

How do I sign into my OCA Email Account?

At the bottom of the article page you can download the ['Guide - Signing into your OCA Email Account'](#) attachment that contains step-by-step screenshots demonstrating the sign in process.

The steps below apply to Desktop, Laptop, Mobile and Tablet users:

If you are already signed in with a personal Google Account, follow the guidance under the Existing Google Account heading below.

1. Access your web browser. Please note that the TEL Team recommends using [Google Chrome](#).
2. Navigate to the Google homepage - [google.com](#). If you are new to using Google, please consult the [How can I navigate the Google Homepage Interface?](#) article.
3. Select the 'Sign in' button located in the upper-right corner.
4. Enter your OCA email address in the 'Email or phone' field. Your OCA email address will always follow the format

'firstname123456@oca.ac.uk' - the 6 digits are your unique student number.

5. Enter your password when prompted. Please note that new students can find their password in the initial OCA Welcome Email, whereas returning students should enter their most recent password. Contact ithelpdesk@oca.ac.uk if you require a password reset.

6. If this is your first time signing in with your OCA email address, you will be prompted to change your password to something more memorable.

7. OCA mandates that all students enable 2-Step Verification on their account as an essential security requirement, failure to do so will result in losing access to your account until it is reinstated by the IT Team. Consult the [How do I enable 2-Step Verification \(2FA\)?](#) article for further guidance.

Existing Google Account

In the event that you are already signed into the Google homepage using a personal Google Account, please follow the steps below:

- 1.** Access your web browser. Please note that the TEL Team recommends using [Google Chrome](#).
- 2.** Navigate to the Google homepage - [google.com](#).
- 3.** Select the Google Account Profile Icon in the upper-right corner.
- 4.** Select 'Add account', then enter your OCA email address in the 'Email or phone' field.
- 5.** Enter your password when prompted. Please note that new students can find their password in the initial OCA Welcome Email, whereas returning students should enter their most recent password. Contact ithelpdesk@oca.ac.uk if you require a password reset.
- 6.** You will now be signed into your OCA Email Account.
- 7.** OCA mandates that all students enable 2-Step Verification on their account as an essential security requirement, failure to do so will result in losing access to your account until it is reinstated by the IT Team. Consult the [How do I enable 2-Step Verification \(2FA\)?](#) article for further guidance.

Switching Between Accounts

If you use an existing personal Google Account, you will likely need to switch between your personal Google Account and OCA Email Account. To do so, follow the steps below:

- 1.** Navigate to the Google homepage - [google.com](https://www.google.com).
- 2.** Select the Google Account Profile Icon in the upper-right corner.
- 3.** Select 'Show more accounts' to reveal the previous accounts you have signed in with.
- 4.** Select the account you wish to sign into. Please note when switching to your OCA Email Account, you may be prompted to enter your password or complete 2-Step Verification for security purposes.
- 5.** You will now be signed in and can repeat this process when you wish to switch to another account.

Alternatively, if you would like to remain signed into both your personal Google Account and OCA Email Account simultaneously, you may wish to use Google Chrome Profiles (see the Google Chrome Profiles section) to keep your accounts and associated data separate.

Google Chrome Profiles

Please note that Google Chrome Profiles are only available to Desktop and Laptop users, therefore Mobile and Tablet users must switch accounts using the process outlined in the Switching Accounts section.

Students already using a personal Google Account may wish to create a new Google Chrome Profile to set up your OCA Email Account. This will allow you to keep your Google Accounts and associated data, such as bookmarks, search history and saved passwords separate.

Consult the [What are Google Chrome Profiles and how can I use them?](#) article for guidance on creating a new profile and how to switch between them.