STEP BY STEP GUIDE ON HOW TO USE AND ACTIVATE THE NEW GSUITE EMAIL ACCOUNTS

A. USING THE ACCOUNT

STEP 1:

Open google chrome browser or any other browser

STEP 2:

Type **gmail.com**

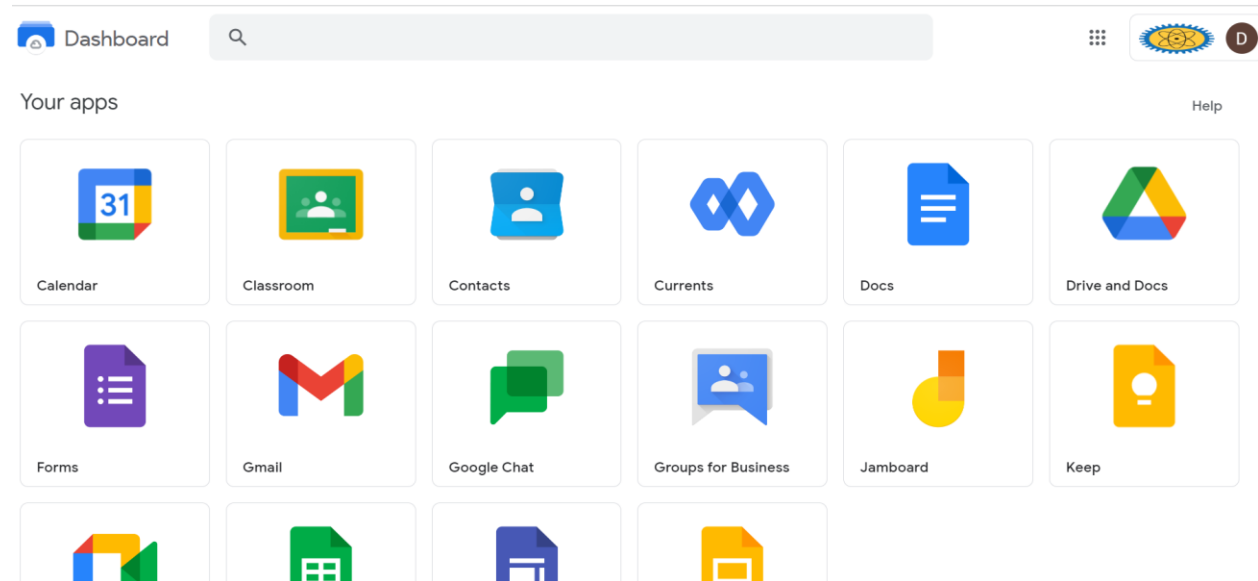Select; add another account

STEP 3:

Then add your university email for example**: sbeautiful.eng@busitema.ac.ug**

Then put your password

STEP 4:

After a successful login, you will get the interface below and then you can start using any of those applications that you need.

NOTE:

Incase you forget your password, use your private email and send the complaint to techsuppport@busitema.ac.ug and specify your need.

B. ACTIVATION

STEP :1

When you receive an email on your personal mail provided, it will show the message below.

It will task you to sign in so as to create your own password.

Welcome to your new Google Account for Busitema University

Hello,

You have a new Google Account with the Busitema University organization.

Sign in to your Google Account to access the Google services your organization provides. If your organization has Google Workspace, Google services may include business-grade versions of Google Drive, Gmail, and other Google services you can use to collaborate with your team.

Your username: ibageya@busitema.ac.ug

Password: Click **Sign in** below to set your password and sign in. To keep your account secure, follow these password guidelines.

Sign in

STEP 2:

Click on sign in to create your own password, the window below will appear

Google

Welcome to your new account

Welcome to your new account: ibageya@busitema.ac.ug. Your busitema.ac.ug administrator decides which Google Workspace and other Google services you may access using this account.

Your organization administrator manages this account and any Google data associated with this account (as further detailed here). This means that your administrator can access and process your data, including the contents of your communications, how you interact with Google services, or the privacy settings on your account. Your administrator can also delete your account, or restrict you from accessing any data associated with this account.

If your organization provides you access to administrator-managed services, like Google Workspace, your use of those services is governed by your organization's enterprise agreement. Besides these terms, we also publish a Google Cloud Privacy Notice.

