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# ZIMBABWE EZEKIEL GUTI UNIVERSITY

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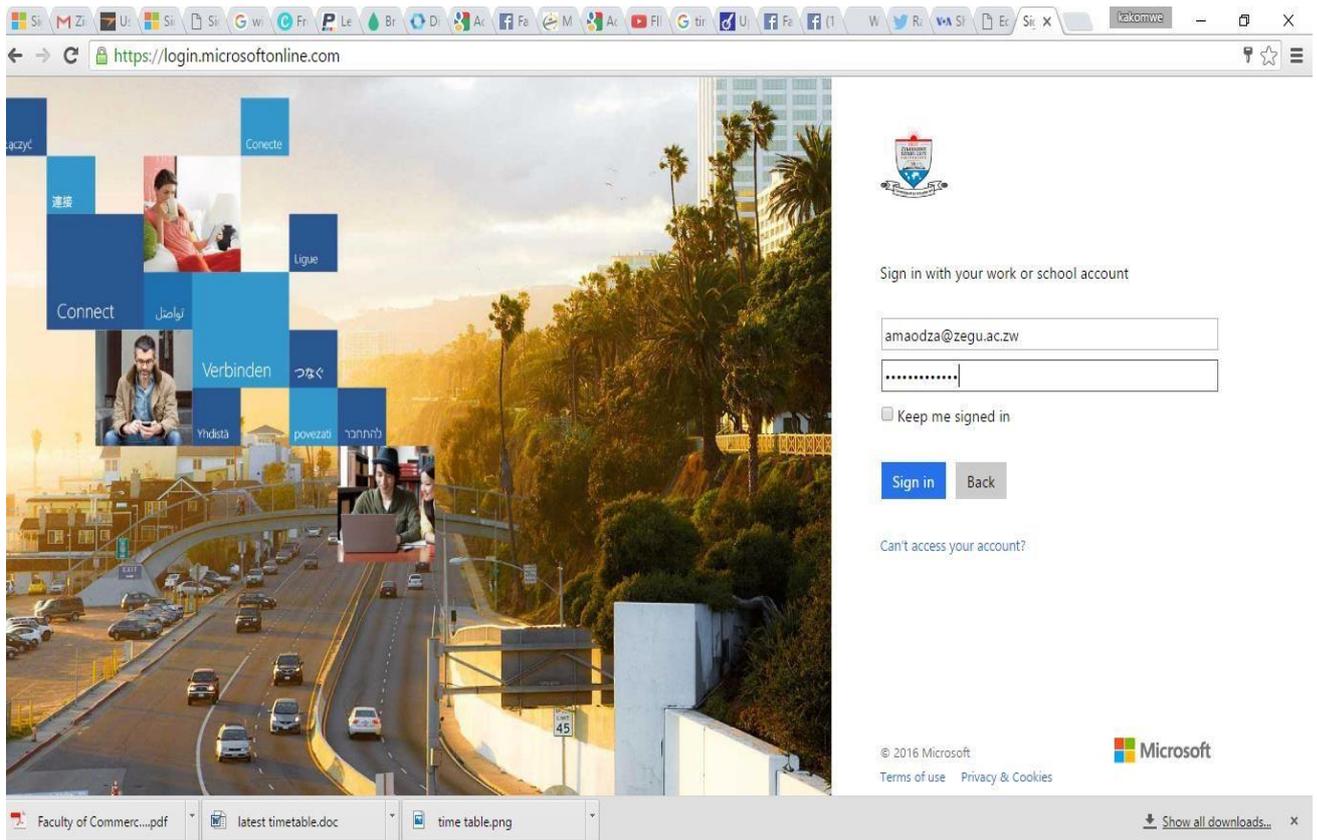
**DEPARTMENT OF ICT**

