GRAMBLING STATE UNIVERSITY
EMAIL PROCEDURE

Grambling State University is using **Microsoft Outlook** as their email provider. Your email address is *USERNAME@GRAM.EDU.* To utilize your email, you just double click on the Microsoft Outlook icon on the desktop and your email will open. You will have to be log on to your designated machine for Microsoft outlook to open when you double-click on the icon

You can also access your email at home by going to the Grambling's webpage www.gram.edu and double click the *GSUNET* icon. A user name and password box will appear in which your username will be *BANNER1\USERNAME* if you are using windows XP. If you are using windows 2000 there will be three boxes username, domain and password, (example: your username, password, and domain and that would be banner1. Then double click on the **GSUMAIL** link under the top border. Then a box that will appear in which it will ask for your username and password. Then your email will appear. You can also check your email off site or at home by going to Grambling webpage and click on *Current Student*, then scroll down to *GSUMAIL,* then enter in your username and password.

If you were interested in changing your password, just press control, alt, delete at the same time and click on the tab that says change password. Follow the prompt in entering in your old password, then your new password, and then, confirm your new password and click enter and your password would be change.

If you're having any problems, you can summit your problem through the online help desk request services through Track-it. You access it by going to the Grambling's web page, click on GSUNET, scroll down to the bottom and click on **GSU TrackIT Helpdesk.** Go to, *to get started, click here.* If the username and password page comes up that means that you are not added to the track-it list, therefore you can call the Information Technology Center extension 6143 or email the help desk at, *helpdesk@gram.edu.*