NOTICE TO ALL 1ST YEAR STUDENTS-2021/2022 COHORT

SUBJECT: HOW TO ACCESS YOUR CORPORATE (DeKUT) EMAIL

Welcome to Dedan Kimathi University of Technology (DeKUT). The University has prepared an official/corporate email for you. A corporate email gives a professional touch to your persona. During your stay at DeKUT, you will occasionally receive communication via your corporate email address; from your Dean or Director, lecturers and or Registrar Academic Affairs & Research among other officers of the University. You are also expected to communicate to the various officers of the University using the same email address. In addition, soon you will learn ways in which the corporate email will give you access to various University services.

It is also important to note that as you advance in your studies, you may also use the corporate email to contact professionals in your field of study and also subscribe to research communities across the globe. Many of these research communities require that you use your corporate email address in order to access their services.

Always remember to maintain a professional language and tone while communicating via the corporate email.

In case of any challenges regarding access to your corporate email, you can send an email to webmaster@dkut.ac.ke for assistance.

A. HOW TO RETRIEVE YOUR STUDENT’S CORPORATE EMAIL

1. You can get your corporate email via the online service at the link: https://portal.dkut.ac.ke/site/email
2. Once you access the link, you will be redirected to a page with an interface as shown below:
3. Insert your **registration Number** in the first text field and your **First Name OR Last name** in the second text field.

4. Then Click on the ‘Search’ button. You will see an output as shown below:

5. Please note that: the information displayed on the right side of the screen is the corporate email address and the default password for accessing the email. For ease of access, the default password for the email is the student **registration number**.

**B. HOW TO ACCESS THE STUDENT EMAIL**

The corporate email addresses are hosted by Google, therefore the emails can be accessed using GMAIL. There are two ways in which you can have access to the email address:

i. Using a web browser

ii. Using the GMAIL app on mobile
1. **Access using a web browser**
   
i. Open the 'GMAIL' website ([https://gmail.com](https://gmail.com)) on your web browser.

   ii. Open the Sign in Page for GMAIL

   iii. You will be redirected to a page where you will input the email account, provide the 'Student Email Address' in the text field on the page. Then click on the 'Next' button to proceed.

   ![Gmail Sign-in Page](image)

   iv. You will be directed to a page for inputting the password for the email address. Please Note that the default Password of the student Email during the **First Time Login** is your **Registration Number**. You will then click on the 'Next' button to proceed.
v. If you are required to change the Password, provide the new Password as required. Then click on the 'Next' button to proceed.

vi. You will be redirected to the **Inbox** of the email account.

2. **Using the GMAIL app on mobile**
   i. Open the 'GMAIL' App on your device
   ii. Click on the 'Add another Account' option
iii. Once redirected to the 'Set up Email', you will click on 'Google'.

iv. You will be redirected to a page where you will input the email account, provide the 'Student Email Address' in the text field on the page. Then click on the 'Next' button to proceed.
v. You will be directed to a page for inputting the password for the email address. Please Note that the default Password of the student Email during the First Time Login is your Registration Number. Click on the 'Next' button to proceed.
vi. If you are required to change the Password, provide the new Password as required. Then click on the 'Next' button to proceed.

vii. In case you are required to accept the Google Terms of Service, click on the 'I agree' button to proceed.

viii. You will be redirected to the Inbox of the email account.
ix. Check your email regularly for communication from the various officers of the University. Lastly, use the email to communicate to your friends, relatives and among other contacts.