ACCESSING YOUR KIST EMAIL ACCOUNT USING A SMARTPHONE

1. On your Android phone or tablet Playstore download Gmail App
2. Open the Gmail app **M**.
3. In the top right, tap your profile picture or Tap ☰ 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.
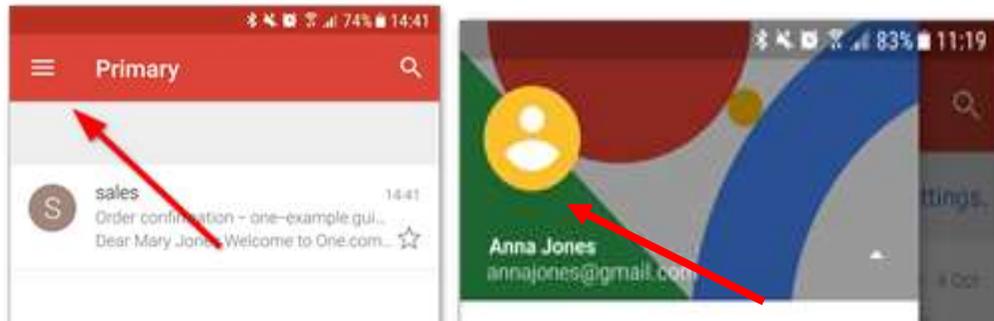

Step 2 - Go to Settings

In the top right, tap your profile picture
        or
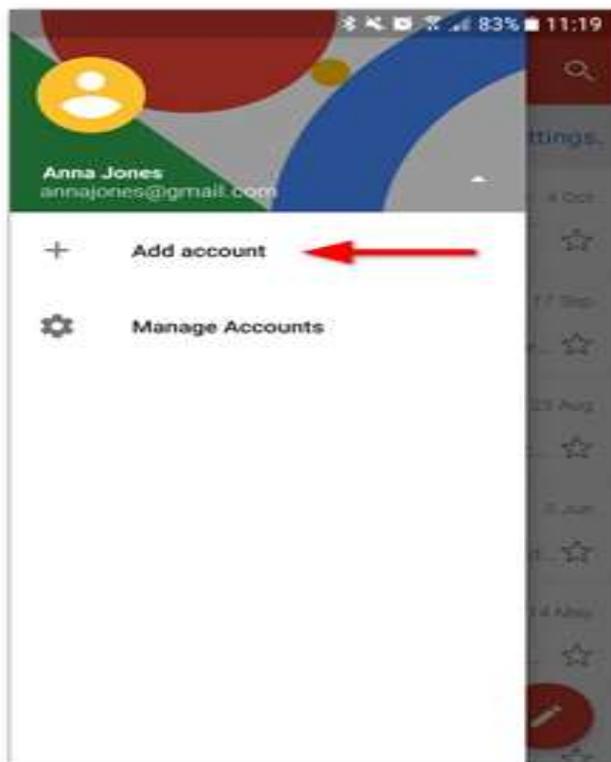Tap ☰ It's at the top-left corner of the screen then click settings
Click the menu in the top left corner to open Settings.
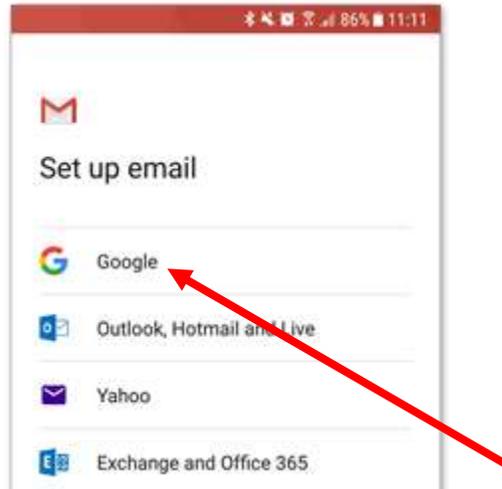Tap **Settings** at the bottom of the menu that opens.

