

# 1. Accessing Gmail Staff UTHM

1.1 Launch your preferred browser and go to url : <http://gmail.com>



1.2 Enter your UTHM full email address

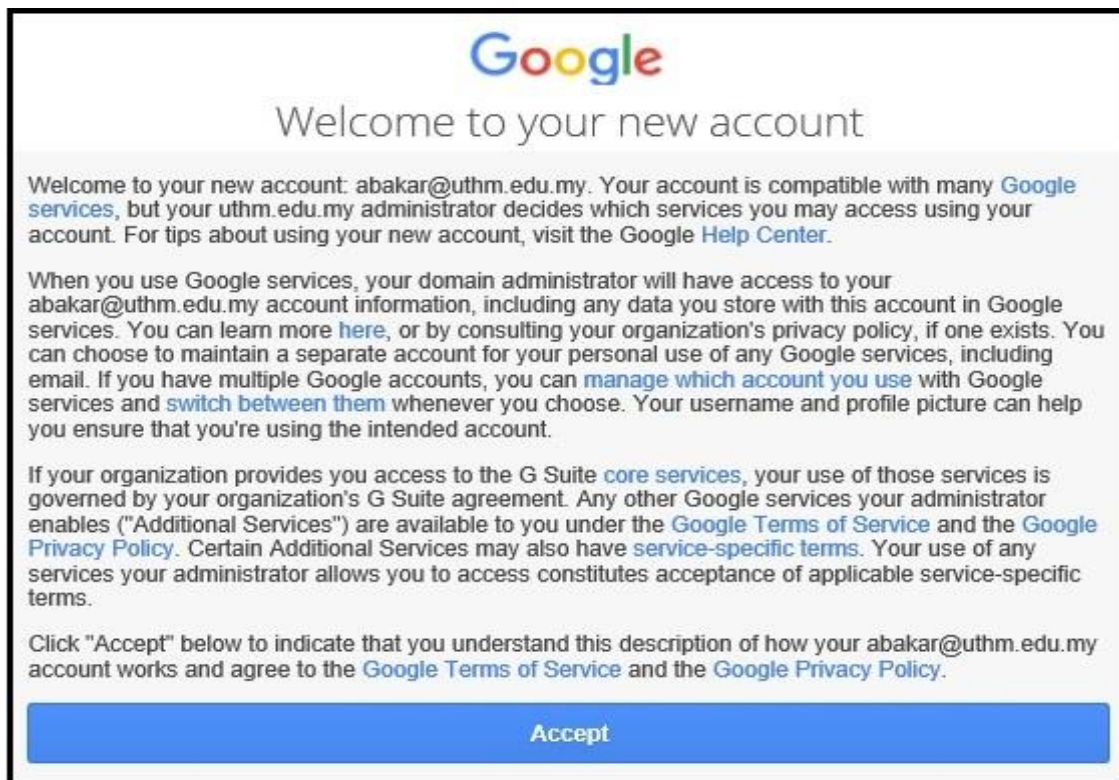


**1.3 Enter your password (full staff id number followed by the last 4 digits of your ID card number)**



The screenshot shows the Google account login interface. At the top, the Google logo is displayed above the word "Welcome". Below this, the email address "test@uthm.edu.my" is shown in a dropdown menu. A password input field is present, with a red box highlighting the masked password "••••••••". To the right of the password field are icons for showing and hiding the password. Below the password field, there is a link for "Forgot password?" and a blue "Next" button, which is also highlighted with a red box.

**1.4 Welcome to new account notification and policy acceptance.**





The screenshot displays the Google account welcome and policy acceptance screen. It features the Google logo and the heading "Welcome to your new account". The main content area contains three paragraphs of text explaining the account setup and policy acceptance. The first paragraph welcomes the user to their new account (abakar@uthm.edu.my) and mentions compatibility with Google services. The second paragraph discusses domain administrator access to account information and provides links for more information. The third paragraph explains G Suite core services and additional services, along with links to Google Terms of Service and Privacy Policy. At the bottom, there is a blue "Accept" button.

