

SOUTH EASTERN KENYA UNIVERSITY

To add a Gmail account to the Gmail app on your mobile device (Android or iOS), follow these steps:

For Android:

1. **Open the Gmail App:** Launch the Gmail app on your Android device. (Make sure the App is updated in play store)
2. **Access the Profiles Menu:** Tap on the profile icon in the top-right corner.
3. **Add Another Account:** Scroll down and tap on "Add another account."
4. **Select Google:** Choose "Google" from the list of account types.
5. **Sign In:** Enter your **full** student email address provided and tap "Next", enter your password (KCSE index number) and complete the sign-in process.
6. **Review Permissions:** Review the permissions and tap "Allow" to grant the necessary access.
7. **Complete Setup:** Follow the on-screen instructions to customize your account settings and complete the setup.

After completing these steps, your Gmail account will be added to the Gmail app on your device, and you'll be able to access your emails through the app