## How to access ZEGU Email Accounts

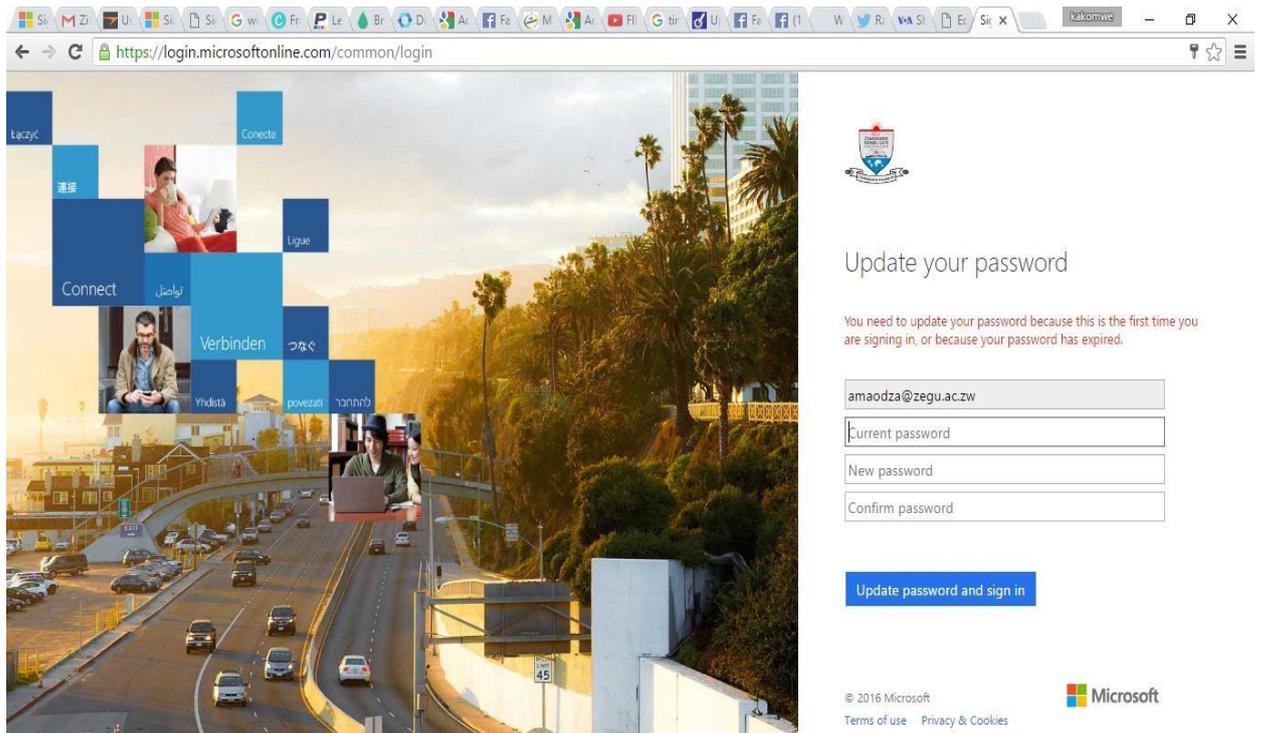
1. Log on to [www.zegu.ac.zw](http://www.zegu.ac.zw)

The screenshot shows the homepage of Zimbabwe Ezekiel Guti University. At the top, there is a navigation bar with links: Visit ZEGU, Apply Now, Vacancies, Downloads, Quality Assurance, and Gallery. A search bar is also present. The main header includes the university logo, the name 'ZIMBABWE EZEKIEL GUTI UNIVERSITY', and the motto 'DEVELOPING A TOTAL PERSON Committed To Excellence'. Below this is a secondary navigation bar with links: Home, About Us, Faculties, Admissions, Campus Life, News, Research, Library, and Contact Us. The main content area features a large banner for 'COMPUTER LABS WITH RELIABLE INTERNET ACCESS' with an image of a computer lab. Below the banner are three sections: 'CURRENT STUDENTS', a subscription form with the text 'You can subscribe to our weekly', and 'PROSPECTIVE STUDENTS'.

