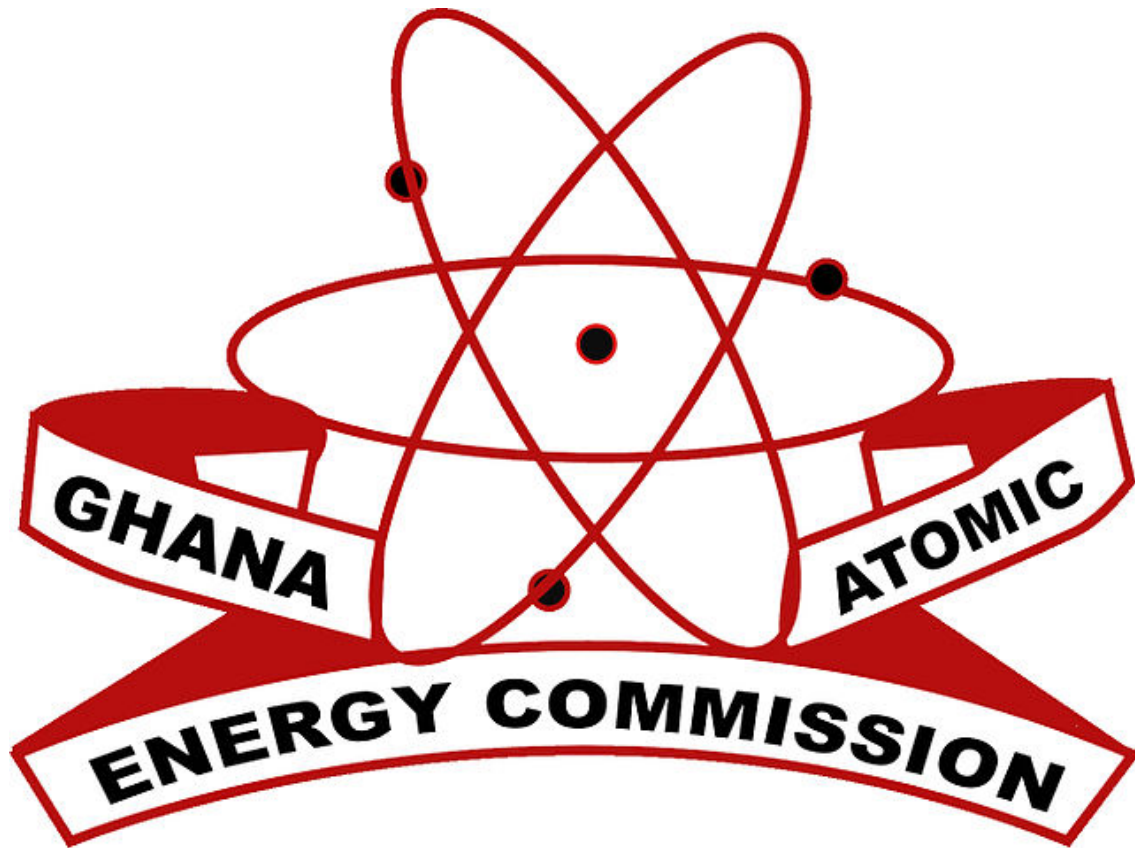


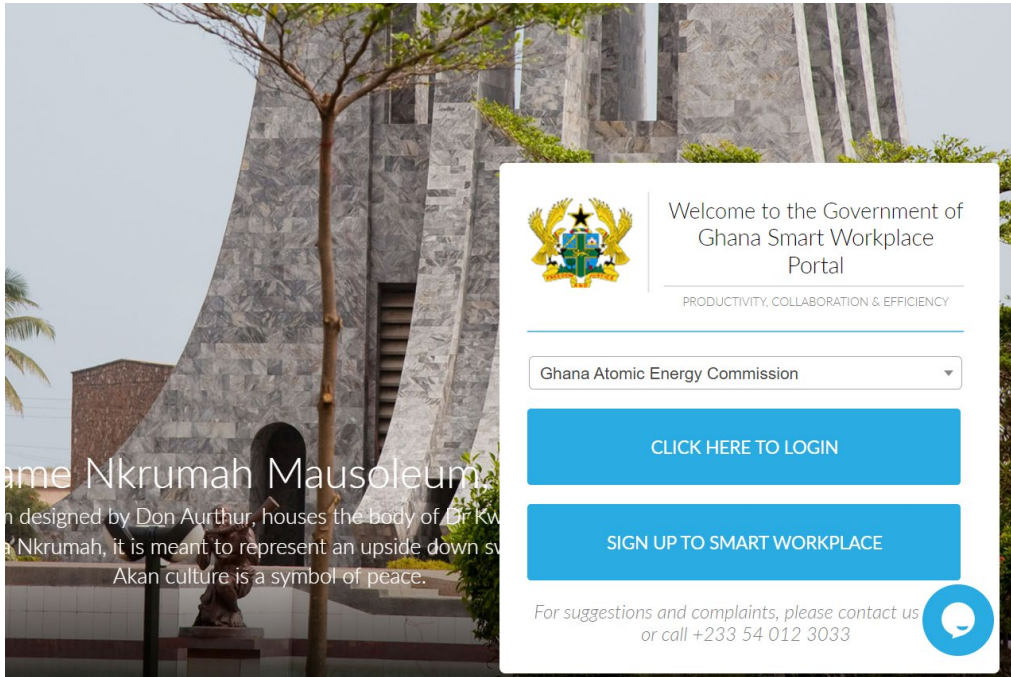
# GAEC INFORMATION TECHNOLOGY MANUAL



GAEC EMAIL VERIFICATION GUIDELINE TO  
ACCESS YOUR EMAILS

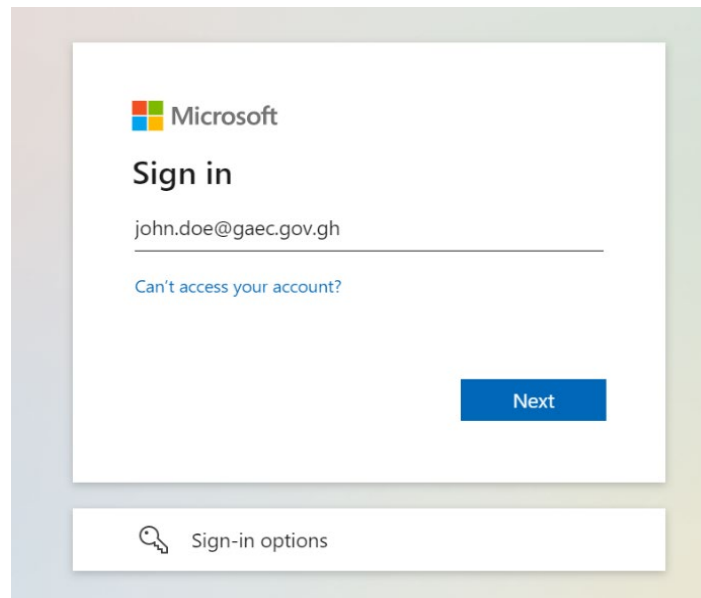
This is a guide to accessing your GAEC email.

Before you can access your GAEC email however, you first need to verify your email. To do this, access the website, <https://smartworkplace.gov.gh>. Select Ghana Atomic Energy Commission from the organization dropdown list and click the button to **Login** as shown in figure 1 below.



*Figure 1*

You will be redirected to a new page asking you to provide your GAEC email address as shown in figure 2 below. Click the **Next** button after providing the email.



