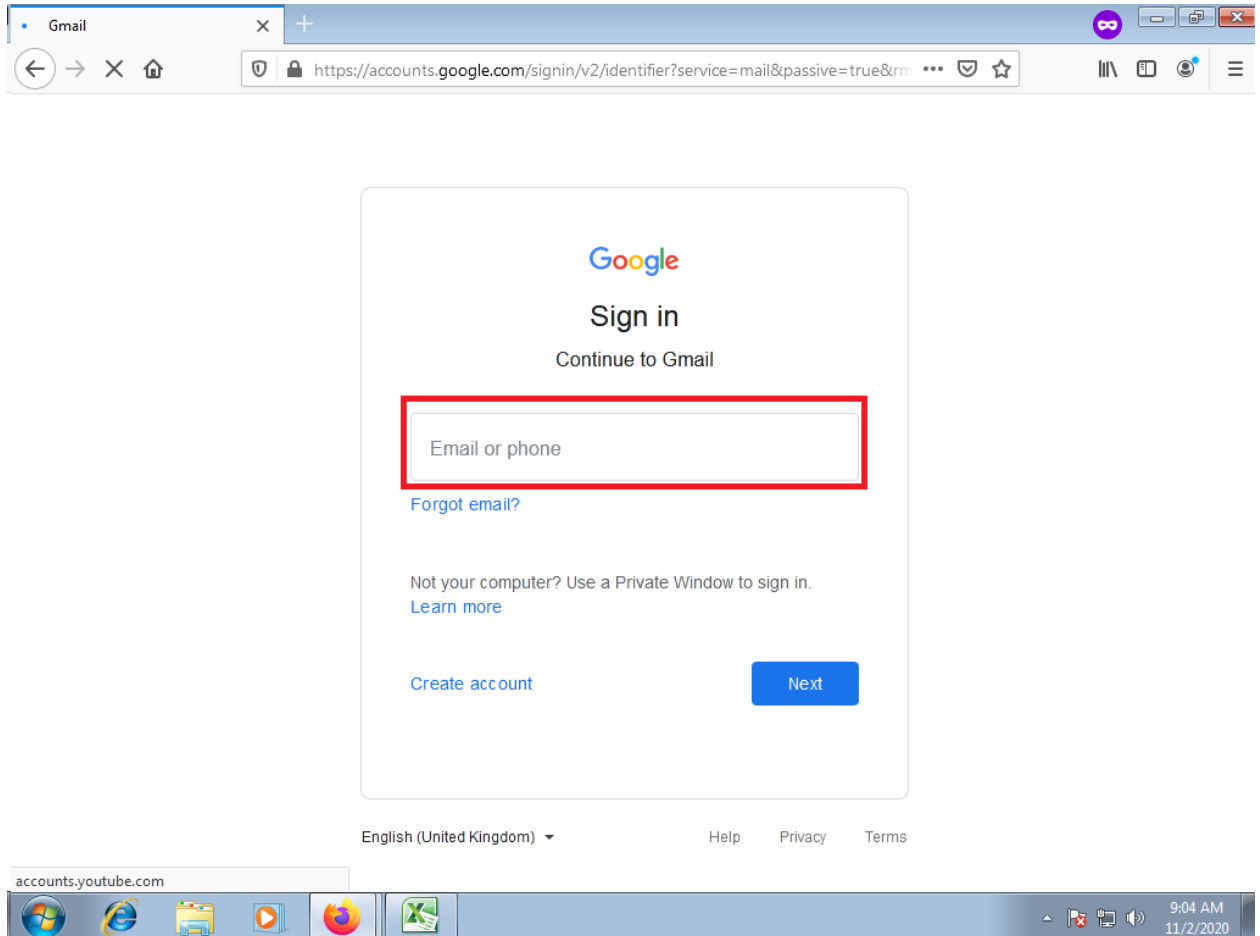