**1.5 For the purpose of forgetting your password, you are advised to enter your H / P number and Personal Email address as a medium of assistance in resetting or retrieving your password.**

Google

## Protect your account

 test@uthm.edu.my



Tell Google how to reach you in case you forget your password, lose access, or there's unusual activity on your account

**Recovery phone number**  
No phone number


**Recovery email**  
No recovery email

[UPDATE](#) [DONE](#)

1.6 Enter your H/P number. (Example: 0197007000)

Google

## Verify your phone number

 test@uthm.edu.my

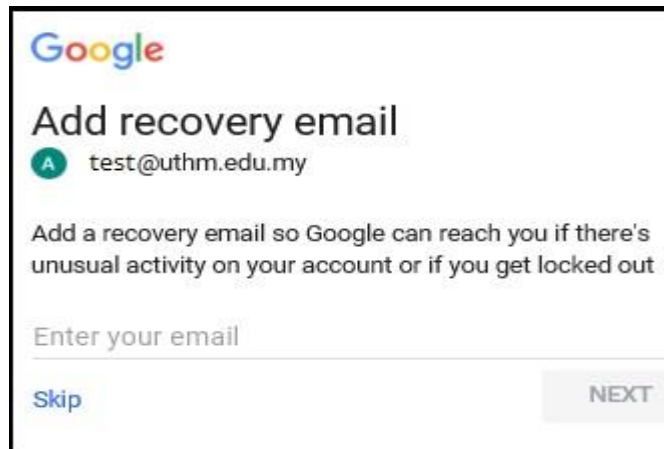
Verify your phone number so Google can help you if you forget the password to your account

Enter a phone number




[Skip](#) [NEXT](#)

1.7 Enter your **personal email address** (cth: [abcde@gmail.com](mailto:abcde@gmail.com))



Google

## Add recovery email

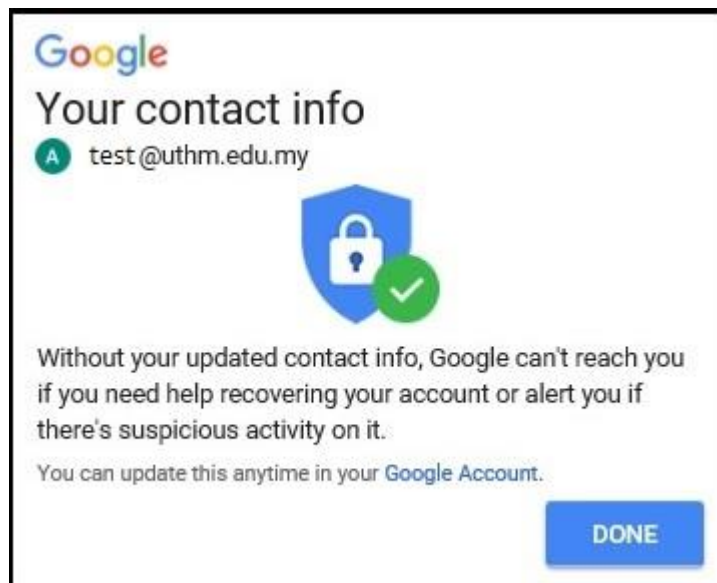
 test@uthm.edu.my

Add a recovery email so Google can reach you if there's unusual activity on your account or if you get locked out.

Enter your email


[Skip](#) [NEXT](#)


1.8 Click Done



Google

## Your contact info

 test@uthm.edu.my



Without your updated contact info, Google can't reach you if you need help recovering your account or alert you if there's suspicious activity on it.

You can update this anytime in your [Google Account](#).

[DONE](#)

1.9 view the front page of your email. Your email storage usage should be at 0GB.

The screenshot shows the Gmail interface with the search bar set to 'in:trash'. The left sidebar lists folders: Compose, Inbox, Starred, Snoozed, Sent, Drafts (2), Less, Important, Chats, Scheduled, All Mail, Spam, Trash, Categories, Manage labels, and Create new label. The 'Less' folder is highlighted with a red box. The main content area displays a message: 'Messages that have been in Trash more than 30 days will be automatically deleted.' Below this, a white box states 'No messages in Trash.' At the bottom of the main area, a red box highlights 'Using 0 GB'. To the right, there are links for 'Program Policies', 'Powered by Google', and 'Last account activity: 23 hours ago' with a 'Details' link. The user profile 'test' is visible at the bottom left.