*Figure 2*

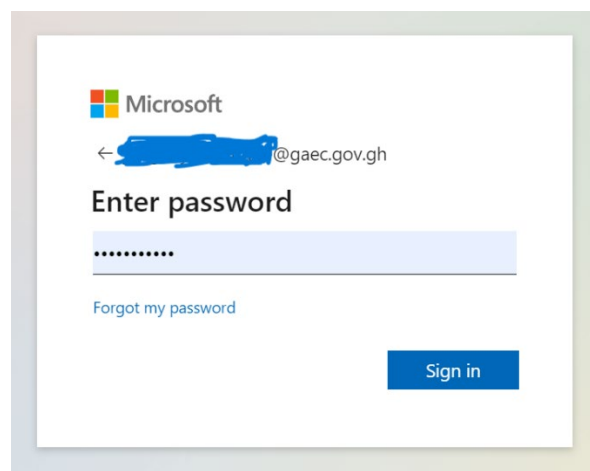
The format for the email address is as follows:

**firstname.lastname@gaec.gov.gh** OR **firstname.middlename-lastname@gaec.gov.gh**

- If your name is **John Doe**, then your GAEC email address is **john.doe@gaec.gov.gh**
- If your name is **John Henry Doe**, then your GAEC email address is **john.henry-doe@gaec.gov.gh**

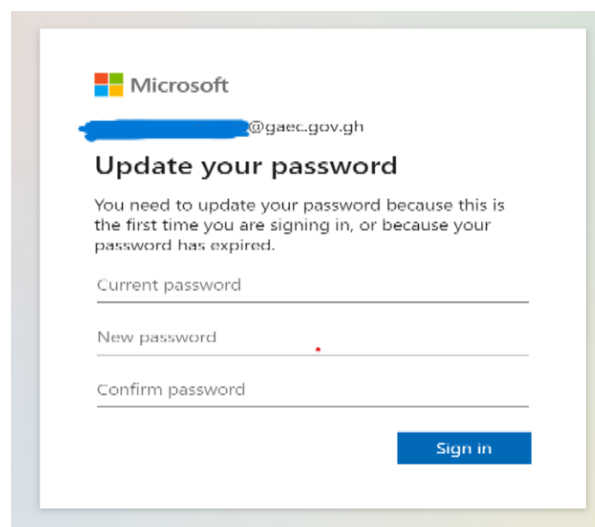
Next provide your GAEC email password as shown in figure 3 below. The default password is **TempPass1@?**

Click the **Sign in** button to proceed.

The screenshot shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address is displayed as a blue redaction followed by '@gaec.gov.gh'. The heading 'Enter password' is centered. Below the heading is a password input field with a light blue background and a series of dots representing the password. To the left of the input field is a link that says 'Forgot my password'. At the bottom right of the form is a blue button labeled 'Sign in'.

*Figure 3*

After providing the default password, you will be required to change the password as shown in figure 4 below. Click the **Sign in** button to proceed after you have provided your new password.

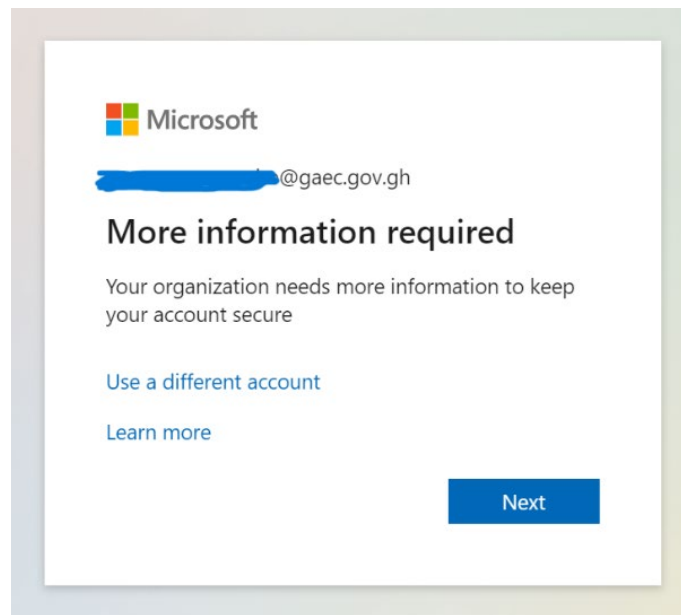
The screenshot shows a Microsoft 'Update your password' interface. At the top left is the Microsoft logo. Below it, the email address is displayed as a blue redaction followed by '@gaec.gov.gh'. The heading 'Update your password' is centered. Below the heading is a short paragraph explaining the need to update the password. There are three input fields: 'Current password', 'New password', and 'Confirm password'. The 'New password' field has a small red dot indicating a password strength indicator. At the bottom right of the form is a blue button labeled 'Sign in'.

