

## USING PANTHERMAIL

### ABOUT PANTHERMAIL

PantherMail is Georgia State University's campuswide email system for students. PantherMail is hosted by Windows Live and includes new features such as Mail, Spaces and Calendar. The system is user-friendly and customizable.


### CHECKING EMAIL

Checking your email messages in PantherMail is a simple process. Follow the steps below for more information.

### LOGIN TO YOUR ACCOUNT

To login to your account you will need your full student email address and your password. Your initial password is your **PantherCard #**, located on the front of your student ID. If you have not changed your password, enter this number *without the dashes*. (Note: Your PantherCard# can be found on the front of your panther card.)

Sign in

 Windows Live ID:   
(example555@hotmail.com)

Password:   
[Forgot your password?](#)

Remember me on this computer (?)

Remember my password (?)

### CHECKING YOUR MESSAGES

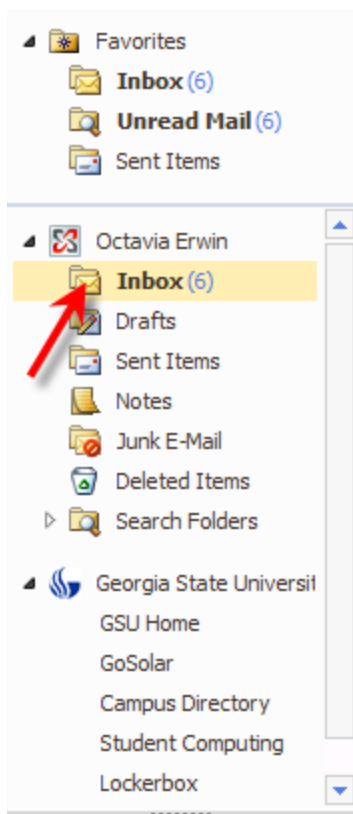
Once you are logged in, follow the steps below.:

1. From the Windows Live homepage, choose **Mail** in the menu bar.



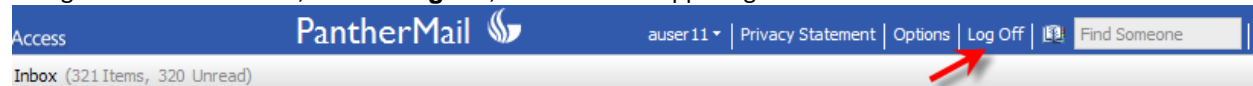
2. The email display now appears in the window.

3. Select **Inbox**, if it is not already selected. To view a different folder, select it from the sidebar menu.



#### LOGGING OFF

To sign out of PantherMail, choose **Log Off**, located in the upper right corner of the window.



#### FURTHER SUPPORT

Further support for using PantherMail is available from the IS&T Help Desk at 404.413.4357.