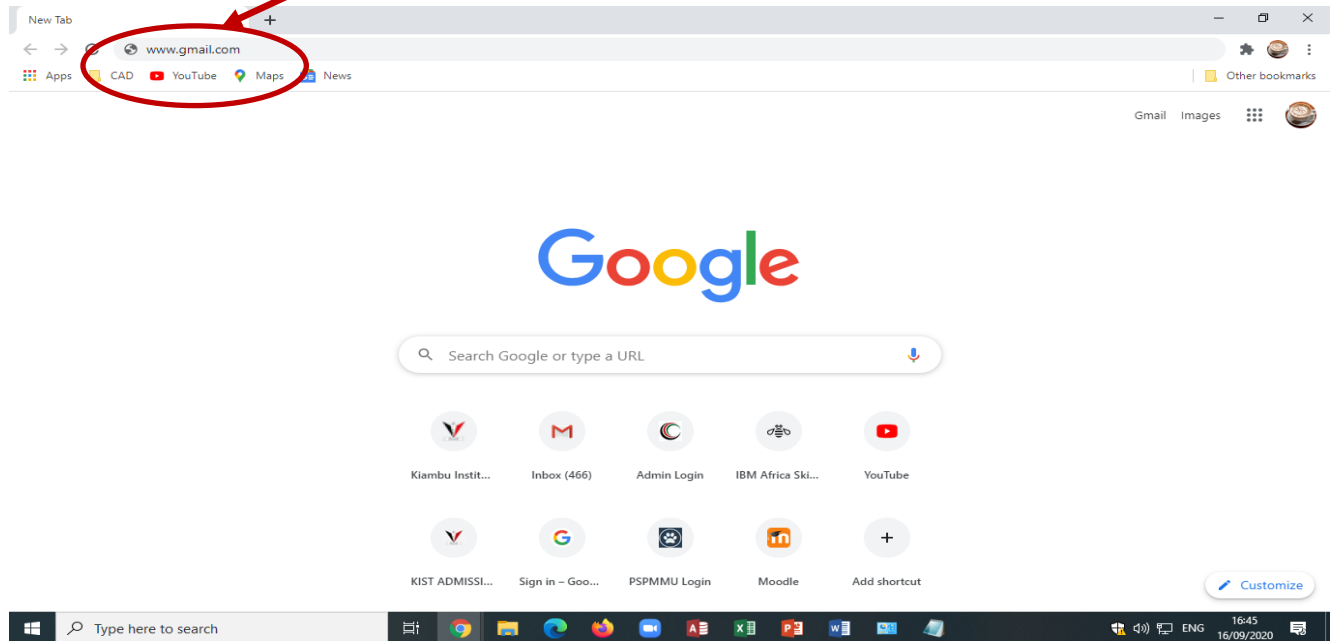


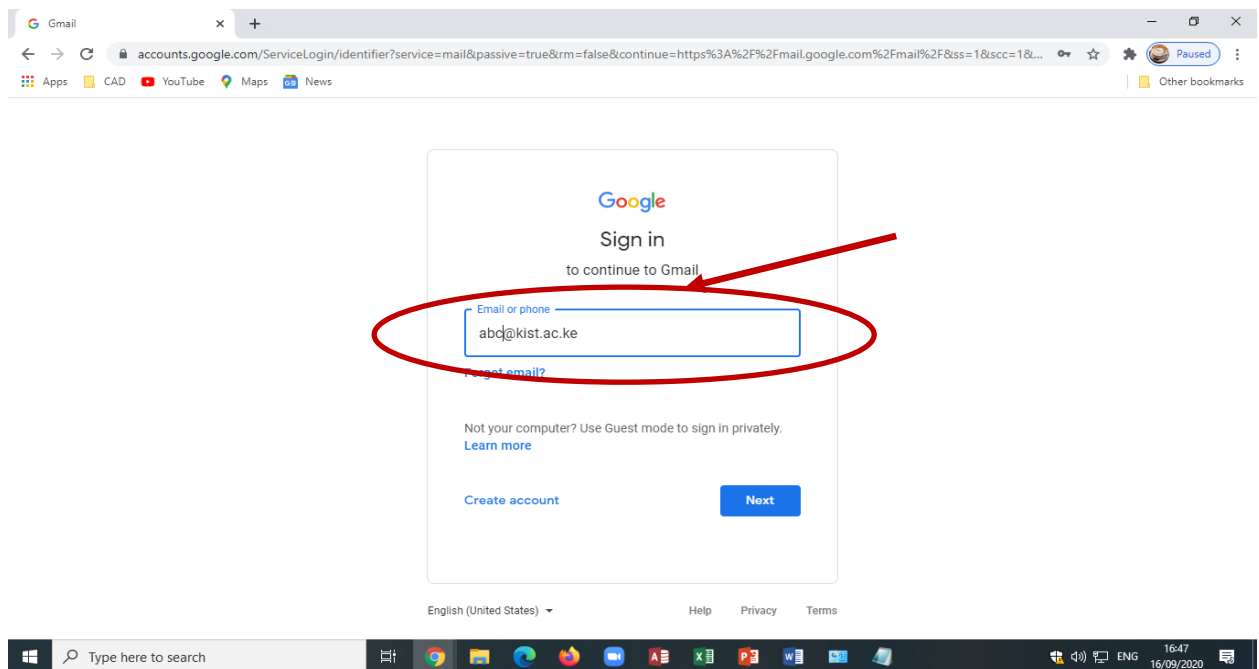


## ACCESSING EMAIL ACCOUNT