Step 4 - Click Add account

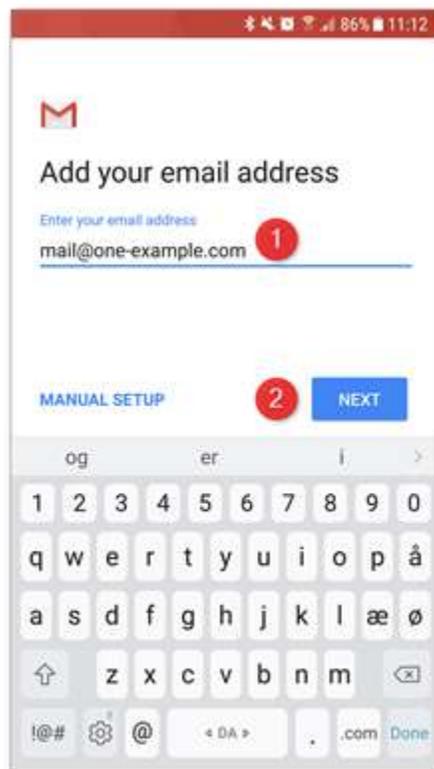Click **Add account** to start setup.

Step 5 - Click Google

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

Step 6 - Enter your Kist email address

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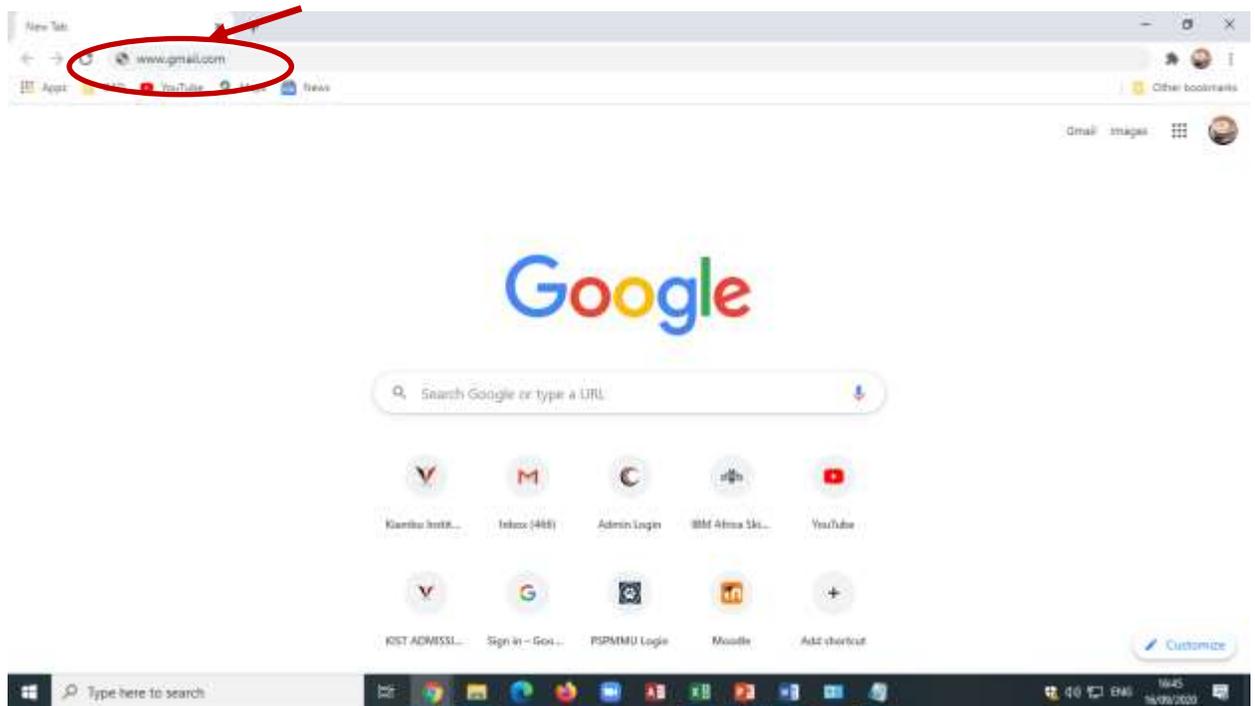2. Click **Next**.

