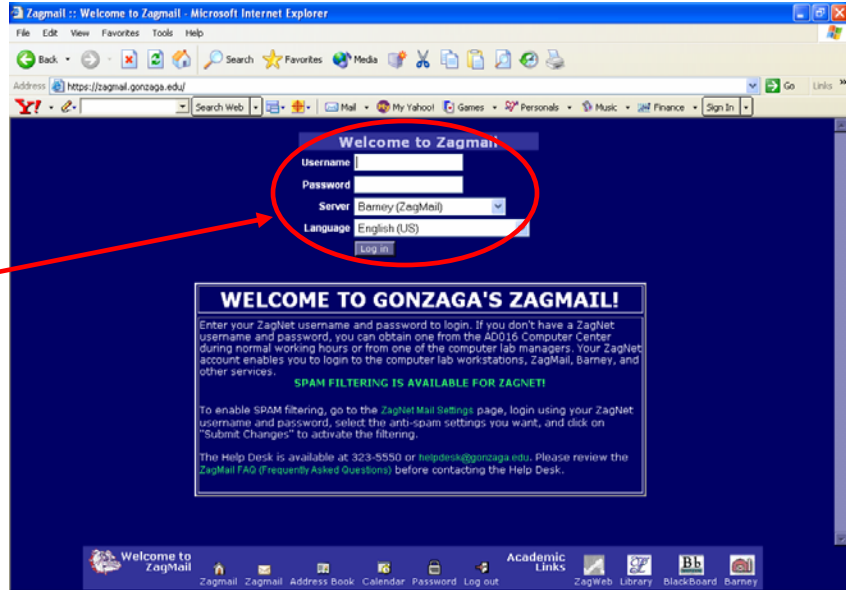


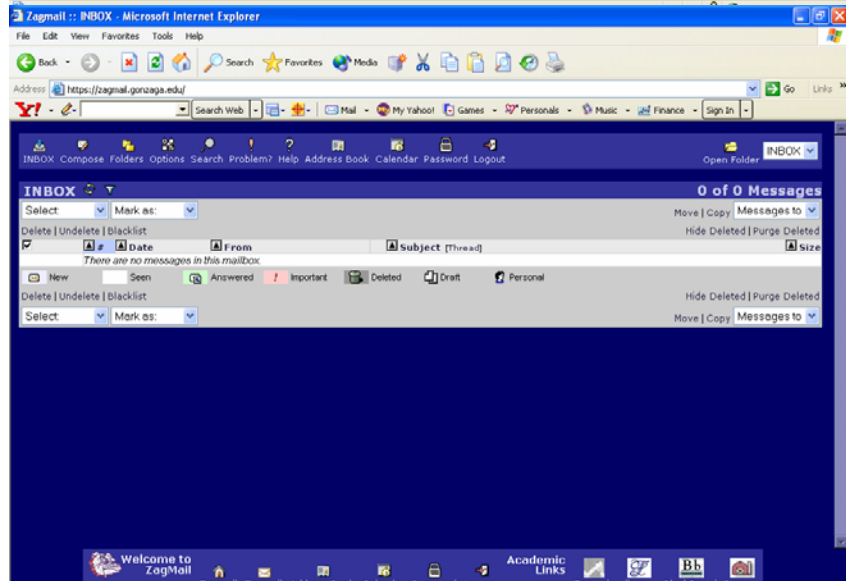
Zagmail: Gonzaga Email Access and Email Forwarding