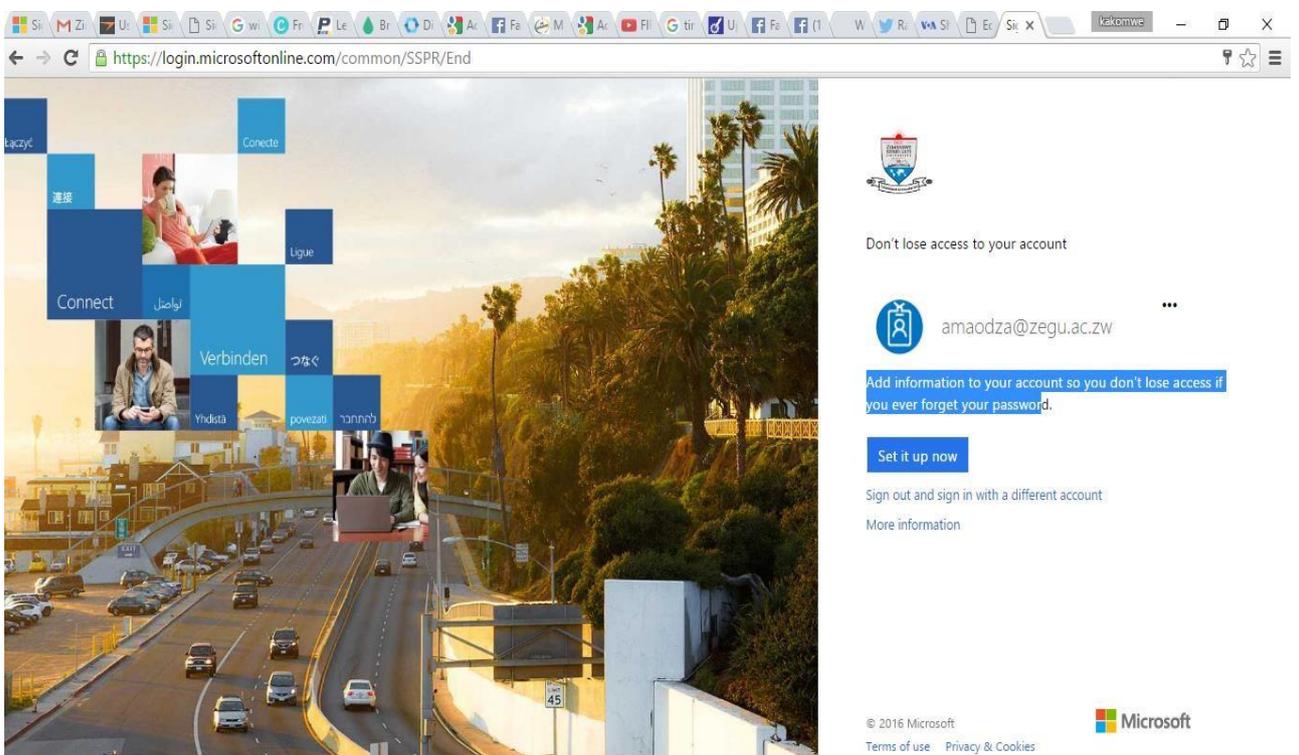
2. Click on **Webmail**, enter your email address Note: email address is your initial and surname like [amaodza@zegu.ac.zw](mailto:amaodza@zegu.ac.zw) and the password is **Password2015?**, click **Sign in**