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
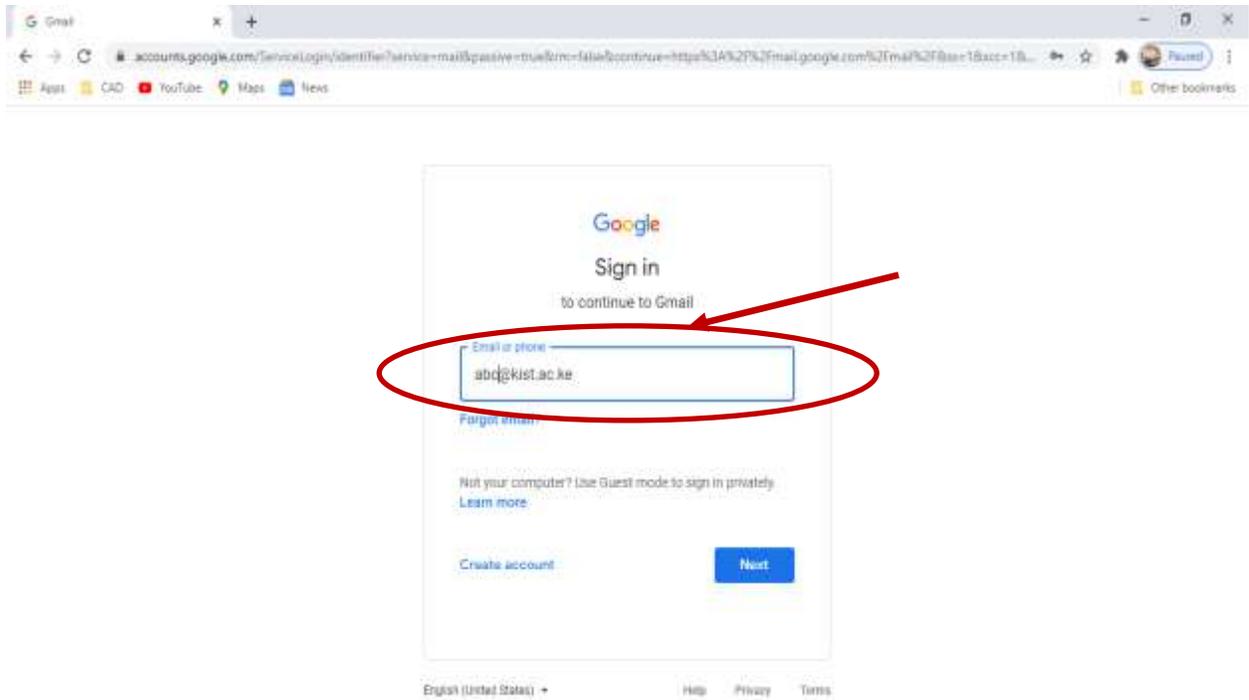
Step 8 - Done!

Your account is now set up and ready to go!

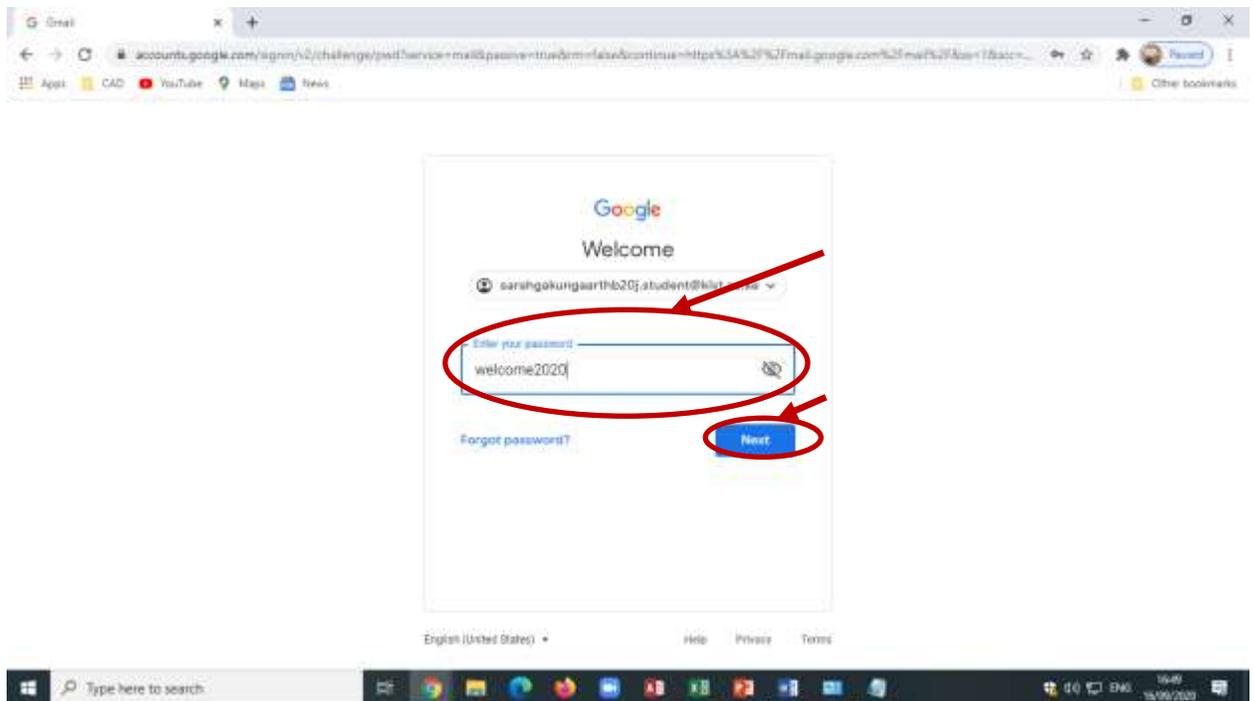## ACCESSING YOUR EMAIL ACCOUNT USING A DESKTOP COMPUTER