Gonzaga Online – Quick Start Guide

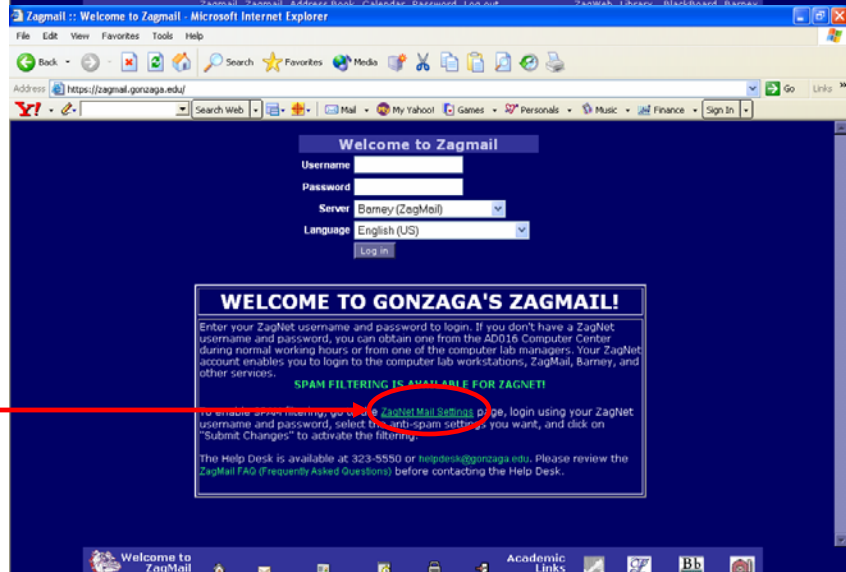
Step 1: Go to <http://zagmail.gonzaga.edu>. Login using the username and password provided to you. You should have received this information in an email from the Enrollment Coordinator (Paeca Souther).



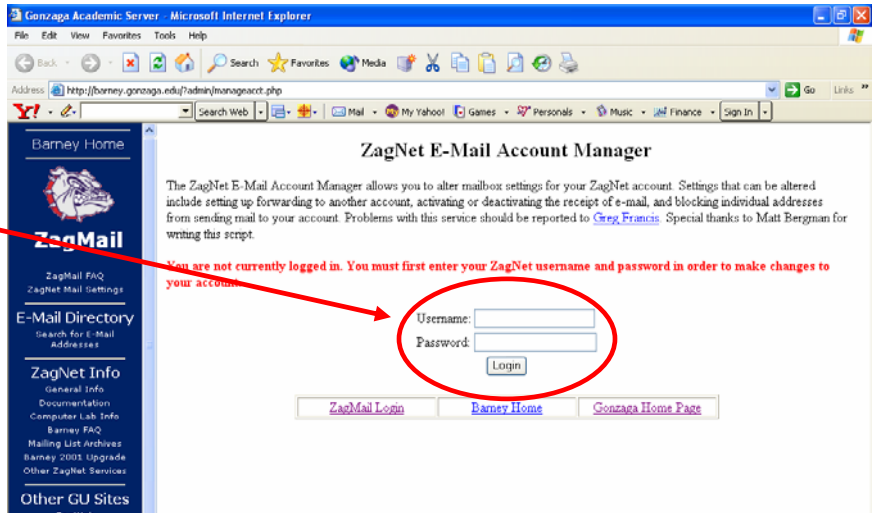
Step 2: After logging in, you will be brought to your inbox. This is where you will receive all of your Gonzaga email. It is important that you check this email on a regular basis, as all course AND university correspondence will go to this account. ***You are responsible for all communication that is sent to your Gonzaga email account.***



Step 3: Because you are responsible for all communications sent to your Zagmail account, we recommend that you forward your Zagmail to an email account that you already check on a regular basis. To do this, go to the Zagmail home page (<http://zagmail.gonzaga.edu>). Click on “Zagmail Mail Settings”.