*Figure 4*

**Note:** The password complexity requirements are:

- Not less than 8 (eight) characters.
- At least 1 (one) number
- At least 1 (one) letter
- At least 1 (one) special character

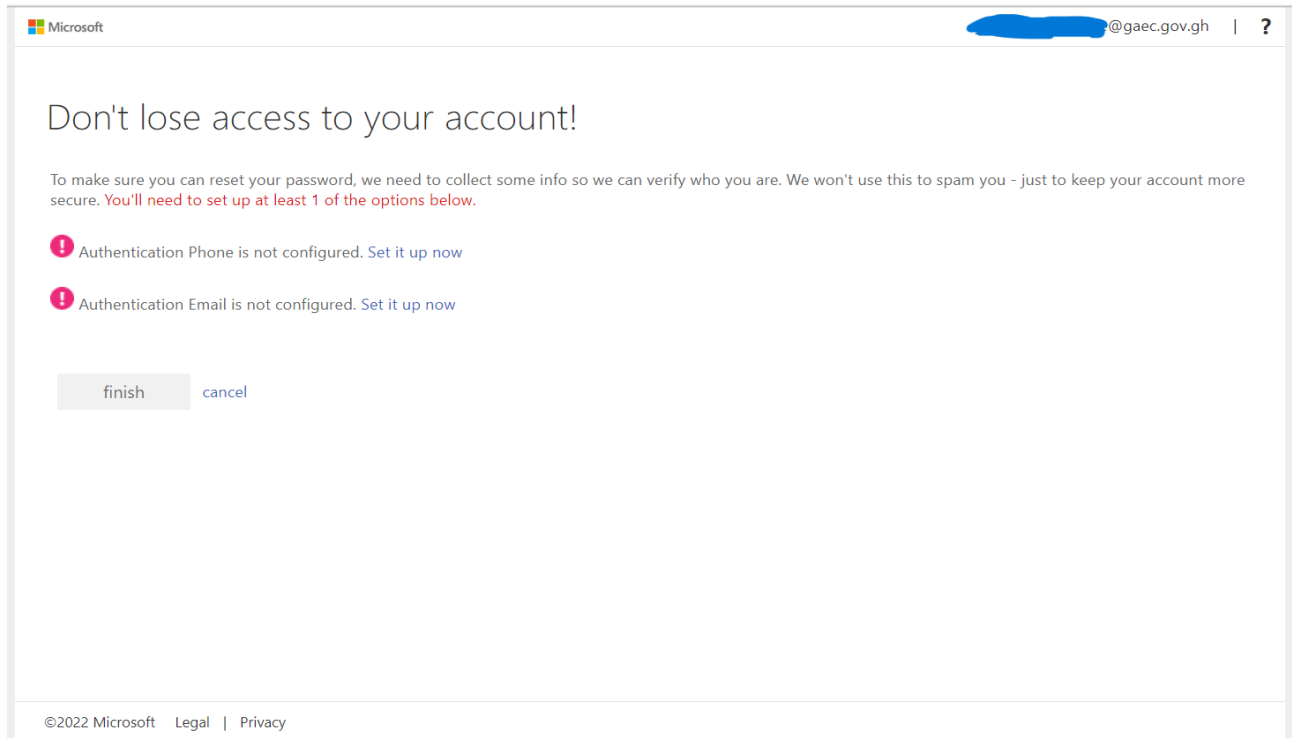
After setting up your GAEC email password, you will be required to provide additional information in order to keep your email account secure as seen in figure 5 below. Click the **Next** button to proceed.



