

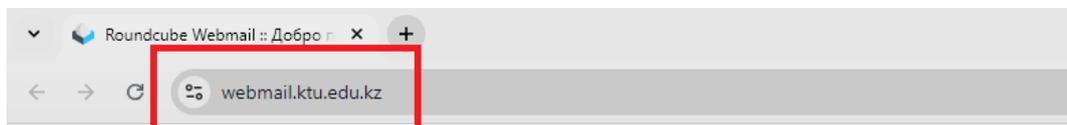
Instruction

for Using Corporate Email

To access the corporate email, use the web version of the email client at the following address: webmail.ktu.edu.kz.

Steps to log in to the corporate email:

1. **Go to the website:** Open your browser and navigate to webmail.ktu.edu.kz. (see fig. 1)

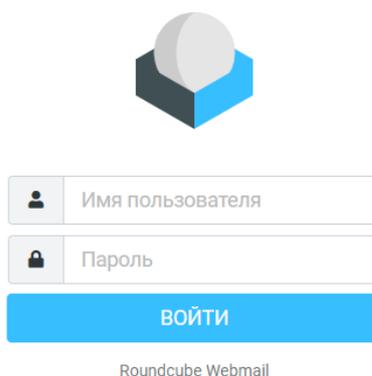


Pic. 1

2. Enter your login and password:

— In the **Username** field, enter your login with the domain **@ktu.edu.kz** (e.g., ivanov@ktu.edu.kz).

— In the **Password** field, enter the one-time password provided for initial authentication.



Pic. 2

3. Change password:

— After the first login, you will need to change the temporary one-time password to a permanent one. Follow the steps below to change the temporary password:

3.1 On the left side of the screen, you should see several buttons:

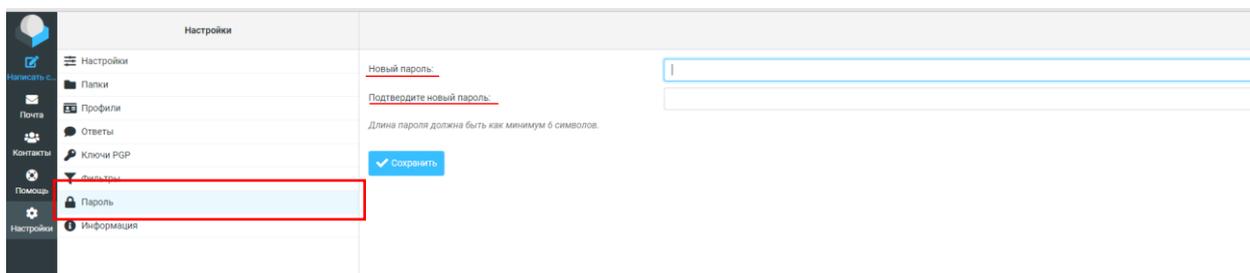
- *Compose Message;*
- *Mail;*
- *Contacts;*
- *Help;*
- *Settings;*
- *Dark Mode;*
- *About;*
- *Log Out.*

3.2 You need to go to **Settings**.



3.3 Select the **Password** field.

3.4 On the right side of the screen, fields will appear for changing your one-time password (see fig. 3). You need to enter a new password according to the requirements listed below.

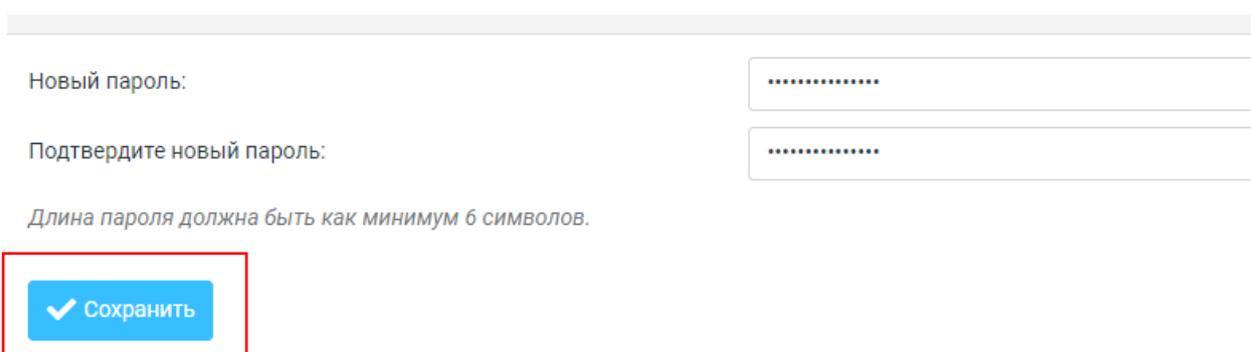


Pic. 3

Enter a new password following these requirements:

- The password must be at least 8 characters long.
- The password must contain both uppercase and lowercase letters (considering the current keyboard layout EN-RU-KZ), as well as numbers and special characters. Example: **A1b2@D3#**.
- The new password must differ from the previous one by at least two positions.
- Avoid using easily guessable combinations of characters (e.g., names, surnames, dictionary words, popular combinations like 11, 123456, qwerty, abcd, etc.).
- Do not use common abbreviations, shortcuts, or information (e.g., CPU, LAN, USER, etc.) that can be guessed (e.g., phone numbers, pet names).

4. **Confirming the password change:** After entering the new password, click the **Save** button. The new password will be activated immediately (see fig. 4).



Pic. 4

Password Security Recommendations:

- When entering your password, make sure that no one can see your actions (do not enter the password in plain sight).
- To prevent the password from being viewed using technical means, such as cameras, ensure privacy when entering it.

Password Change Again:

You can change the password yourself in the following cases:

1. After the current password expires.
2. When deciding to change the password for personal reasons.
3. During initial authentication, if a temporary password needs to be changed.

Important: If you encounter issues with accessing your email or changing your password, contact technical support.