

# INSTRUCTIONS ON HOW TO ACCESS STUDENT'S EMAIL

## Collection of emails

The emails have been created basing on the request for SARIS accounts we received from regional centers. Therefore the same SARIS accounts created are used as emails. Since the SARIS accounts are the same as EMAIL accounts, then a student is valid to access his/her email upon acquiring SARIS account through their regional centers. So the email accounts can also be collected from their regional centers. For the start the same password is used in both accounts unless stated otherwise, but a user is at liberty of changing password anytime he/she wants.

To log in for the first time a student has to click on the link depending on the program he/she is undertaking. (See figure below)



Then in the username type your email and password then Click [Sign in](#).

Note: in the *username* you don't have to write [@ug.out.ac.tz](#) or whatever because it is already there. For example instead of typing [shadrackmm.000000\\_t08@ug.out.ac.tz](#) just type [shadrackmm.000000\\_t08](#) (See figure 1 below)



Sign in to your account at  
**The Open University of Tanzania**

Username: @ug.out.ac.tz

Password:


Stay signed in

[Can't access your account?](#)

Figure 1.

After signing in, you will see a page whereby you will be asked to enter a certain random characters known as CAPTCHA. This is done for the purpose of preventing spammers to submit the form by pretending to be human, because it is only human who can type those characters, the computer program i.e. spammers can not.

NOTE: Letters are not case sensitive that means whenever you see for example 'G' you may either type 'g' or 'G' (see figure 2 below)



**Welcome to The Open University of Tanzania**

**Setup your account for The Open University of Tanzania**

Your The Open University of Tanzania account will give you access to the hosted services enabled for your domain.

**Name:**

**Login name:** shadrackmm.000000\_t08@ug.out.ac.tz

**Language:** English (US)

Type the characters you see in the picture below.

*ergahsog*


 Letters are not case-sensitive

Figure 2.

Then after you have entered correctly scroll down to the bottom of the page and click on the button labeled ["I accept. Create my Account"](#)

If you are accessing in the slower connection then you will see link at the bottom of the page on the right hand side click on the link: [\(Load basic HTML\)](#)

## To manage your account

You can compose your mail by clicking on the ["Compose Mail"](#)

You can read your emails by clicking on the ["Inbox"](#)

You can also enjoy chatting and other facilities

## To change password

To change password click on the link named "Settings" it is located at the top on right hand side. When clicking on settings link a user will be able to see various services arranged in tab format. (See the figure 3 below)

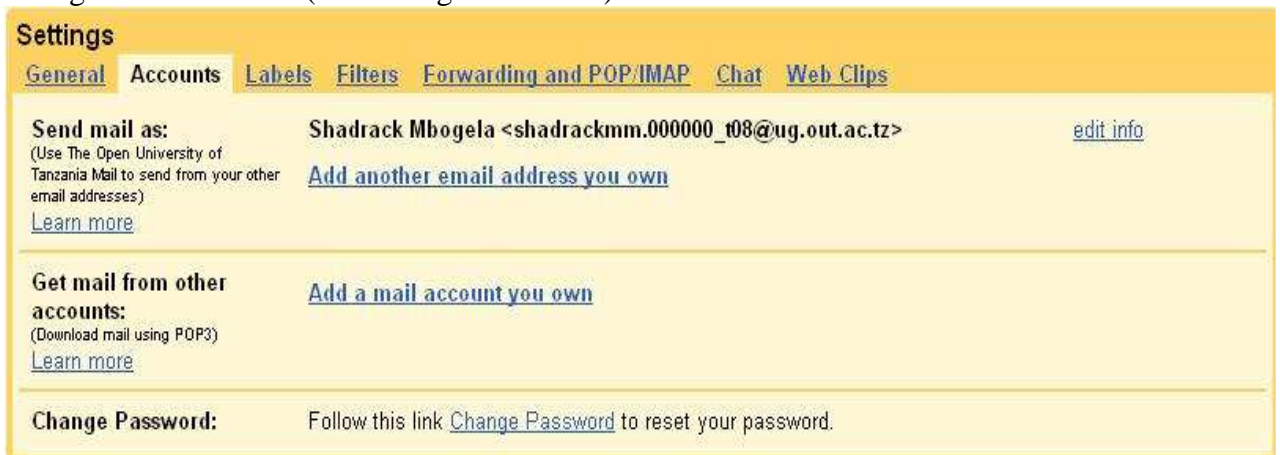


Figure 3

To change password click on the ["Accounts"](#) then click [Change Password](#)

For those who chose [Load Basic HTML](#) won't see ["Change password"](#) instead scroll down and click on [Google Account Settings](#) (see figure 4 below)

**Google Account settings:** Visit your [Google Account settings](#) to reset your password, change your security question, or learn about access to other Google services

Figure 4

You may wish to navigate in all areas to see others facilities and in case of any difficulty you encounter, please contact administrator through the following email [info.elms@out.ac.tz](mailto:info.elms@out.ac.tz)