*Figure 5*

In order to better secure your GAEC email account and provide password reset capabilities later, you are provided two options for verifying your identity. One is by providing your phone number and the other is by providing your personal email address. For this manual, we will verify using our phone number.

Click on the **“Set it up now”** text for the first option, **“Authentication Phone is not configured”** as shown in figure 6 below.



**Figure 6**

Next, select the country of origin for the phone number (in our case, Ghana +233) and then provide your phone number in relevant text field. Eg: **0201001000** (the full 10 digits) OR **201001000** (omitting the first digit). After that, you can either click the **Text Me** button or the **Call Me** button.

Microsoft

## Don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Ghana (+233)

[Redacted phone number]

text me call me

back

*Figure 7*

For either option that you choose, you will be provided with a unique code. Type in the unique code once you receive it and click the **Verify** button. (This manual was created using the **Text Me** option. If you chose the **Call Me** option, then the unique code will be provided over a call from Microsoft).

Microsoft

## Don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Ghana (+233)

[Redacted phone number]

text me call me

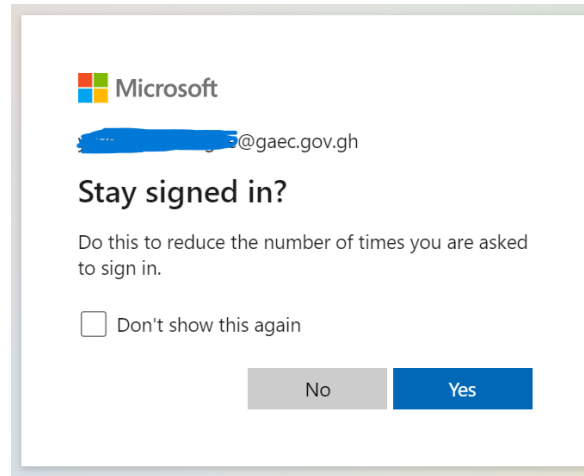
We've sent a text message containing a verification code to your phone.

