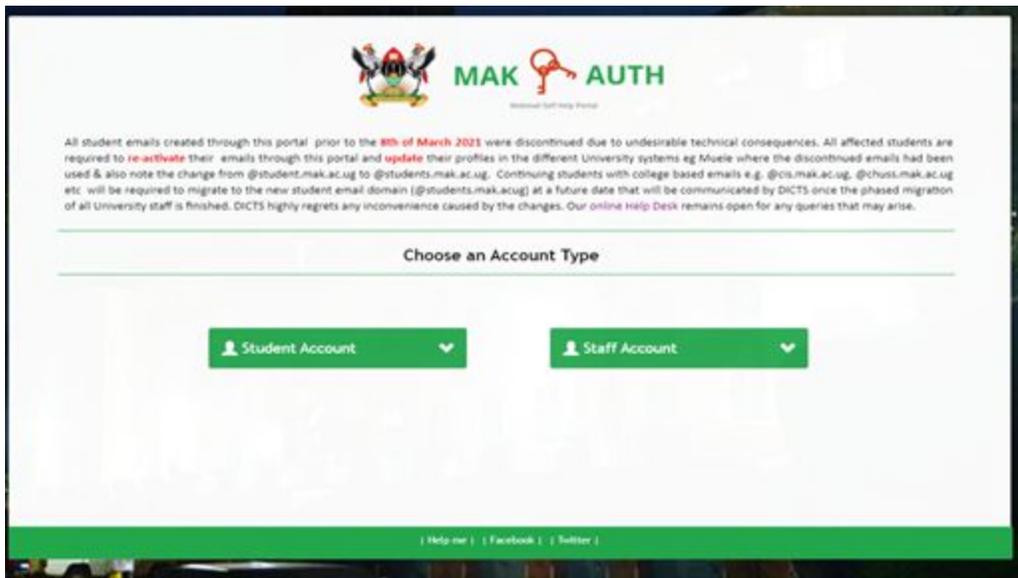


By Esther Diana Kyomuhendo

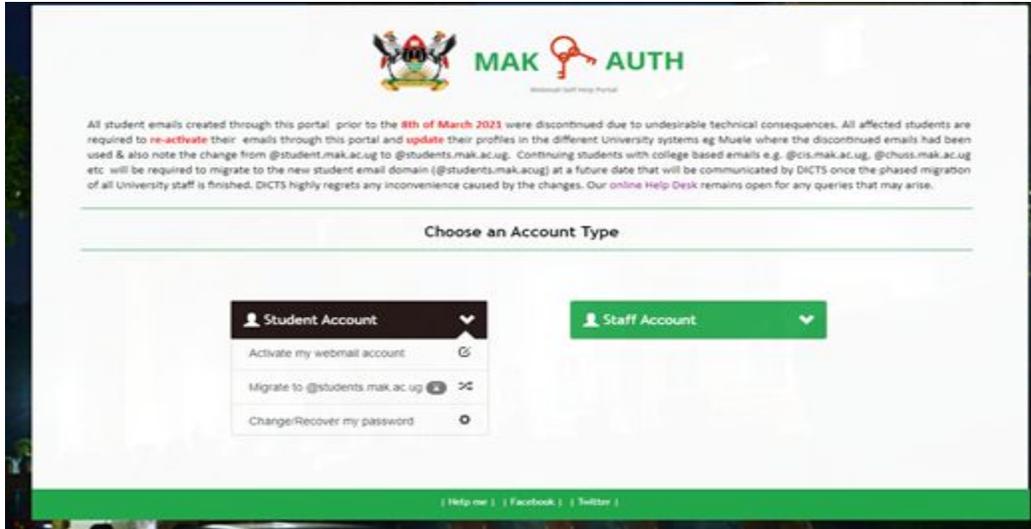
HOW TO CREATE YOUR MAK WEBMAIL ACCOUNT

Dear MAK student, please follow the steps below to be able to create your MAK webmail account.

