



Khulna University of Engineering & Technology

How to Use Academic Email

Prepared By

Central Computer Center and ICT Cell



How to Use Academic Email

- Each student will receive email ID and temporary password

email ID: test23xx001@stud.kuet.ac.bd

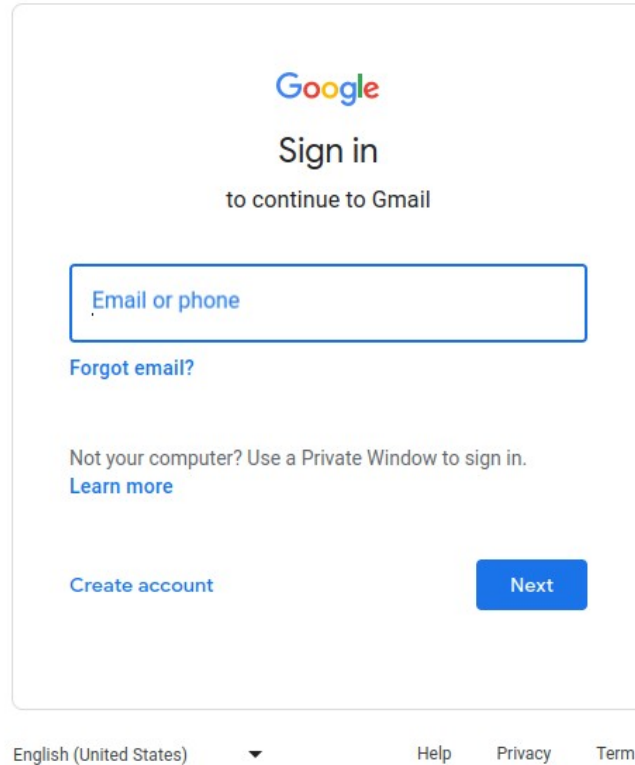
temporary password: YU8M8eG7=GgX2jM*

- *NB: This is temporary password and this password must be changed after first login.*



How to Use Academic Email

- Open any browser in your device (laptop/ desktop/ mobile)
- Go to <https://www.google.com/gmail/about/> and click **Sign In**
- You will be redirected to **Sign in** page

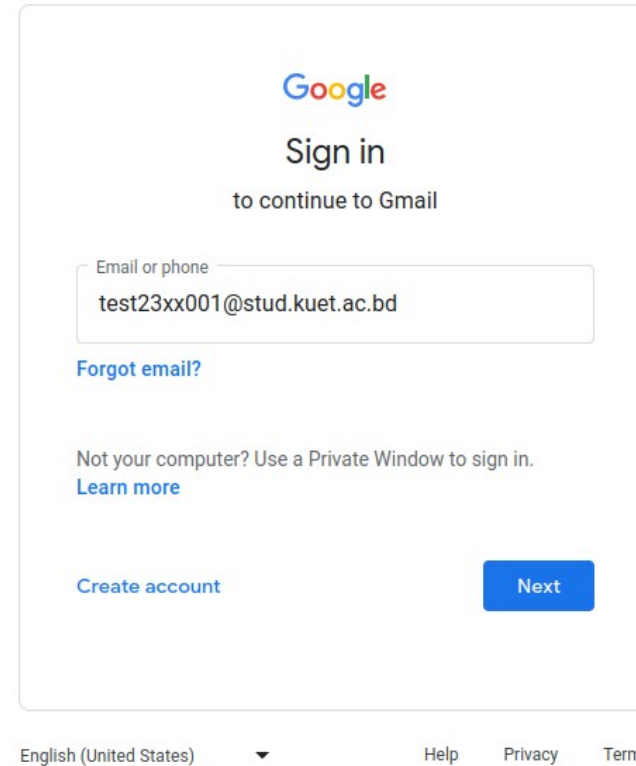


The screenshot shows the Google Sign in page for Gmail. At the top, the Google logo is displayed in its multi-colored font. Below it, the text "Sign in" is centered, followed by "to continue to Gmail". A text input field with a blue border contains the placeholder text "Email or phone". Below the input field, there are three links: "Forgot email?", "Not your computer? Use a Private Window to sign in.", and "Learn more". At the bottom left, there is a "Create account" link, and at the bottom right, there is a blue "Next" button. At the very bottom of the page, there is a footer with "English (United States)" and a dropdown arrow, followed by "Help", "Privacy", and "Terms" links.



How to Use Academic Email

Enter your full email ID and click **Next**



The screenshot shows the Google Sign in interface. At the top is the Google logo, followed by the text "Sign in to continue to Gmail". Below this is a text input field labeled "Email or phone" containing the email address "test23xx001@stud.kuet.ac.bd". To the left of the input field are links for "Forgot email?" and "Not your computer? Use a Private Window to sign in. Learn more". At the bottom left is a link for "Create account", and at the bottom right is a blue button labeled "Next". At the very bottom of the page, there is a language selector set to "English (United States)", and links for "Help", "Privacy", and "Terms".

