## ACCESS PEC.EDU.IN EMAIL

Computer Centre, Punjab Engineering College (Deemed to be University), Chandigarh'



## STEP 1: GET YOUR PEC.EDU.IN ACCOUNT FROM THE COMPUTER CENTRE

- 1. Send an Email to webmaster@pec.edu.in to receive the Username/Password
- 2. In case of any difficulty contact the following officials for support:
  - Sh. Sushil Kumar, Email ID: <a href="mailto:kumars@pec.edu.in">kumars@pec.edu.in</a>
  - Sh. Prabhsimran Singh Bindra, Email ID: <u>prabhsimran.bindra@pec.edu.in</u>
  - Sh. Sanddep Pathak, Email ID: spathak@pec.edu.in

## **STEP 2: How to Access?**

- 1. Open your web browser. If you want to open Gmail on a computer, you can do so from any web browser (e.g., Firefox, Safari, Chrome, etc.).
- 2. Open mail.pec.edu.in **OR** Open Gmail. Go to https://www.gmail.com/ in your web browser. This will open the Gmail login page. (We can also access the same from the institute website from the link: https://pec.ac.in/institute/email-services)
- 3. Enter your email address. Type your pec.edu.in email address into the "Email or phone" text box in the middle of the page.
- 4. Click NEXT. It is a blue button below the "Email or phone" text box. This will take you to the password entry page.
- 5. Enter your password. Type in the password used to access your Gmail account.

## **STEP 3: RESET YOUR PASSWORD**

- Open your Gmail inbox. You can use any web browser on your computer to reset your Gmail password.
- Click your profile photo. It is at the top-right corner of the page. A menu will appear.
- Click Google Account. It is the blue button on the menu.
- Click Sign-in & security. It is at the top of the box on the left side of the page.
- Scroll down to the "Password & sign-in method" area. It is under the "Signing in to Google" header.
- Click Password. It is under the " Password & sign-in method" header
- Enter your current password and click Next. This opens the "Password" screen.
- Type your new password into the top box. Make sure your password contains at least 8 characters, using a mix of letters, numbers, and symbols.
- Type the new password into the "Confirm new password" blank. Make sure to type it exactly as you entered it into the first box.
- Click CHANGE PASSWORD. It is the blue button at the bottom of the form. Your new password will take effect immediately.