

Email Access Guidelines (UOM Staff)

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Log In to UOM email for the first 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". 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) 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. Install the app on your phone. Open it, add an account, and scan the QR code shown on screen.
6. Type the six digit code from your app into the one-time code box, give your device a name, 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.



UNIVERSITY OF MORATUWA ACCOUNT ACCESS

A screenshot of the UOM 'Sign In' page. It has a white background with a central white box containing the login fields. At the top of the box is the title 'Sign In'. Below it are two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right. Below the fields is a dark grey box with a green checkmark and the word 'Success!'. To the right of this box is the Cloudflare logo and the text 'Powered by Cloudflare'. At the bottom of the box is a dark blue button with the text 'Sign In'. Below the central box, at the bottom of the page, is the text 'Vidyatwa Sarwadhanam — Wisdom is all Wealth' and '© University of Moratuwa. All Rights Reserved.'

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](#).



UNIVERSITY OF MORATUWA ACCOUNT ACCESS

A screenshot of the UOM 'One-time code' page. It has a white background with a central white box containing the one-time code input field. At the top of the box is a small icon of a smartphone. Below the input field is a dark blue button with the text 'Sign In'. Below the central box, at the bottom of the page, is the text 'Vidyatwa Sarwadhanam — Wisdom is all Wealth' and '© University of Moratuwa. All Rights Reserved.'

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

Access delegation guide for designated emails

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