

HOW TO CREATE/RESET STUDENT EMAIL PASSWORD

1. Log in to your **student portal**.
2. Click on **Information Update**.
3. Click on **personal information**.
4. Locate a button written **Create Email/ Reset Email Password** and press it.
5. Input a new password in the **New Password** input: Make sure the password:
 - a. Has **a capital letter**.
 - b. Has **a small letter**.
 - c. Has **a number**.
 - d. Is more than **6 characters long**.
6. Repeat the same password you have written in the **Confirm Password** input.
7. Click on the **Reset Password/Confirm Password** button.
8. A **verification code** will be sent to your registered number, type it in and click confirm.

HOW TO LOG IN INTO YOUR STUDENT EMAIL

1. Open **Google Chrome** and search for **office.com**
2. Locate the **Sign In** button and use your student email in the email input. **xxxxxxx@mylife.mku.ac.ke** (use your reg no. in place of **xxxxxx** without the slashes).
3. Enter the newly created password as instructed in section 1 click **Sign in** and then locate the **Outlook icon** and click on it to access your inbox.