

EMAIL GUIDE FOR SINU STUDENTS



Brief Overview

SINU students have a private domain name - *sinustudents.edu.sb*. It is expected that ALL REGISTERED SINU students to have their unique email ID/account under this private domain name.

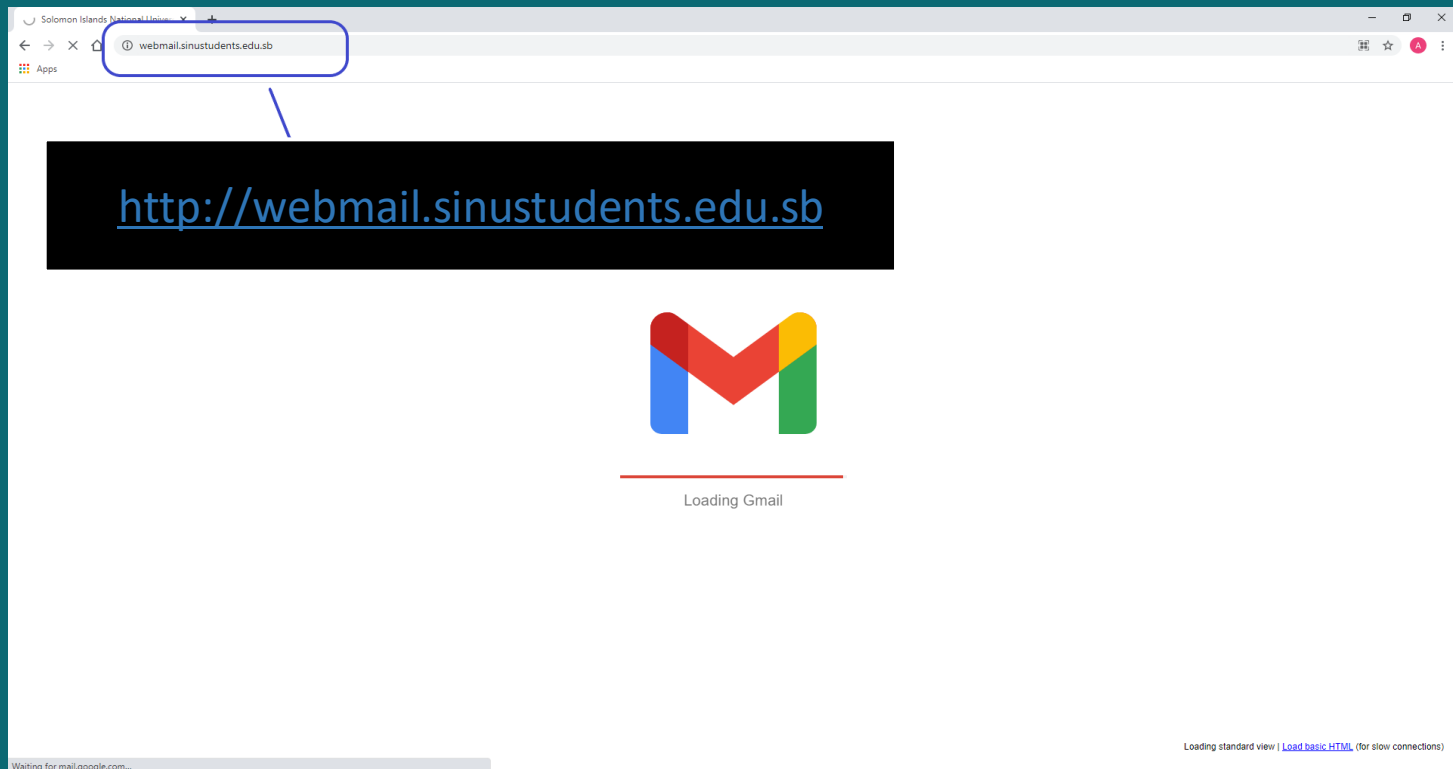
There may be instances when students and lecturers need to share information and resources. We hope that by availing this medium of communication to All students, it will enhance students learning during the course of their program.

Following is some form of guide for students on how to access their unique email ID/account.