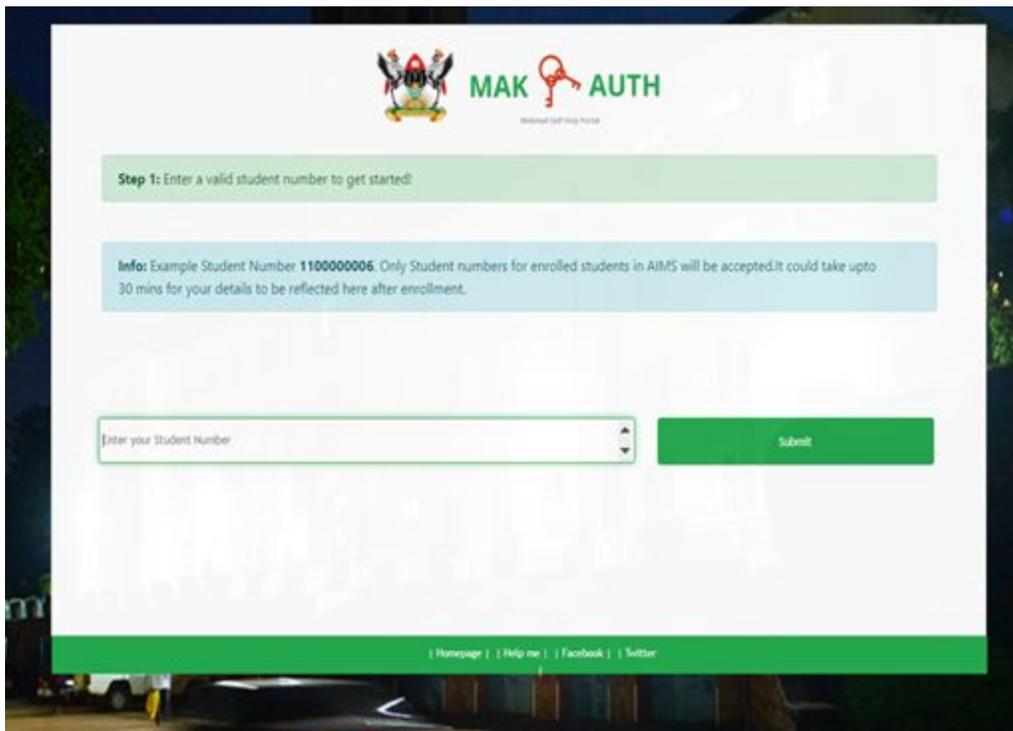
- 1) Type "<https://sso.mak.ac.ug/>" in your browser (address bar) and it will redirect you to a page, as shown below;



- 2) Choose a "Student account" by clicking it, proceed to "activate my webmail account". This will only work for those that have enrolled with the AIMS student portal. If not, please enroll via <https://student.mak.ac.ug/>. It will take you 30 minutes, more or less.



- 3) As you can see from the image below, only students with a student number as 110000006 and those enrolled with AIMS will be able to activate their accounts. This will require you to enter your student number.



- 4) After entering your student number and is recognized, it specifies the name of the user and also requires you to insert an alternative email address which is for password recovery by self. Also, enter your password (and confirm it) which will be used to access your new email account. Then click activate to finish the procedure.

MAK AUTH
Webmail Self Help Portal

Step 2: Create password. More than 8 characters, at least 1 upper case, 1 special character & 1 number. Eg: kwk'Aa3G

Given Name: Surname: Student Number:

Alternative email (will be used for password recovery). For example: samesiv@gmail.com

Your Webmail Address will be **tyron.mings@student.mak.ac.ug**. Create a password below to activate it.

Enter a strong Password: Confirm Password:

Home | Help | Facebook | Twitter

- 5) The activation is successful if the page below appears. It comes with a checkbox to reveal your password in case you want to check it out for remembrance.

MAK AUTH
Webmail Self Help Portal

Step 3: You are all but done. Note down your webmail address and password!

Success
Your MAK webmail has been successfully activated. Keep following communication from DICTS regarding new electronic services and features about your new webmail account.

Useful Information, add it to your ocean of secrets

1. Your webmail address is **tyron.mings@student.mak.ac.ug**

Check this box to reveal your password. *****

2. Use your new webmail account to send and receive emails by logging in at webmail.mak.ac.ug. Use your account to sign up for all electronic university services where an email is required eg Muele, Mak-IR, Mak-UD etc.

NOTE: Incase of any issues creating your webmail, kindly find help via <https://support.mak.ac.ug/> by logging a ticket at “Open a New Ticket”. Here is a link to the Youtube video showing how activating a webmail can be done can be done.
(<https://youtu.be/03Q8fYjFirQ>)