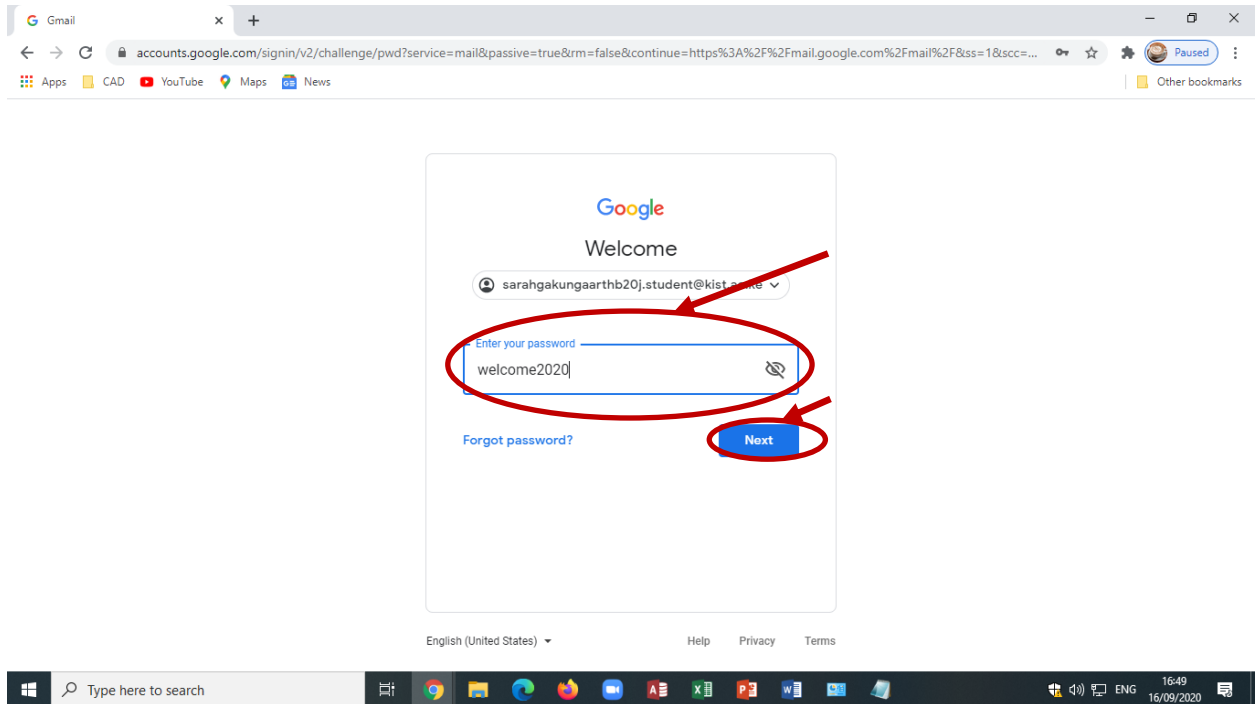
1. Type **www.gmail.com** on the web address and press Enter Key