136244 verify try again

back

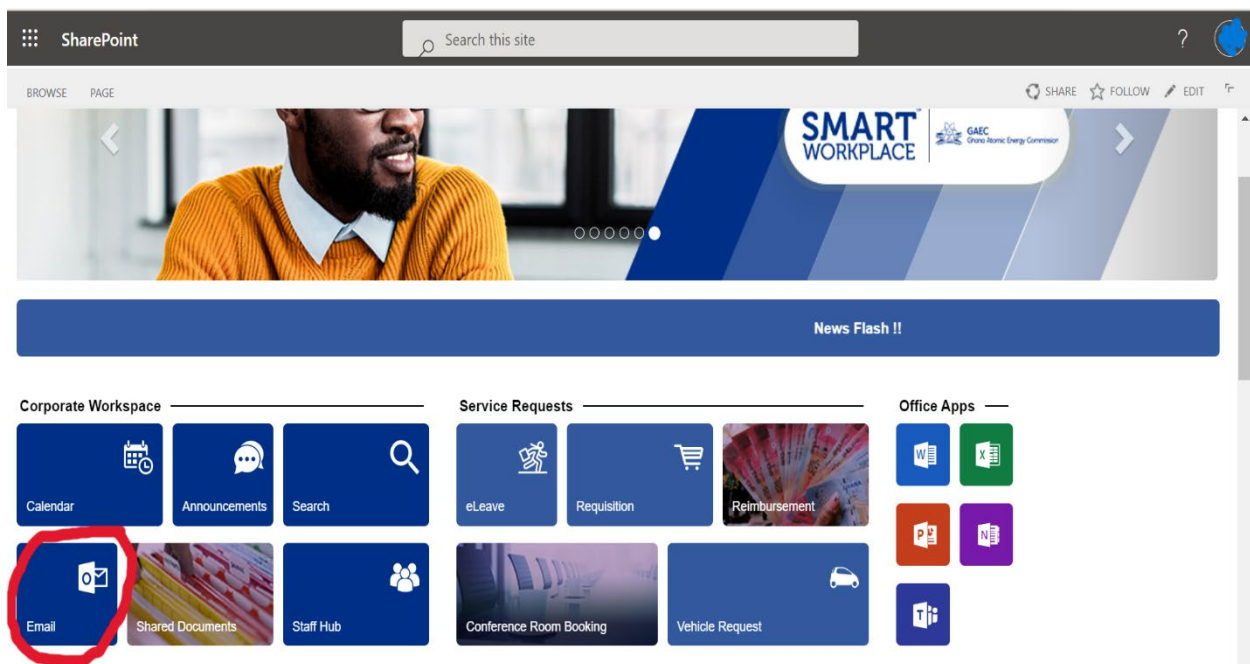
*Figure 8*

After verification, you will be asked if you want to stay signed into your GAEC email account as shown in figure 9 below. What this means is, the next time you try to access your email using the same browser that you used for verification, you will not be asked to provide a password. You will only need your email address. If you are the only user of the computer, then it is OK to choose **Yes**, however if you share the computer with other people, then choose **No** to ensure that your email account is protected from unwanted/accidental access by others.



*Figure 9*

After choosing either **Yes** or **No**, you will be redirected to a new page from which you can access your GAEC email online.



*Figure 10*

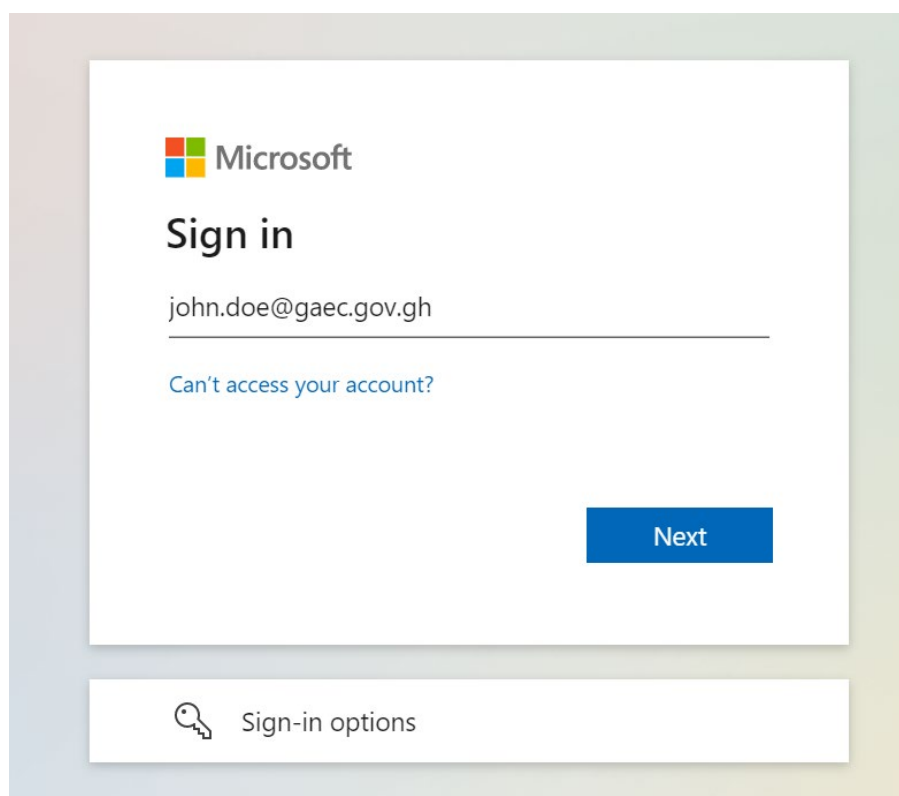
To access your GAEC email, simply click on the **Email** box circled above which will open a new tab in the browser to display your email account.

