ACCESSING YOUR KIST EMAIL ACCOUNT USING A SMARTPHONE

- 1. On your Android phone or tablet Playstore download Gmail App
- 2. Open the Gmail app \bowtie .
- 3. In the top right, tap your profile picture or Tap \equiv It's at the top-left corner of the screen then click settings
- 4. Tap Add another account.
- 5. Tap Google
- 6. Enter the Kist student email address e.g. mwauradct0001@kist.ac.ke
- 7. Tap Next. This brings you to the password screen
- 8. Enter your email password e.g. dct000121
- 9. Tap Next. Once your password is authenticated, you'll be signed in to the account.

Step 1 - Open the Gmail app

Open the Gmail app on your Android device.



Step 2 - Go to Settings

In the top right, tap your profile picture

or

Tap \equiv It's at the top-left corner of the screen then click settings Click the menu in the top left corner to open Settings.

Tap **Settings** at the bottom of the menu that opens.



Step 4 - Click Add account

Click **Add account** to start setup.



Select **Google** as the account you want to set up.

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Set	up email	
G	Google	
02	Outlook, Hotmail and live	
	Yahoo	
E	Exchange and Office 365	

Step 6 - Enter your Kist email address

Type in the Kist email address you want to set up e.g mwauradct0001@kist.ac.ke
Click Next.

Step 7 – Enter Password

- 1. Tap Next. This brings you to the password screen
- 2. Enter your email password e.g. dct000121

3. Tap Next. Once your password is authenticated, you'll be signed in to the account Step 8 - Done!

Your account is now set up and ready to go!

ACCESSING YOUR EMAIL ACCOUNT USING A DESKTOP COMPUTER

1. Type www.gmail.com on the web address and press Enter Key

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2. Type your entire email address e.g. <u>abc@kist.ac.ke</u> and click next

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3. Enter the default password i.e. welcome2020 then Click Next

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4. Click Accept

5. Change the password to your private password

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