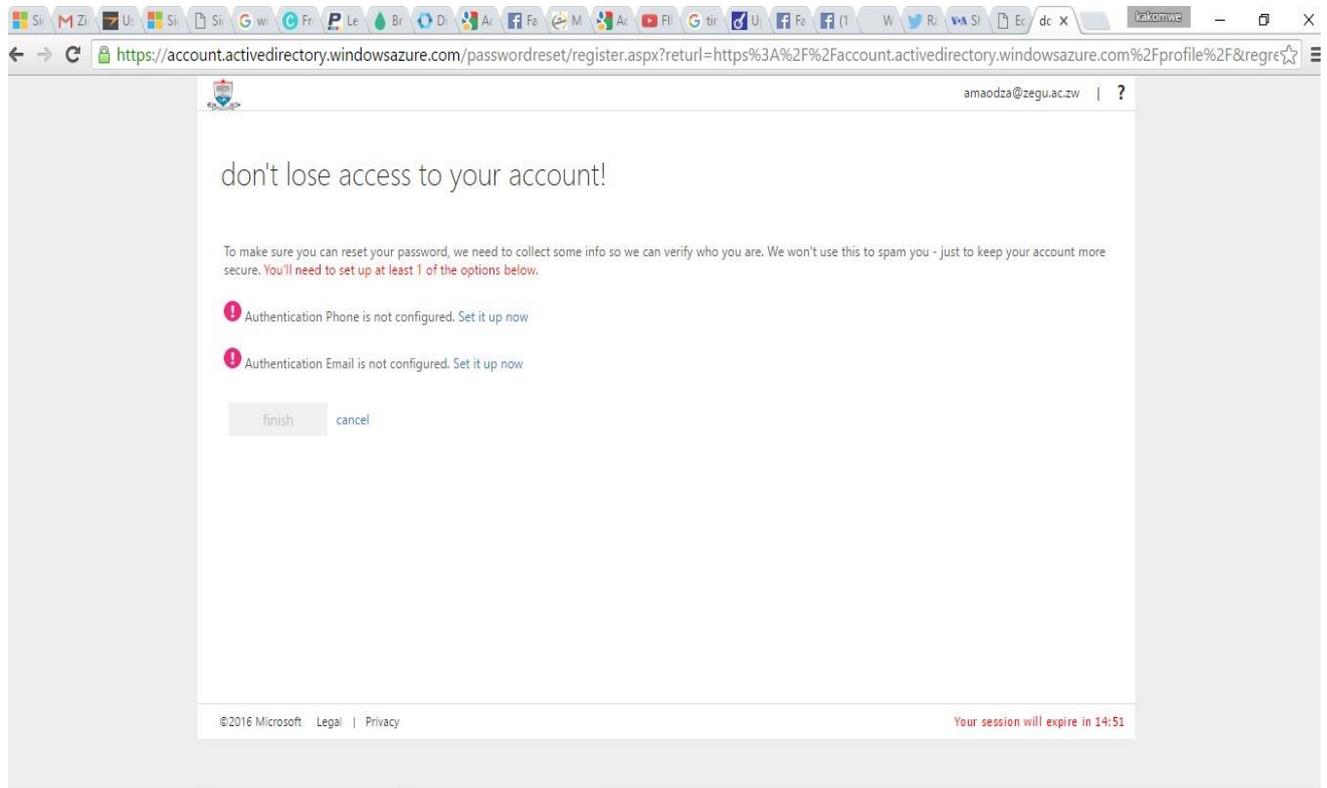
3. The system will ask you to Update your the password, the *current password* is *the one that the user was given by IT*, the *new password* is password of your choice (*the password should be at least 8 alphanumeric characters, with at least 1 Capital Letter and special characters like ?, \$, %, & etc.*), please *confirm* the new password, then click **Update password and sign in**.



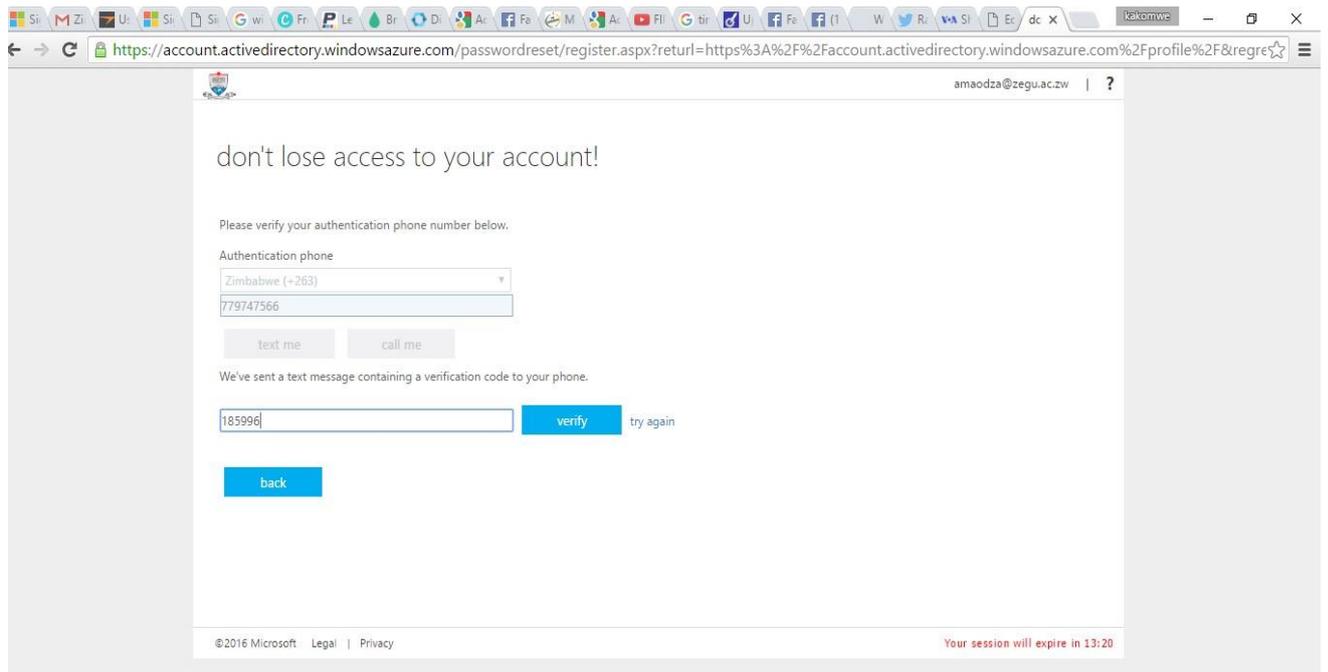
4. The system will ask you to Add information to your account so you don't lose access if you ever forget your password i.e. *self-password reset*. Click **Set it up Now**



