

# **GUIDELINES ON HOW TO GET MOI UNIVERSITY MAIL ADDRESS**

To Sign-in to your University Student email (i.e. Institutional Email), do the following:

1. Go to **Gmail sign-in page** via <https://mail.google.com>
2. 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 **bbm/1510/21** should be typed as [bbm151021@students.mu.ac.ke](mailto:bbm151021@students.mu.ac.ke) click **Next**
  - b. **Password:** Type your **admission number in uppercase** e.g. for admission number bbm/1510/21 the password will be **BBM/1510/21** click **Next**
3. Click **Accept**.
4. Click **Confirm**
5. Click **Next**
6. Click **OK**



**DR. JOYCE K. KOMEN,**  
**AG. DIRECTOR, ICT**