



# The University of Fiji

## Student Mail Access Guide

1. Go to the following URL on your web browser:

<http://mail.google.com/a/student.unifiji.ac.fj/>

Or

On the University of Fiji website (<http://www.unifiji.ac.fj>), click on **“Student Email”** under **“Quick Links”**

The following screen will appear.

University of Fiji - Windows Internet Explorer

https://www.google.com/a/student.unifiji.ac.fj/

File Edit View Favorites Tools Help

University of Fiji

The University of Fiji

### Welcome to University of Fiji

Less spam, plenty of space and access from anywhere.

Welcome to your email for University of Fiji, powered by Google, where email is more intuitive, efficient and useful.

- Keep unwanted messages out of your inbox with Google's powerful spam blocking technology
- Keep any message you might need down the road, and then find it fast with Google search
- Send mail, read new messages and search your archives instantly from your phone

Sign in to your account at  
**University of Fiji**

Username:   
@student.unifiji.ac.fj

Password:

Stay signed in

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

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2. Enter your username and password in the login block. (shown in blue in the above figure)

**Username: your student id number**

**Password: *for new students: the password given to you during registration***

***for continuing students: password remains same from the previous semester/year***

3. You will be redirected to a page where you will be required to change your password (see figure on the next page).

**NOTE:** Password must have a **minimum of 8 characters including letters and numbers**. If this criterion is not met, your password will not be change and you will not be able to proceed further.

Google Accounts - Windows Internet Explorer

https://www.google.com/accounts/CheckCookie?continue=http%3A%2F%2Fmail.google.com%2Fa%2Fstudent.unifiji.ac.fj%2F&service=mail&tmpl=de

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Google Accounts

Google accounts

Current password:

New password:  Password strength

Re-enter password:

Submit

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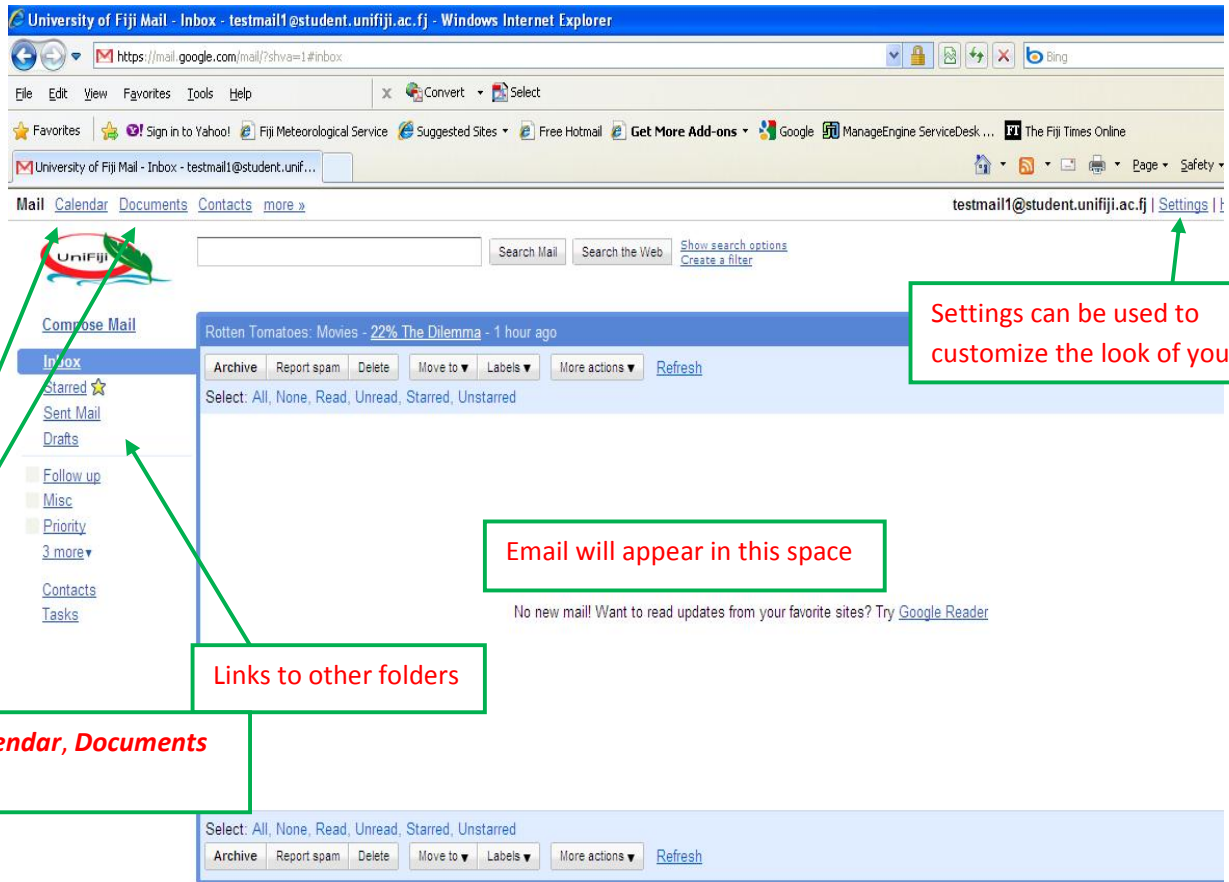
Type the password used to login

Type a new password of your choice

Type the new password again

Click submit to change your password

4. The following figure shows the screen that will appear when the password is successfully changed.



Settings can be used to customize the look of your inbox

Email will appear in this space

Links to other folders

Links to **Calendar, Documents & Contacts**

You have successfully logged in to your student email.

Your student email address is: [youridnumber@student.unifiji.ac.fj](mailto:youridnumber@student.unifiji.ac.fj)

For any queries, email: [itservices@unifiji.ac.fj](mailto:itservices@unifiji.ac.fj)