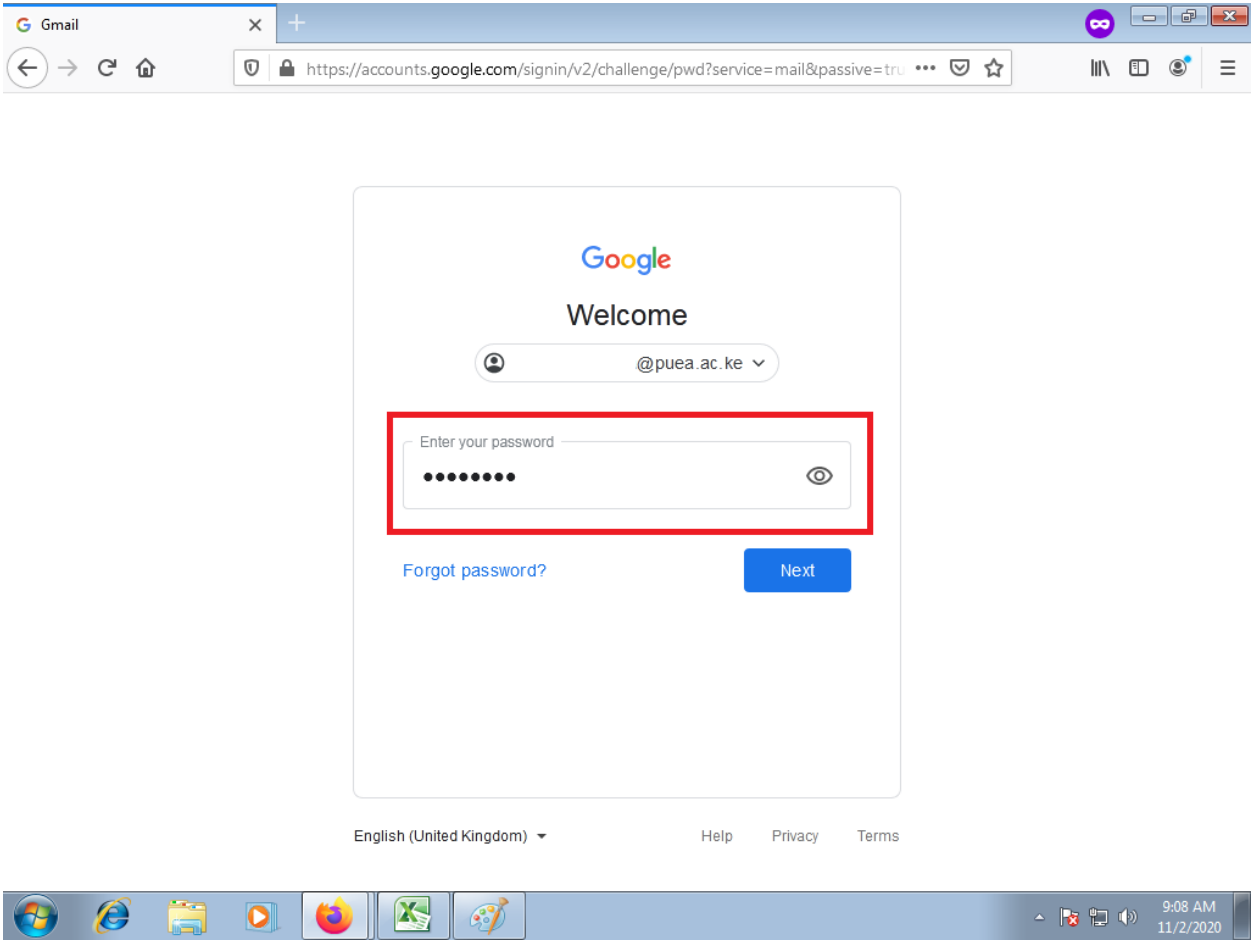