### **DIRECTIONS FOR ACCESSING YOUR EMAIL ON MICROSOFT ONLINE**

Now that the verification process is complete, if you want to access your emails, you can access them via outlook online using the URL, <https://outlook.office.com> OR via the Microsoft Outlook software on desktop and laptop or any mobile device. (See reference below)

Accessing your email with <https://outlook.office.com> allows you to have the same functionality in a browser as in the Outlook app installed on your computer.

**Step 1:** Go to <https://outlook.office.com>. Type in your GAEC email address.



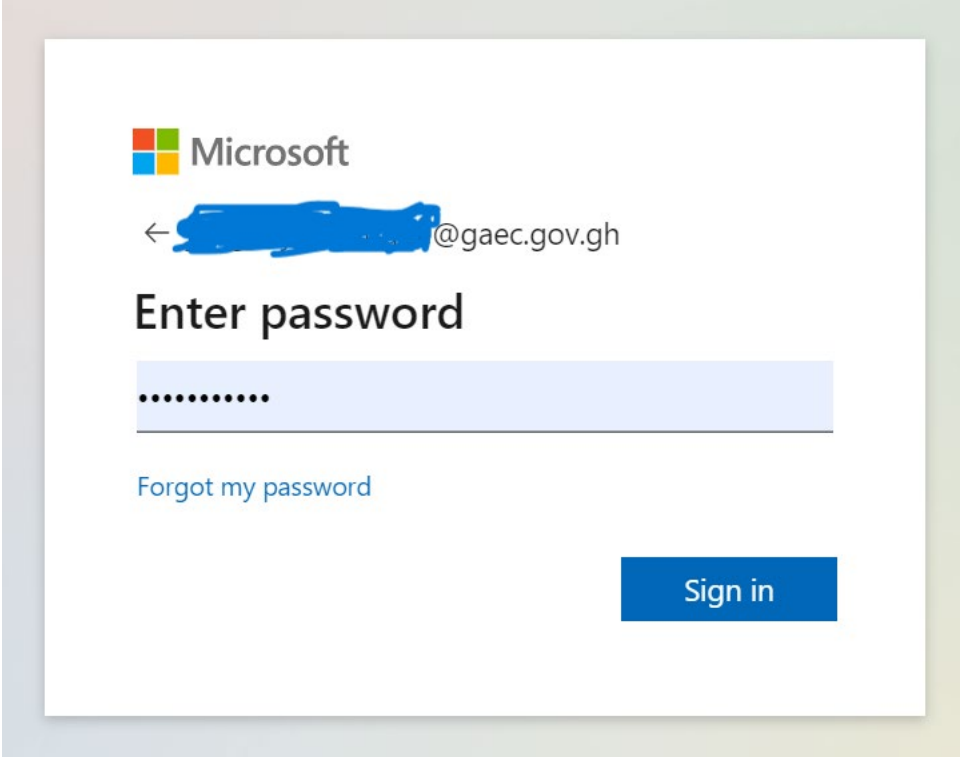
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- If your name is **John Henry Doe**, then your GAEC email address is **john.henry-doe@gaec.gov.gh**

**Step 2:** Enter your password for your GAEC email and click “**Sign in**” to access your GAEC email online.



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the email address is displayed as a blue scribble followed by '@gaec.gov.gh'. The main heading is 'Enter password'. Below this is a password input field containing ten dots. Underneath the field is a link that says 'Forgot my password'. In the bottom right corner, there is a blue button labeled 'Sign in'.

## REREFENCES

1. To download Office 365 unto your desktop or laptop which also includes Microsoft Outlook, use the manual titled: **“How To Download And Install Microsoft 365 Or Office 2021 On Your Pc”**.
2. To connect your GAEC email to your Outlook software, use the manual titled **“A Quick Start Guide For Ms. Outlook On A Pc”**.