5. Under Authentication Phone is not configured. Click **Set it up now**



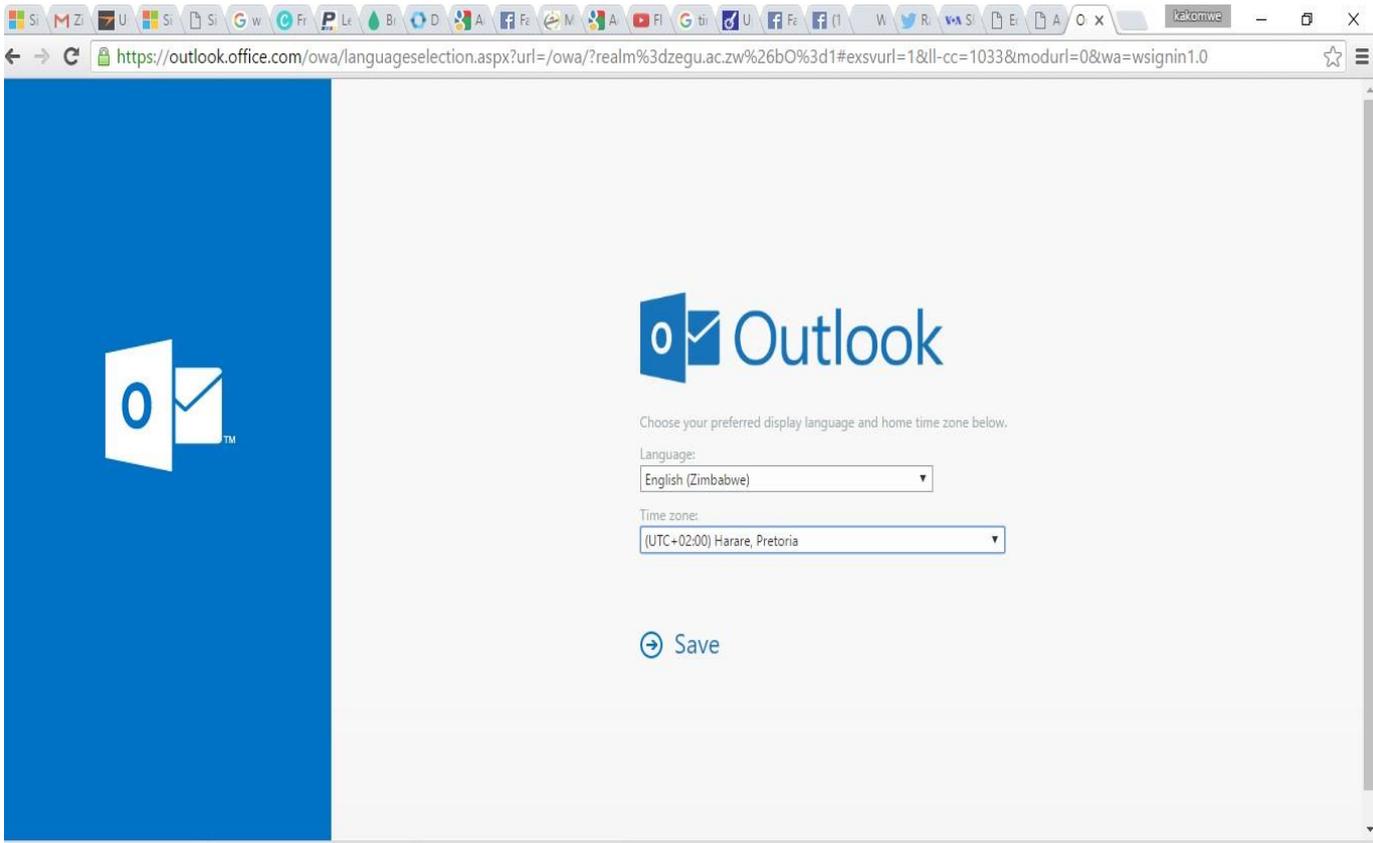
6 Under Country or region select Zimbabwe (+263) “*please note this is very important*”. Your Authentication phone number should be like **773747566** and click text me; a text message will be send to the phone number you use as your authentication phone number. *Due to poor Econet Network @ Zegu Campus, Telecel and Netone lines are better.* Enter the 6 digit verification code and click **Verify** as shown below