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WEBMAIL URL: To access your student email, type the following address in your internet browser (*example; google chrome*)

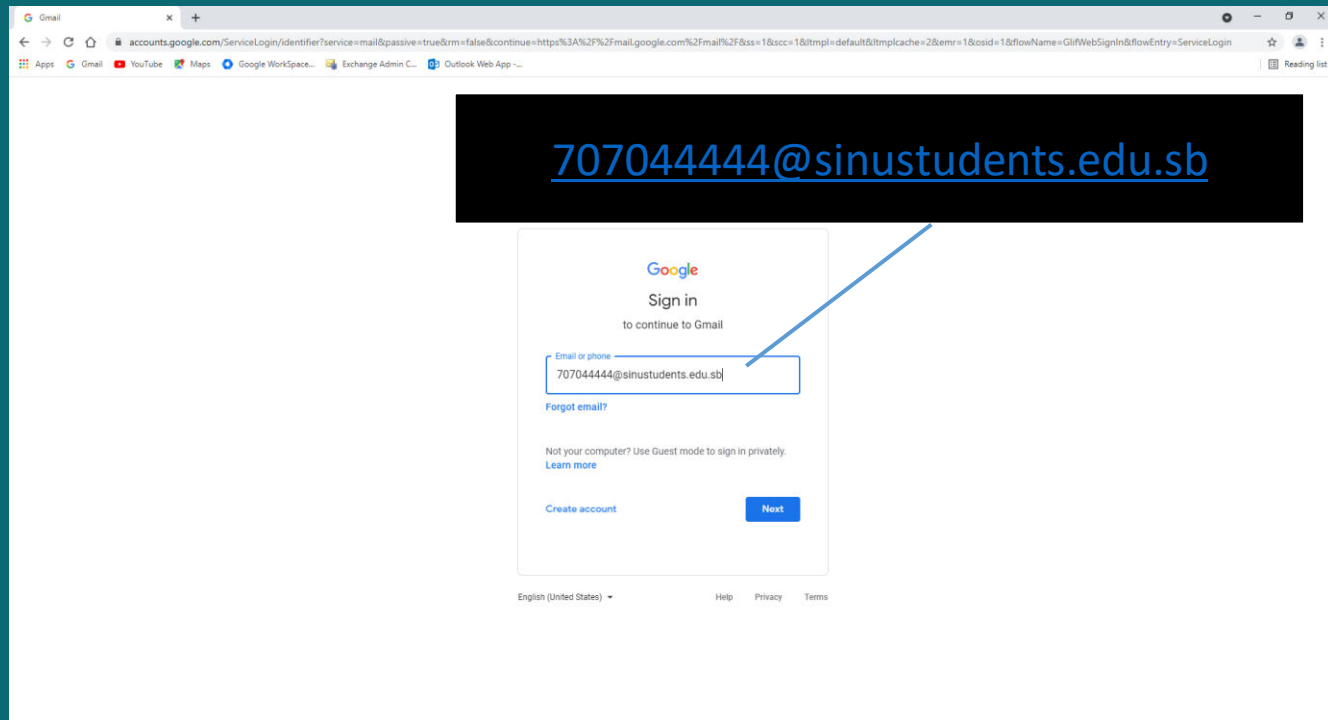


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USERNAME: Username is your fully qualified email address, which is your student ID followed by @sinustudents.edu.sb [STUDENT.ID@sinustudents.edu.sb]

Example; 707044444@sinustudents.edu.sb



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PASSWORD: All students should have a unique Password for their unique Username. Each password is a combination of the following;

- 'welcome'
- 'first digit' of your ID
- 'last three digits' of your ID
- 'exclamation (!)' mark

Example: for student with this email ID;

707044444@sinustudents.edu.sb

The password will be;

welcome[*FirstDigitOfID*][*LastThreeDigitsOfID*]!

