

## PANTHER MAIL

- Please be aware that your PantherMail is not associated with your Campus ID account. When you change your Campus ID password your PantherMail password will not be affected. When you change your PantherMail password, your Campus ID password will not be affected.
- PantherMail works best with **Internet Explorer**. For Macintosh users, the Firefox browser is recommended. Many of the PantherMail features will not work in Safari and Google Chrome.

## OBTAINING YOUR STUDENT EMAIL ADDRESS AND PASSWORD

### YOUR STUDENT EMAIL ADDRESS:

Your student e-mail address is your Campus ID followed by **@student.gsu.edu**. Your Campus ID is located on the back of your Panther Card above the magnetic strip. If you do not have your Campus ID you can retrieve your student e-mail information from the Campus Directory online.

### RETRIEVING YOUR EMAIL FROM THE CAMPUS DIRECTORY

1. Go to <http://campusdirectory.gsu.edu>.
2. Enter your **First** and **Last** Name in the boxes provided.
3. Click **Search**.

The screenshot shows the 'Campus Directory' search page. It has a title 'Campus Directory' in red. Below it is the heading 'Search For People'. There are three input fields: 'Last Name' with a 'Starts With' dropdown menu, 'First Name' with a 'Starts With' dropdown menu, and 'Search For' with a dropdown menu set to 'All'. At the bottom, there is a 'Search >' button and a link for 'Advanced Search'.

4. You should see your name listed on the Search Results Page.  
*\*Note: If you do not see your name listed in the directory, contact [help@gsu.edu](mailto:help@gsu.edu)*
5. Double click your **Name**.
6. Your student e-mail will be displayed last.

The screenshot shows a 'Campus Directory Profile' for 'John Doe'. It lists 'Student' status, 'CampusID : doe1', and 'College : College of Education'. The 'Student e-mail : doe1@student.gsu.edu' is circled in blue.

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## OBTAINING YOUR INITIAL PASSWORD

Your initial password for PantherMail is your **Panther #** *without* the dashes.

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## RETRIEVING YOUR PANTHER # FROM YOUR PANTHER CARD

Your Panther # is located on the front of your Panther Card below your photograph.

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## RETRIEVING YOUR PANTHER # ONLINE

1. Go to <http://webdb.gsu.edu/lookup>
2. Enter the last 4 SSN and your CampusID OR your First and Last name, the last 4 SSN, and your Date of Birth.
3. Click **Search**.

**Panther # Lookup**  
Search For Panther #

Last 4 SSN  
or Last 4 A or S#

Campus ID :

All fields are required

\_\_\_\_\_ OR \_\_\_\_\_

First Initial :

Last Name :

Last 4 SSN  
or Last 4 A or S#

Date of Birth :

All fields are required

4. You will now see you Panther # listed.

**Information For:**

Name : Doe, John  
E-mail : jdoe1@student.gsu.edu  
Campus ID : jdoe1  
  
Employee ID :  
Library ID :

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## FURTHER SUPPORT

For further support please contact [help@gsu.edu](mailto:help@gsu.edu)