



MOI UNIVERSITY

GUIDELINES FOR FIRST YEAR 2022/2023 STUDENTS ON HOW TO ACCESS MOI UNIVERSITY MAIL ADDRESS

SIGN IN TO GMAIL

The University student email is accessible via Gmail. For first-time login, you will be required to login through the browser then change the password.

To login or sign-in, open Gmail on the browser via <https://mail.google.com>

1. Enter **USERNAME** (username@students.mu.ac.ke) and **PASSWORD**. i.e.
 - a. **Username:** Type your **registration number without the strokes[/]@students.mu.ac.ke** e.g. for **bse/1510/23** should be typed as bse151023@students.mu.ac.ke then click **Next**
 - b. **Password:** Type your **registration number in uppercase** e.g. for registration number **bse/1510/23** the password will be **BSE/1510/23** then click **Next** (NB: on entering the password for the first-time you will be required to change it)

Google
Sign in
to continue to Gmail

Email or phone
[redacted]@students.mu.ac.ke

[Forgot email?](#)

Not your computer? Use a Private Window to sign in.
[Learn more](#)

[Create account](#) [Next](#)

Google
Welcome

[redacted]@students.mu.ac.ke

Enter your password
[redacted]

[Forgot password?](#) [Next](#)

English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)

English (United States) ▾

[Help](#) [Privacy](#) [Terms](#)



MOI UNIVERSITY

2. Click **Accept** button



Welcome to your new account

Welcome to your new account: ██████████@students.mu.ac.ke. Your account is compatible with many [Google services](#), but your students.mu.ac.ke administrator decides which services you may access using your account. For tips about using your new account, visit the [Google Help Center](#).

When you use Google services, your domain administrator will have access to your abt000121@students.mu.ac.ke account information, including any data you store with this account in Google services. You can learn more [here](#), or by consulting your organization's privacy policy, if one exists. You can choose to maintain a separate account for your personal use of any Google services, including email. If you have multiple Google accounts, you can [manage which account you use](#) with Google services and [switch between them](#) whenever you choose. Your username and profile picture can help you ensure that you're using the intended account.

If your organization provides you access to the G Suite [core services](#), your use of those services is governed by your organization's G Suite agreement. Any other Google services your administrator enables ("Additional Services") are available to you under the [Google Terms of Service](#) and the [Google Privacy Policy](#). Certain Additional Services may also have [service-specific terms](#). Your use of any services your administrator allows you to access constitutes acceptance of applicable service-specific terms.

Click "Accept" below to indicate that you understand this description of how your ██████████@students.mu.ac.ke account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

Accept

3. Enter your new preferred **password** by typing it in the **Create Password** field and repeat the same password in the **Confirm Password** field, then click **Change password** button and you will be taken to the next step.



Change password for

██████████@students.mu.ac.ke

[Learn more about choosing a smart password](#)



Create a new, strong password that you don't use for other websites.

Create password

Confirm password

Change password



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- This step, requires you to protect your account, click **UPDATE** button which opens a new page.

Google

Protect your account

● [redacted]@students.mu.ac.ke

Google can use these if you get locked out of your account or if we notice suspicious activity

Recovery phone number
No phone number

Recovery email
No recovery email

UPDATE **CONFIRM**

- Here you will be required to type your **phone number** then click **NEXT** button, a 6-digit verification code will be sent via SMS by Google, check the code received in your phone and type it in the space provided then click **NEXT**.

Google

Verify your phone number

● [redacted]@students.mu.ac.ke

Verify your phone number so Google can help you if you forget the password to your account

Enter a phone number

NEXT

Google

Enter the code

Enter the 6-digit verification code to confirm you got the text message

6-digit code

G-

Didn't get the code? **NEXT**



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6. Add recovery email page opens, where you will be required to enter an alternative email (other preferred email) then click **NEXT**, a success page loads then click **DONE** to complete the process and you will be taken to the email inbox.

Google

Add recovery email

[redacted]@students.mu.ac.ke

Add a recovery email so Google can reach you if there's unusual activity on your account or if you get locked out

Enter your email

[redacted]@mu.ac.ke

Skip **NEXT**

Google

Success!

[redacted]@students.mu.ac.ke

Your contact information has been added to your Google Account [redacted]@students.mu.ac.ke.

You can update this anytime in your Google Account.

DONE

Compose

Inbox 3

Get started with Gmail

- Customize your inbox
- Set a signature
- Enable desktop notifications

Security alert - Recovery phone was changed [redacted]@students.mu.ac.ke The rec... 10:52 AM

Get the official Gmail app - Get the official Gmail app The best features of Moi Universi... 10:48 AM

Tips for using your new inbox - Welcome to your inbox Find emails fast With the power... 10:48 AM

Hangouts

student

No recent chats
Start a new one




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6. After successful login through the browser you can now proceed to sign in via the Gmail app on android, iphone or tablet by clicking add your account

Note: *If you are signing in to a public computer, make sure to sign out before leaving the computer.*


TO SIGN IN VIA ANDROID, ADD YOUR ACCOUNT

Follow the following procedure:

1. On your Android phone or tablet, open Gmail App .
2. In the top right, tap your profile picture.
3. Tap **Add another account**.
4. Choose the type of account you want to add, select **Google**
5. Follow the steps on the screen to add your account.

TO SIGN IN VIA IPHONE OR TABLET, ADD YOUR ACCOUNT

Follow the following procedure:

1. On your iPhone or iPad, open the Gmail app .
2. In the top right, tap your profile picture.
3. Tap **Add another account**.
4. Choose the type of account you want to add, select Google
5. Follow the steps on the screen to add your account.