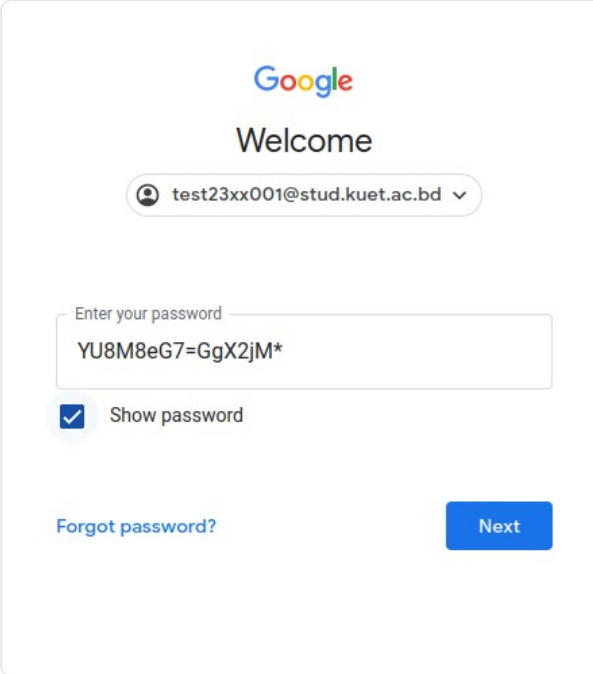


How to Use Academic Email

Enter your password

Click **Show Password** to check if the password has been typed correctly

If everything is alright, click **Next**



Google

Welcome

test23xx001@stud.kuet.ac.bd

Enter your password

YU8M8eG7=GgX2jM*

Show password

[Forgot password?](#) [Next](#)

English (United States) Help Privacy Terms



How to Use Academic Email



Welcome to your new account

Welcome to your new account: test23xx001@stud.kuet.ac.bd. Your stud.kuet.ac.bd 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 test23xx001@stud.kuet.ac.bd account, your use of those services will be 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 test23xx001@stud.kuet.ac.bd 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

Read the instructions and click
I understand



How to Use Academi

You need to set your new password

Type a new, strong password in
Create Password field

Retype the password in
Confirm Password field

Click **Change Password**



Change password for
test23xx001@stud.kuet.ac.bd

[Learn more about choosing a smart password](#)

Create a new, strong password that you don't use for other websites.

Create password

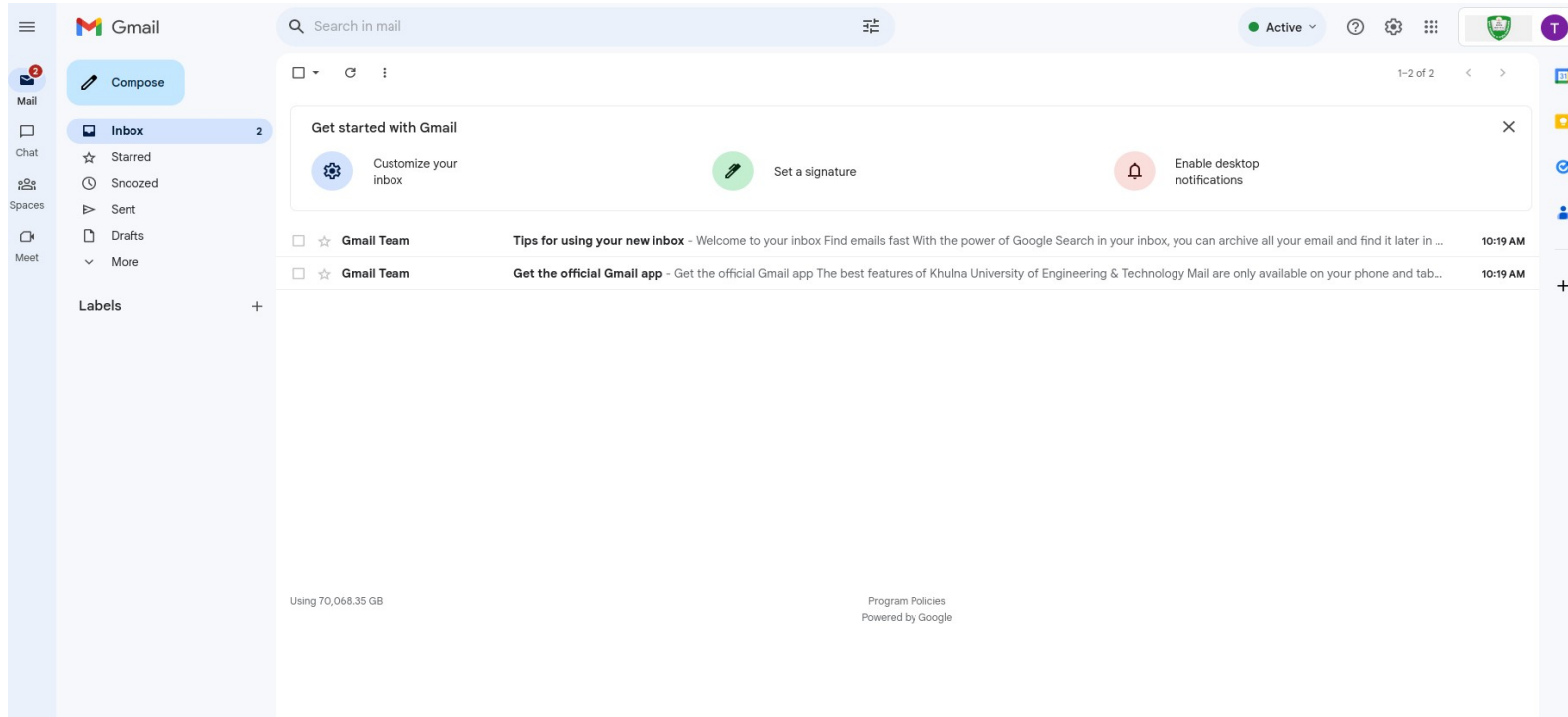
Confirm password

Change password



How to Use Academic Email

After changing your password you will be redirected to your mailbox
Congratulations!! Your mailbox is ready to use



Thank You