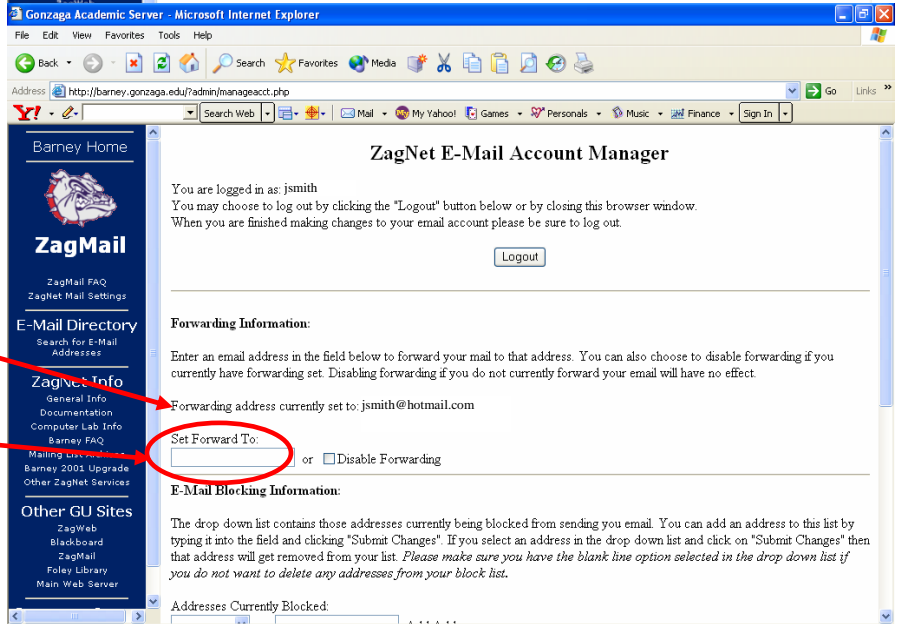


Step 4: Log in using your Zagmail username and password.



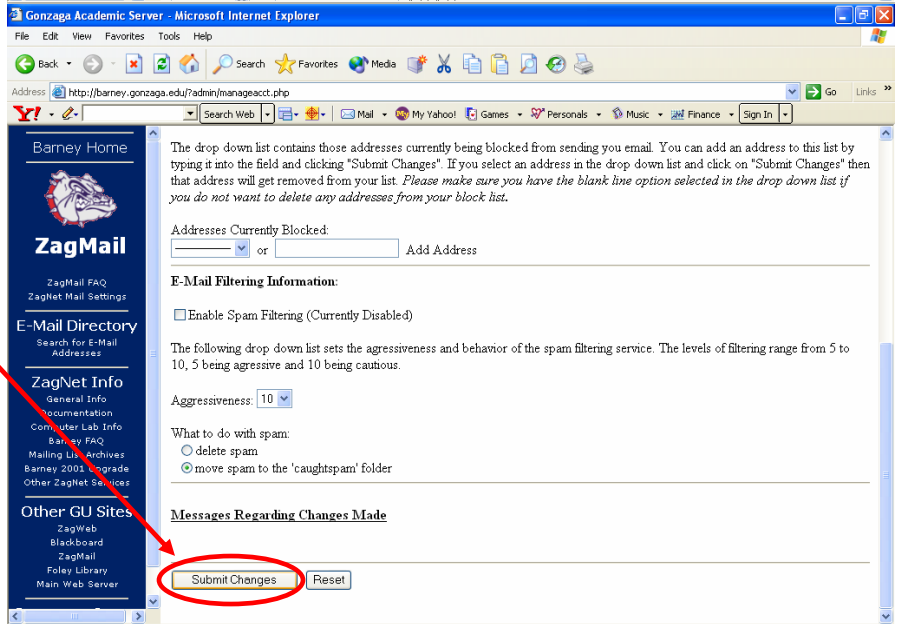
Step 5: Go to the “Forwarding Information” section. If you already have set an email address to forward your Zagmail account to, you will see it listed here.

To forward your Zagmail email, click in the “Set Forward To:” box and enter your email address.



Step 6: After you enter your email address, be sure to **scroll down** and click on **Submit Changes**. Once you do this, your Zagmail account will forward to your specified email account.

If you would like to disable the Zagmail forwarding, come back to the “Forwarding Information” section and check the box that says **Disable Forwarding**.



If you have any questions about this QuickStart Guide, please contact your Enrollment Coordinator (Paeca Souther – 866.674.8287) or your Student Services Coordinator (Jennifer Stoker – 866.295.3111).