



Information Technology Center
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Student Email Procedure

TO RETRIEVE YOUR EMAIL ACCOUNT INFORMATION:

1. Go to www.gram.edu
2. Go to Quick Links
3. Select Banner Web
4. Select Enter Secure Area
5. Enter your G# and 6-digit pin
 - Userid: G00123456
 - Pin: 123456
6. Select Login
7. Select Email Account Information
8. Your account will be listed as shown (Example):
 - Username: jddoe26@gsuemail.gram.edu
 - Password: ABC123

TO ACCESS YOUR EMAIL:

9. Go to www.gram.edu
10. Go to Quick Links
11. Select Webmail
12. Enter your username and password
 - Username: [jdoe26](mailto:jdoe26@gsuemail.gram.edu) (not the entire email address)
 - Password: ABC123 (in capital letters)
13. Click Logon