If your administrator enables you to use other Google services besides Google Workspace while logged in to this ibageya@busitema.ac.ug account, your use of those services is governed by their respective terms, such as the Google Terms of Service and the Google Privacy Policy and other service-specific Google terms. If you do not agree to these terms, or do not wish Google to handle your data in this way, do not use those other Google services with this ibageya@busitema.ac.ug account. You may also customize your privacy settings at myaccount.google.com.
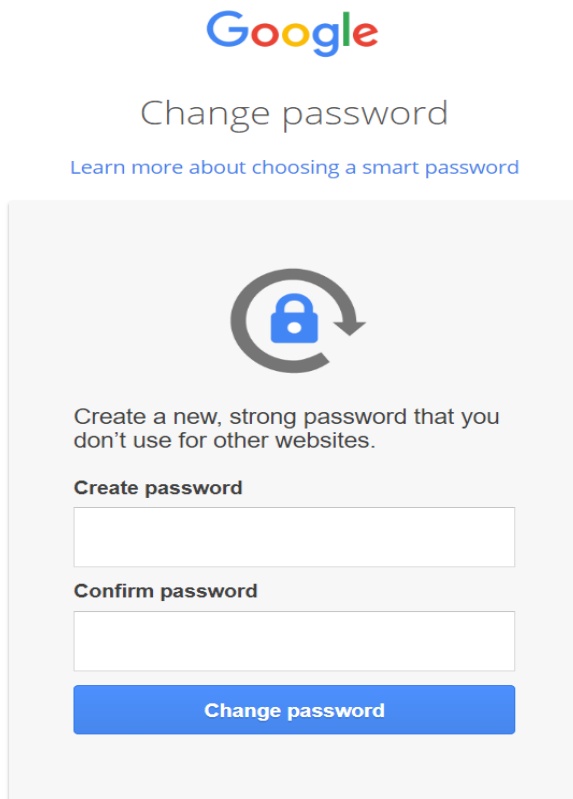
Your use of Google services with this account is also governed by your organization's internal policies.

I understand

Select, I understand, the window below will appear asking you to change your password
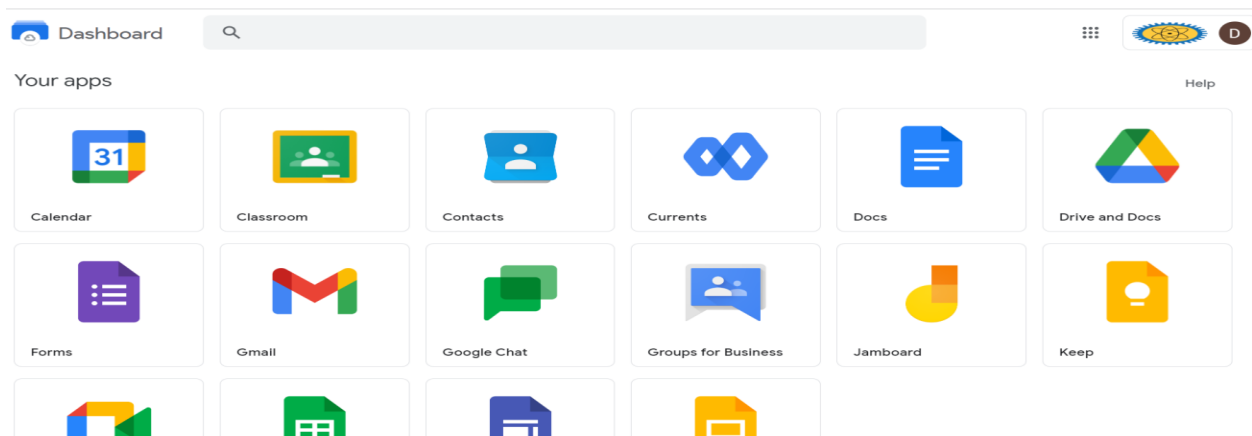
STEP 3:

Put a password of your choice, at this point ensure you choose a strong password, mixing capital letters, symbols and numerics.

then after select change password;

Your account is now secure and ready to be used.

At successful login, you will get the screen below

You can start using any of those applications that you need.