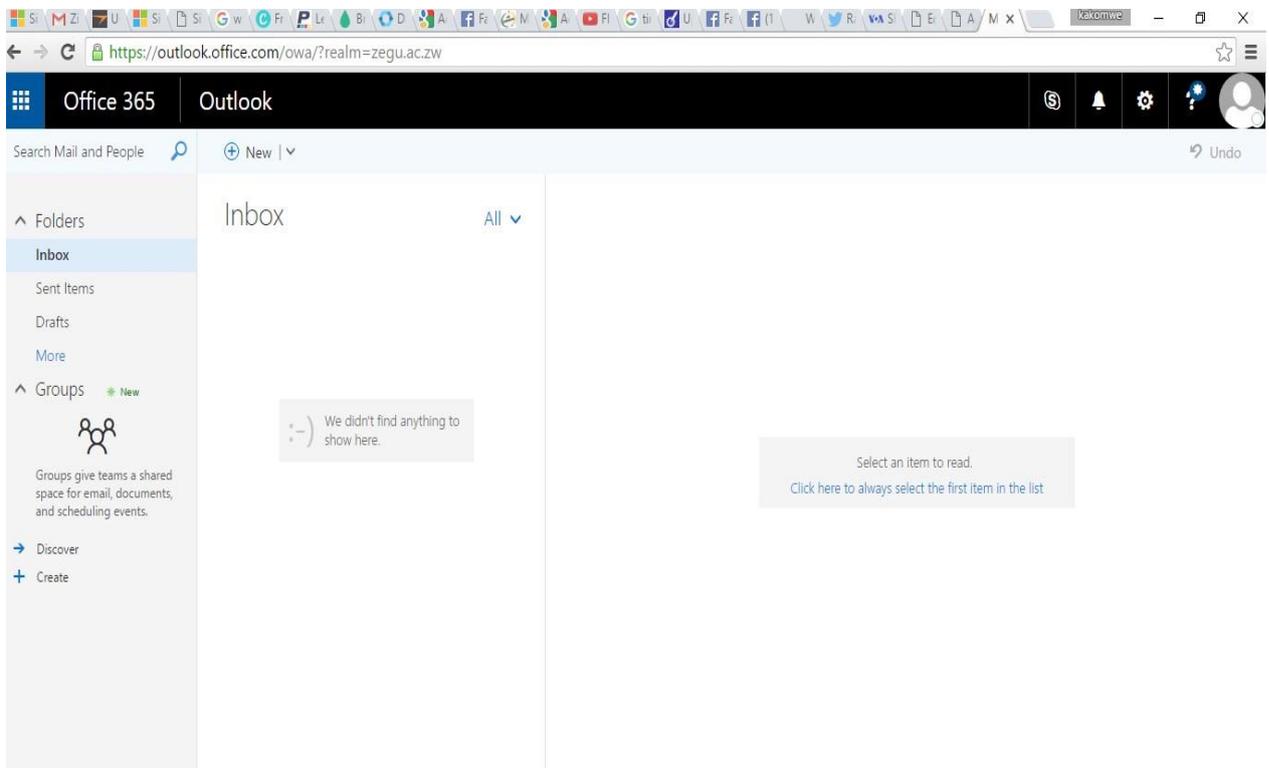
**Note: Follow the same steps to verify the email.**

### 7. Click **Verify**

8. Click on Office 365 Exchange Online Services and you will be directed on the page below, Under Language select English (Zimbabwe) “*this is very important*”, Time Zone select Harare, Pretoria “*this is very crucial*”, AND click **Save** as shown below;



9. One will be , you can now send and receive emails using ZEGU mail.



*You can download the Microsoft Outlook Mobile Application on Apple or Google Play Store , then logon using your credentials for mobile access to your ZEGU email.*

Enjoy the services, any challenges send email to [support@zegu.ac.zw](mailto:support@zegu.ac.zw) God bless.