## ZIMBABWE EZEKIEL GUTI UNIVERSITY



DEPARTMENT OF ICT

## How to access ZEGU Email Accounts

*1*. Log on to <u>www.zegu.ac.zw</u>



2. Click on *Webmail*, enter your email address Note: email address is your initial and surname like <u>amaodza@zegu.ac.zw</u> 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

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٢	amaodza@zegu.ac.zw   <b>?</b>
don't lose access to your account!	
To make sure you can reset your password, we need to collect some info so we can verify who you a secure. You'll need to set up at least 1 of the options below.	are. We won't use this to spam you - just to keep your account more
Authentication Phone is not configured. Set it up now	
• Authentication Email is not configured. Set it up now	
finish cancel	
©2016 Microsoft Legal   Privacy	Your session will expire in 14:51

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

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	don't lose access to your account! Please verify your authentication phone number below. Authentication phone Zimbabwe (+263) T79747566 Text me call me We've sent a text message containing a verification code to your phone. IB5996 Verify try back	again		
	©2016 Microsoft Legal   Privacy		Your session will expire in 13:20	

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;

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Chose your preferred display language and home time zone below. Language: English (Imbabwe) Time zone (UTC + 0200) Harare, Pretoria	← → C 🔒 https://outlook.office.com/	wa/languageselection.aspx?url=/owa/?realm%3dzegu.ac.zw%26bO%3d1#exsvurl=1&ll-cc=1033&modurl=0&wa=wsignin1.0
		Image:   Image:

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

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Search Mail and People 🛛 🔎	⊕ New   ∽						9 Und	0
<ul> <li>Folders</li> <li>Inbox</li> <li>Sent Items</li> <li>Drafts</li> <li>More</li> <li>Groups * New</li> <li>Groups give teams a shared space for email, documents, and scheduling events.</li> <li>Discover</li> <li>Create</li> </ul>	Inbox *- ) We didn't find anything to *- ) show here.	All ¥		Select an item to read. Click here to always select the first item in the list				

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 <u>support@zegu.ac.zw</u>God bless.