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

| All student emails o  | eated through this portal prior to the   | 8th of March 2021 were  | ediscontinued due to undesirable tech   | nical consequences. All affected students are  |
|---|--|---|---|--|
| equired to relative<br>used & also note the<br>etc. will be required<br>of all University staff | change from @student.mak.ac.ug to i<br>to migrate to the new student email di<br>is finished. DICTS highly regrets any inc | Botudents.mak.ac.ug. Co<br>omain (@students.mak.ac<br>convenience caused by the | intervent University systems eg NV<br>intinuing studients with college based e<br>cug) at a future date that will be comm<br>e changes. Our online Help Desk remain | we where the discontinues emails had been<br>mails e.g. @cis.mak.ac.ug. @chust.mak.ac.ug<br>unicated by DICTS once the phased migration<br>is open for any queries that may arise. |
|   |  | Choose an Ac  | count Type  |  |
|   |  |   |   | 0  |
|   | 1 Student Account  | *   | Staff Account   | · · · · ·  |
|   |  |   |   |  |
|   |  |   |   |  |

 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 <u>https://student.mak.ac.ug/</u>. It will take you 30 minutes, more or less.

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|--|---|---|---|--|
| All student emails or<br>required to re-active<br>used & also note the<br>etc. will be required<br>of all University staff | eated through this portal prior to the <b>8th of M</b> .<br><b>No</b> their emails through this portal and update to<br>change from @student.mak.ac.ug to @students<br>to migrate to the new student email domain (@s<br>is finished. DICTS highly regrets any inconvenient | arch 2021 were<br>their profiles in<br>Limak.ac.ug. Co<br>students.mak.ac<br>oe caused by the | discontinued due to undesirable techn<br>the different University systems og Mu-<br>ttnuing students with college based en<br>ug) at a future date that will be commu<br>changes. Our online Help Desk remain | ical consequences. All affected students are<br>sle where the discontinued emails had been<br>halfs e.g. @cisimak.ac.ug, @chusisimak.ac.ug<br>incated by DkCTS once the phased migration<br>s open for any queries that may arise. |
|  | Cho   | oose an Ac  | count Type  |  |
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|  | L Student Account   | ×   | Staff Account   | *  |
|  | Activate my webmail account   | G   |   |  |
|  | Migrate to @students mak ac up 🙆  | ~   |   |  |
|  | ChangerRecover my password  | 0   |   |  |
|  |   |   |   |  |

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.

| Infor Example Student Number 1100000006. Only Student numbers for enrolled students in AIMS will be accepted.It could take upto 30 mins for your details to be reflected here after enrollment.  Enter your Student Number Submit | Step 1: Enter a valid student number to get started   |   |                                |
|---|---|---|--------------------------------|
| Enter your Student Number   | Info: Example Student Number 1100000006. Only 5<br>30 mins for your details to be reflected here after en | Student numbers for enrolled students in AIMS will<br>rollment. | be accepted.It could take upto |
|   | Enter your Durbert Number   | -   |                                |
|   | and the formulation of  | •   |                                |

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.

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|--------------------------|------------------------|------------------------|----------------------|-------------------------|---|
| Types                    |                        | -                      | a sele a special che | ) (                     |   |
| Alternative and their be | and by passed masses   | y). For example samene | Agrael.com           |                         | ] |
| Your Webmail Addr        | ess will be tyron.ming | ps@student.mak.ac      | ug. Create a passivo | d below to activate it. |   |
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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.

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|---|---------------------------------|
| Step 3: You are all but done. Note down your webmail address and password!  |                                 |
| Success<br>Your MAK webmail has been successfully activated. Keep following communication from DICTS regarding new electronic services and<br>account | features about your new webmail |
| Useful Information, add it to your ocean of secrets   |                                 |
| Check this box to reveal your password.   | 4                               |
|   |                                 |

## NOTE: Incase of any issues creating your webmail, kindly find help via

<u>https://support.mak.ac.ug/</u> 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. (<u>https://youtu.be/03Q8fYjFirQ</u>)