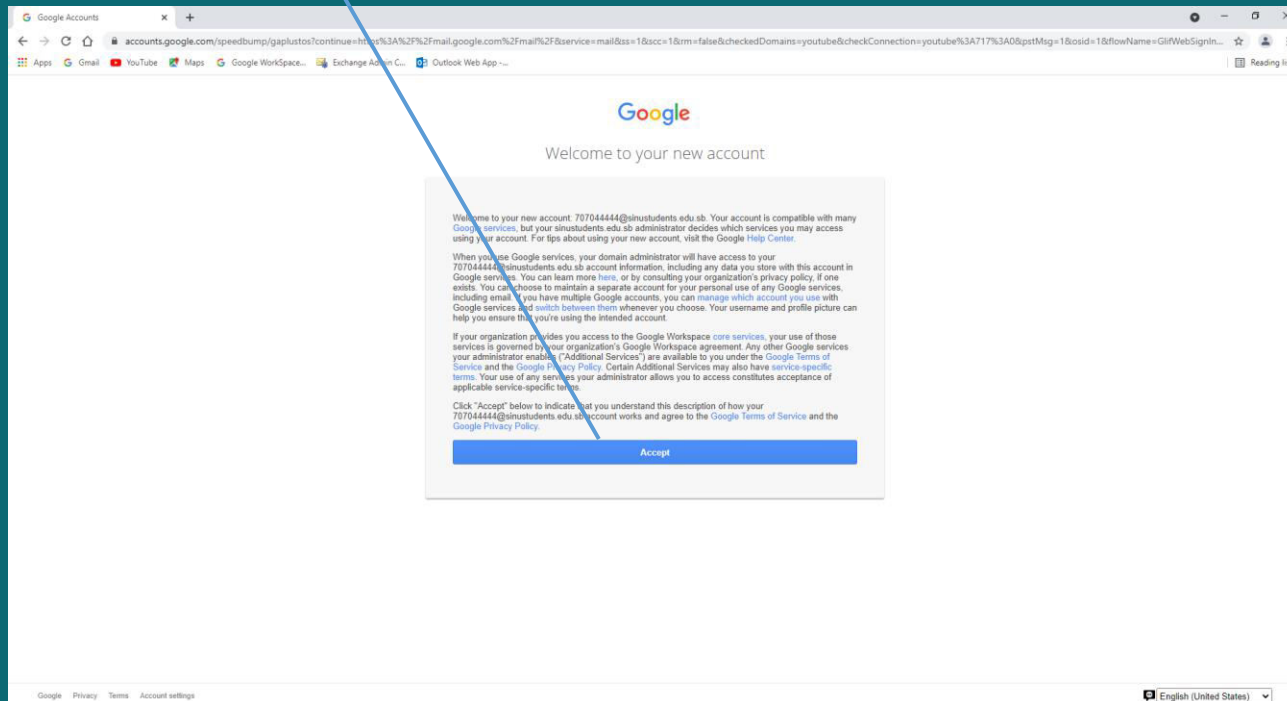
welcome7444!

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A screenshot of a web browser showing a Google sign-in page. The browser's address bar contains a long URL starting with 'accounts.google.com/signin/v2/challenge/pwd?passive=1209600&osid=1&continue=https%3A%2F%2Fadmin.google.com%2F%2Ffollowup=https%3A%2F%2Fadmin.google.com%2F%2FflowName=GifWebSignIn&flowEntry=ServiceLogin&cid=1&navigationDirection...'. The page content includes the Google logo, the word 'Welcome', a dropdown menu showing the email address '707044444@sinustudent.edu.sb', a password input field with the placeholder text 'Enter your password' and a masked password '.....', a 'Show password' checkbox, a 'Forgot password?' link, and a blue 'Next' button. A black callout box with white text is positioned above the password field, containing the text 'Corresponding password: welcome7444!'. A blue arrow points from this callout box to the password input field. At the bottom of the page, there are links for 'English (United States)', 'Help', 'Privacy', and 'Terms'.