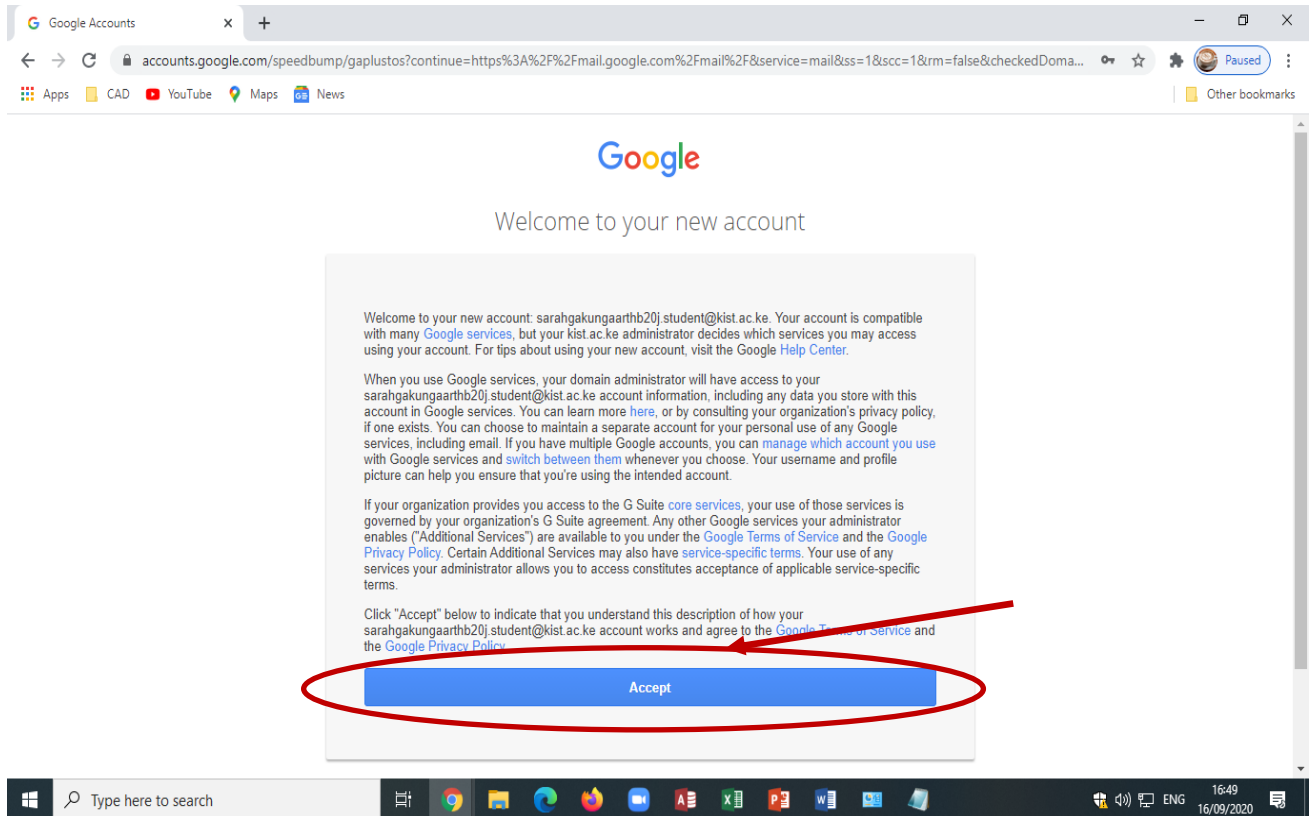
2. Type your entire email address e.g. [abc@kist.ac.ke](mailto:abc@kist.ac.ke) and click **Next**



