Email Access Guidelines (UOM Staff)

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Log In to UOM email for the first time

> **IMPORTANT:**
> **Make sure you have;**
> **1. Changed your password at least once recently, before proceeding.**
> **You can check this by login into UoM LearnOrg (lms.uom.lk). if your account needs a password reset, it will automatically prompt you to do so.**
> **2. Set your device time to automatic. it should correctly align with Sri Lankan standard time**

1. Open your browser and go to Gmail mail.google.com.

2. On the Gmail sign-in screen, enter your new address. Your usual username, followed by "@uom.ac.lk".

> if you are already logged into your personal Gmail account (ending with gmail.com), proceed with "Add another account" option

Then click Next.

3. You will be redirected to the UOM ID page at auth.uom.ac.lk. This is the new single sign-on for all University services.

4. Enter the UOM username (not your email, the text before the "@uom.ac.lk") and password you normally use. Then wait for the Cloudflare check to show a green tick. If it does not tick on its own, click it once.

5. On your very first login, you will be asked to set up a mobile authenticator on your smart phone. This gives you a one-time security code.

> Microsoft Authenticator app is recommended.



oogle  or FreeOTP app.

Install the app on your phone. Open it, add an account, and scan the QR code shown on screen.

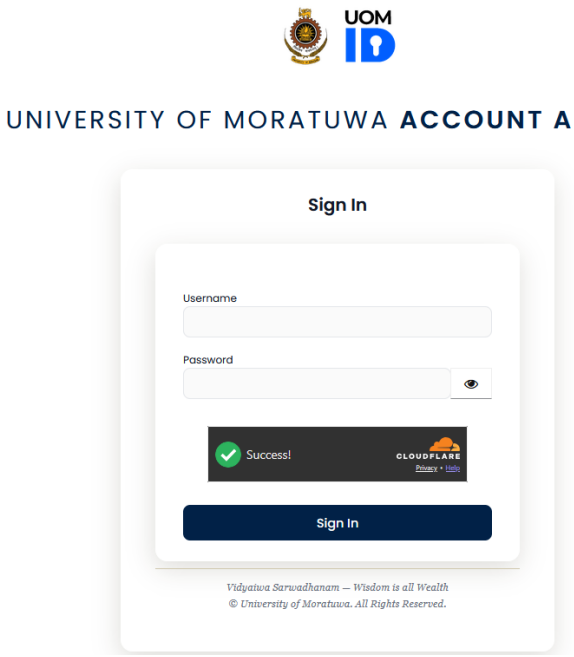
6. As we are setting up for the first time, in the "device name" textbox, give a name for your mobile phone.
Then type the six digit code from your app into the one-time code box, and click Submit.

7. You are signed in to your new UOM email. Next time, just enter the username, password and the one time code from your app.

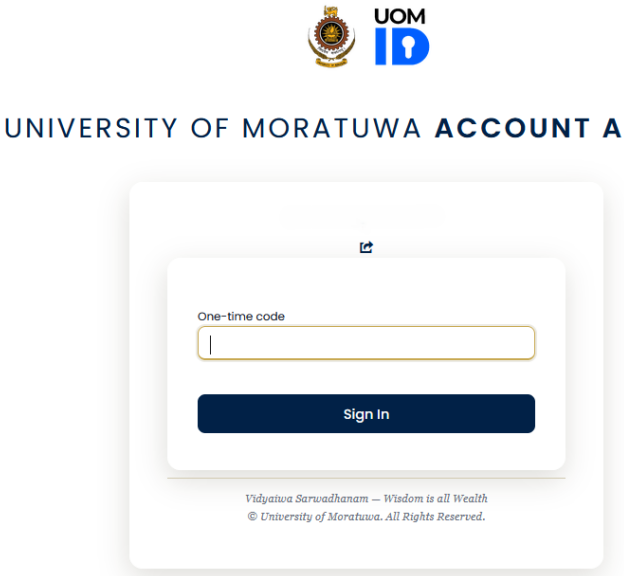
https://www.youtube.com/embed/Y-SRQVBhmak

Log in to UOM email

1. Open your browser and go to Gmail mail.google.com
2. If you are already signed in, you will automatically proceed to your gmail inbox. Otherwise you will see the UOM ID page to login at auth.uom.ac.lk.



3. Enter your UOM username and the password in the textboxes. Wait until the green tick appears in the Cloudflare box. If requested, click the checkbox.
4. Click sign in.
5. Enter the one time code from your authenticator app on your phone. If you are logging in for the first time, please follow the guide by clicking here.



6. Click sign in.
7. You are logged into your UOM email.

Access delegation guide for designated emails

> **IMPORTANT**
> **Use a private/incognito window for these steps (otherwise you will need to sign out of all the accounts)**
>
> **You should setup your designated account (click here) and login before proceeding.**

> **If your account has multiple users, One user should be appointed as the owner (he/she will hold the password and the OTP) and access should be delegated to others by repeating step 4 to step 7.**
> **Passwords or OTPs should NOT be shared.**

1. In Gmail, click the **gear icon** ⚙ (top right) → **See all settings**.
2. Open the **Accounts** tab.
3. Find **Grant access to your account**.
4. Click **Add another account**.
5. Enter your delegate's **email address** (<your_personal_uom_username>@uom.ac.lk and anyone that the account is shared with)→ **Next Step**.
6. Click **Send email to grant access**.
7. The popup will automatically close. The delegate shows as **pending** until they accept.
8. You can logout from this account. Make sure to click the blue logout button and close the window.

Next, log into your personal UOM account (click here)

1. You will receive an invitation email with 2 links. Click on the accept invitation link.
2. Click on the confirm button on the new tab that opens. You should see a Confirmation Success message.
3. Refresh the browser. You will see your designated account listed under your personal account on the accounts list (click the account icon on top right to see the list).

https://www.youtube.com/embed/I_KYjbChTEI