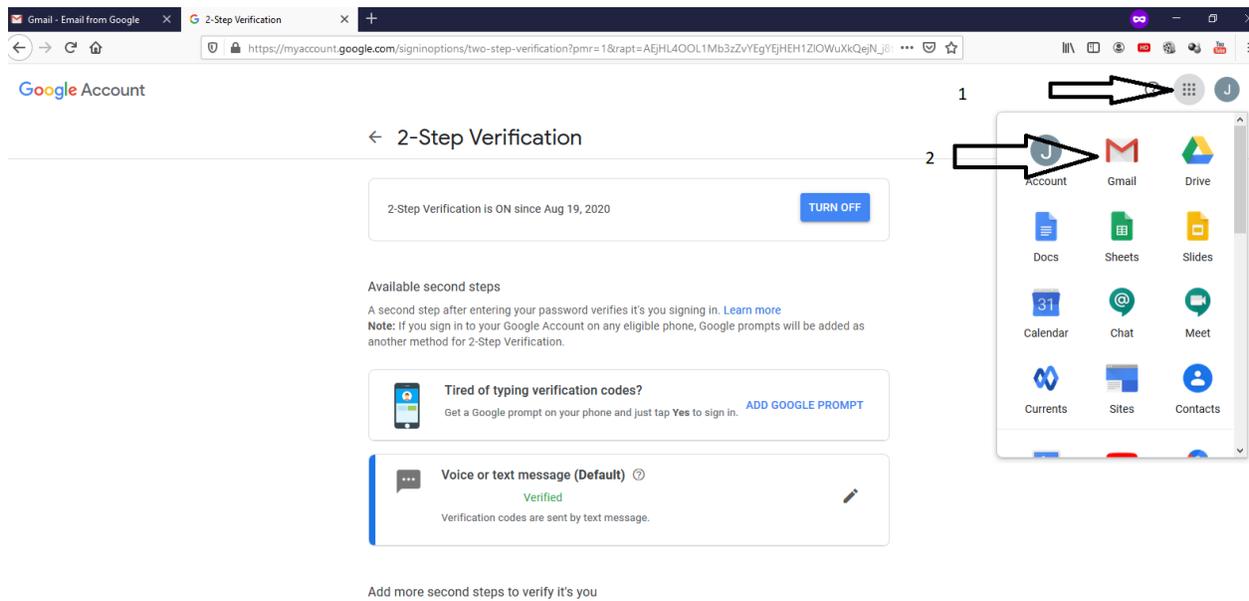


It worked! Turn on 2-Step Verification?

Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account 1286@student.embuni.ac.ke?

Step 3 of 3 [TURN ON](#)

10. To go back to your student email click the icon below



11. You will now access your student email.