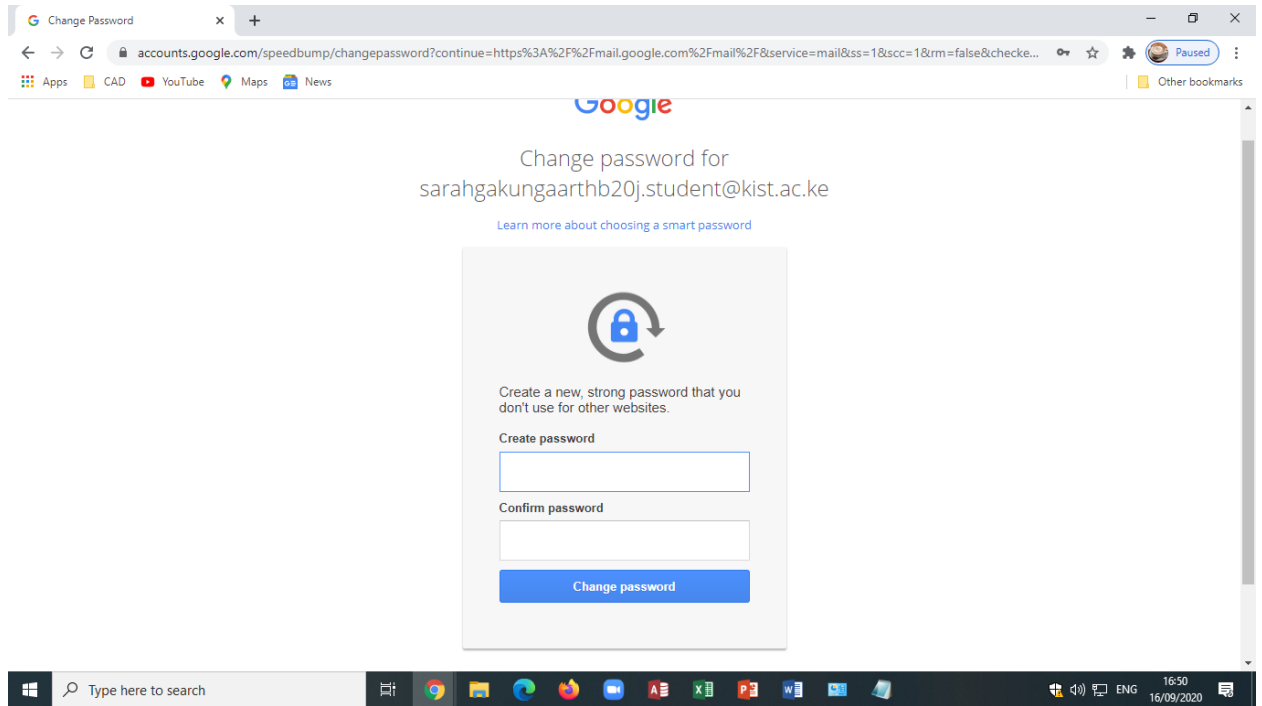
3. Enter the default password i.e. **welcome2020** then Click **Next**



4. Click **Accept**



5. Change the password to your **private password** and **Log in**



Any challenges contact **support@kist.ac.ke**