## Tutorial on How to Log in to the Student Email

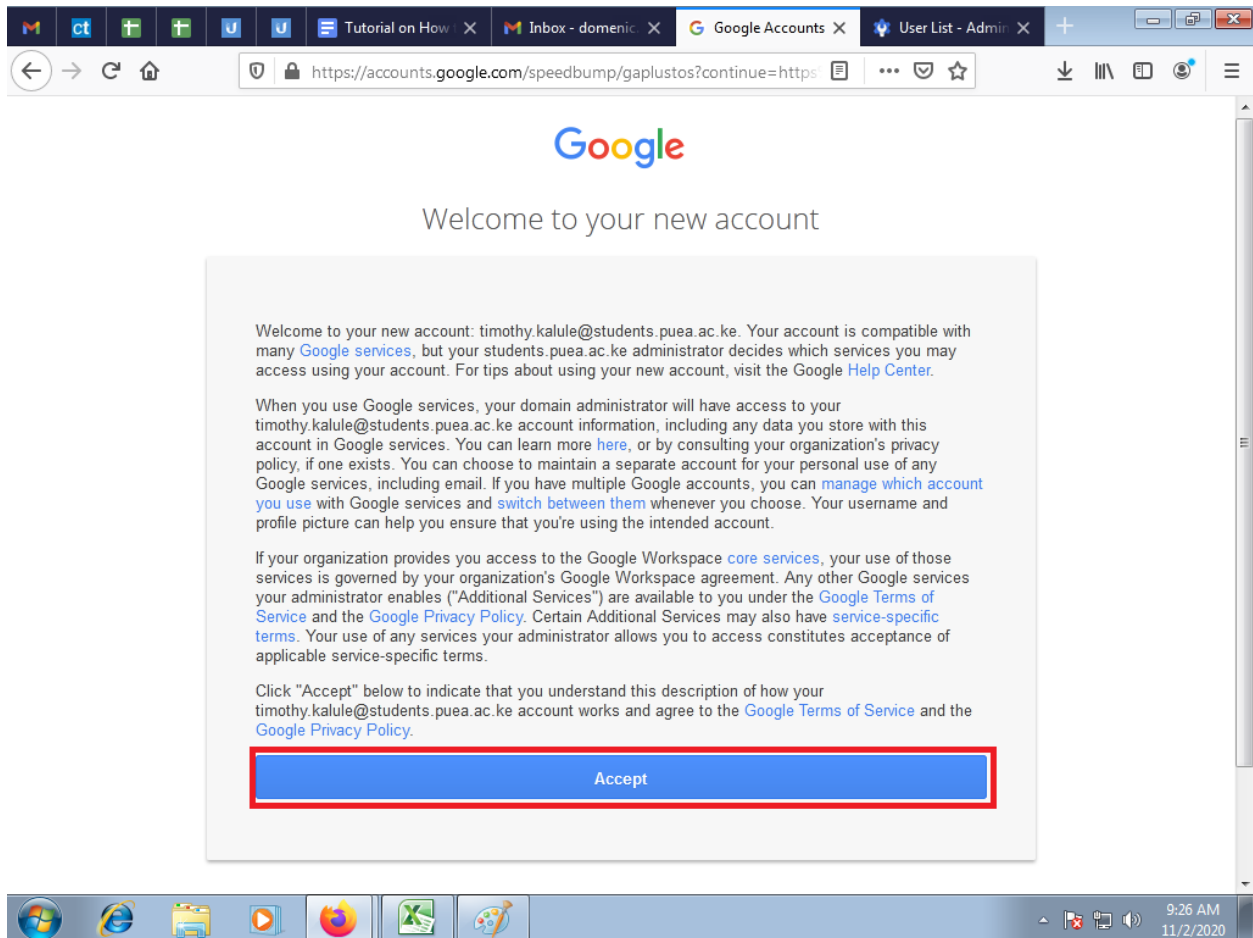
1. Access Gmail login page. **Simply type gmail.com** on your browser
2. On the page that appears, type your PUEA email address in the space provided and **click on the NEXT button**



3. On the next page that appears, type your password in the space provided. Your **default password is Puea@2021**. Tap the **Next button** when done.



4. . On the next page that appears, **tap the Accept button** at the bottom of the page.



The screenshot shows a web browser window with the Google logo at the top center. Below the logo, the text reads "Welcome to your new account". A large grey box contains the following text:

Welcome to your new account: timothy.kalule@students.puea.ac.ke. Your account is compatible with many [Google services](#), but your students.puea.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 timothy.kalule@students.puea.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 Google Workspace [core services](#), your use of those services is governed by your organization's Google Workspace 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 timothy.kalule@students.puea.ac.ke account works and agree to the [Google Terms of Service](#) and the [Google Privacy Policy](#).

At the bottom of the grey box, there is a blue button with the text "Accept" centered on it. The button is highlighted with a red rectangular border.

The browser's address bar shows the URL: <https://accounts.google.com/speedbump/gaplustos?continue=https://>

The Windows taskbar at the bottom shows the time as 9:26 AM on 11/2/2020.

5. You will then be redirected to the **“Protect your account”** page. You can add a **Recovery phone number** or a **Recovery email** to help you when you get locked out of your account.  
If you wish to update your details later, proceed to **tap the CONFIRM** button.