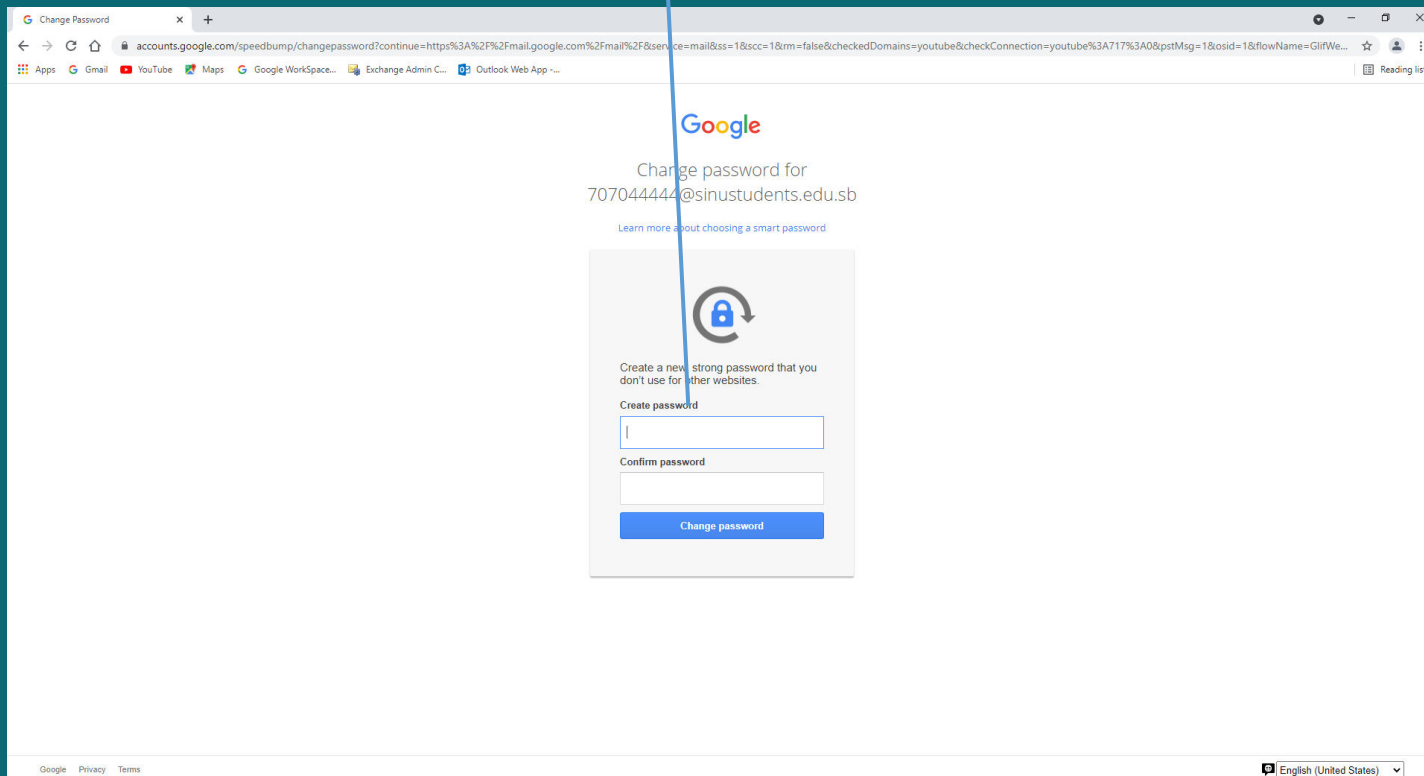
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When you have successfully logged in the correct information, you will be taken to this WELCOME page. Please click 'ACCEPT' to continue with the login process.



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You will be presented to CHANGE/CREATE a new password. Once you have typed in a new password, and confirm it, click on 'Change Password' to continue.



The screenshot shows a web browser window with the URL `accounts.google.com/speedbump/changepassword?continue=https%3A%2F%2Fmail.google.com%2Fmail%2F&service=mail&as=1&sc=1&rm=false&checkedDomains=youtube&checkConnection=youtube%3A717%3A0&pstMsg=1&osid=1&flowName=GlifWe...`. The page title is "Change Password". The Google logo is at the top. Below it, the text reads "Change password for 707044444@sinustudents.edu.sb". A link "Learn more about choosing a smart password" is present. A central box contains a padlock icon with a circular arrow, followed by the instruction "Create a new strong password that you don't use for other websites." Below this are two input fields: "Create password" and "Confirm password". A blue "Change password" button is at the bottom of the box. The footer includes "Google Privacy Terms" and a language selector set to "English (United States)".