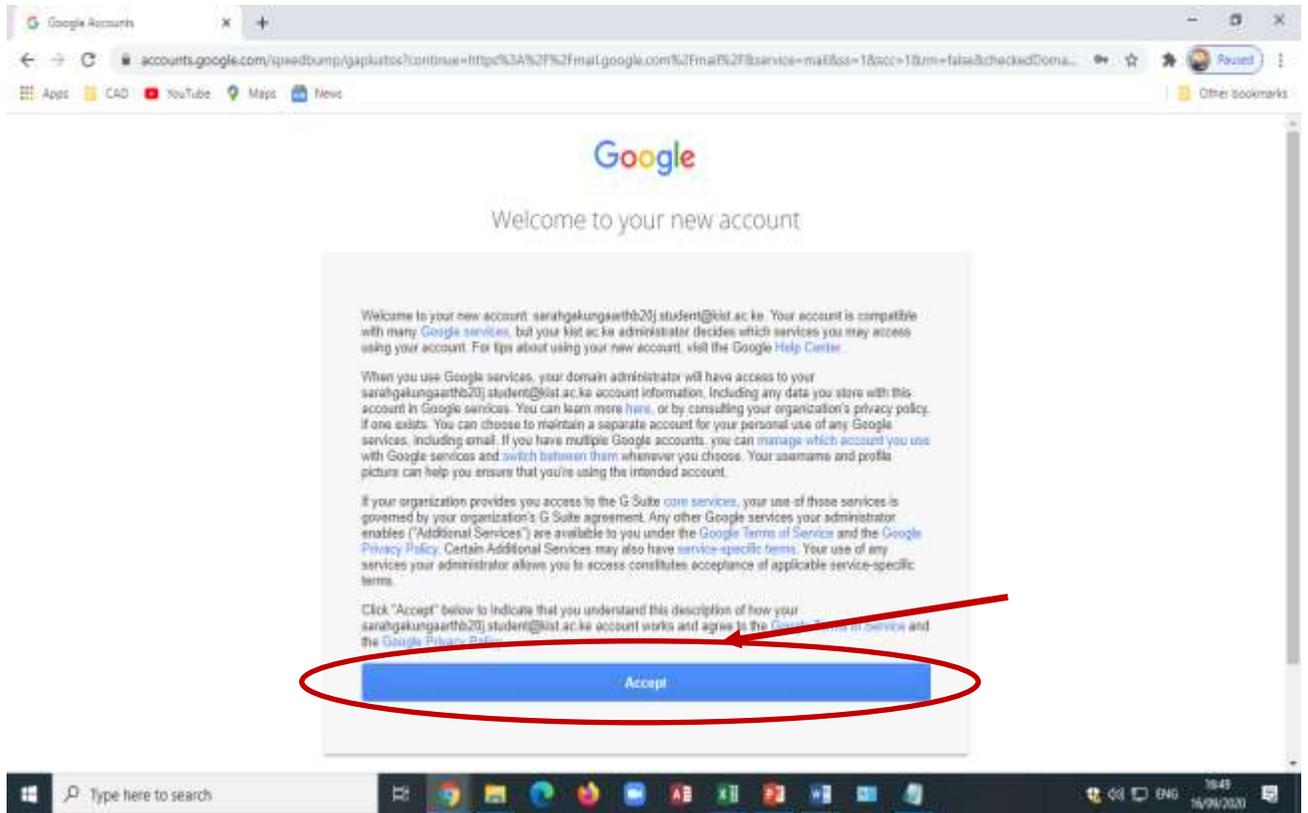1. Type www.gmail.com on the web address and press Enter Key

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

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

4. Click Accept

5. Change the password to your private password