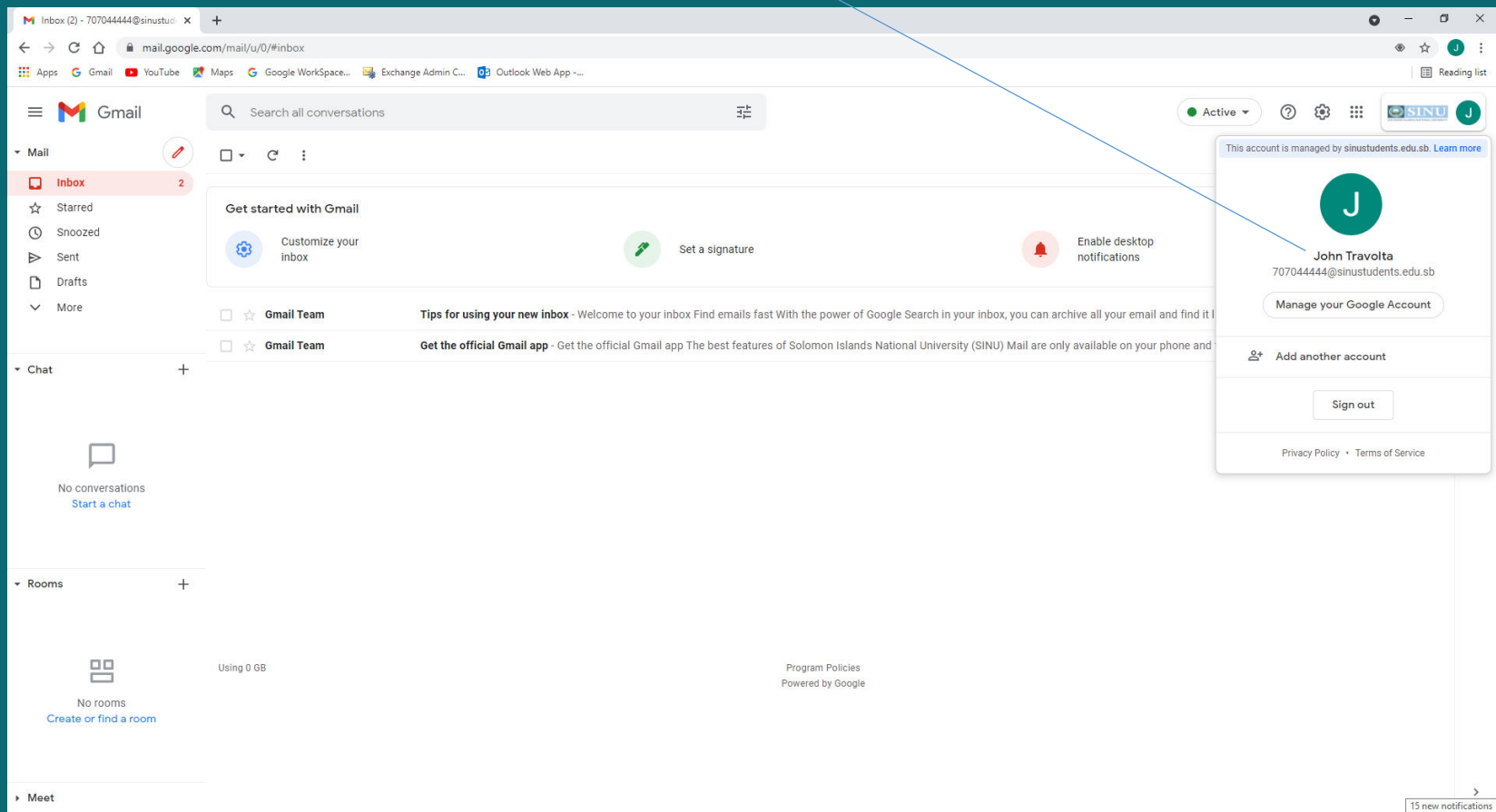
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Passwords must be:

- More than 8 characters
- Alpha Numeric (letters & numbers)
- Upper & Lower case (for letters)

Once you're logged in, check to make sure your display name is correct.



The screenshot shows a Gmail inbox interface. The top navigation bar includes the Gmail logo, a search bar, and account information. The account dropdown menu is open, displaying the profile of John Travolta with the email address 707044444@sinustudents.edu.sb. The menu options include 'Manage your Google Account', 'Add another account', and 'Sign out'. The main inbox area shows a 'Get started with Gmail' section with options like 'Customize your inbox', 'Set a signature', and 'Enable desktop notifications'. Below this, there are two emails from 'Gmail Team' with subject lines 'Tips for using your new inbox' and 'Get the official Gmail app'. The left sidebar shows navigation options for Mail, Chat, Rooms, and Meet. The bottom status bar indicates 'Using 0 GB' and 'Program Policies Powered by Google'.

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SINU students domain (*sinustudents.edu.sb*) email,
hosted by Google Workspace.