Accessing Your @morgan.edu Email

START HERE: LOG IN AT A WORKSTATION USING YOUR PASSPHRASE

Use your unique passphrase created during your first login to access a workstation and the internet.

ACCESSING YOUR GMAIL ACCOUNT

Navigate to: https://www.morgan.edu/gateway

When prompted, enter your username and passphrase.

CLICK THE EMAIL ICON TO OPEN YOUR INBOX

Click the following icon to access your @morgan.edu email.

Click the 9-square icon to access other Gmail applications.

REQUIREMENT: USE YOUR MSU EMAIL FOR ALL OFFICIAL UNIVERSITY CORRESPONDENCE

University departments across campus will be sending information to your MSU email address. You are expected to use your MSU email account for all university correspondence to ensure communications remain on an official platform and to confirm your active employee status.

REQUIREMENT: CHECK YOUR EMAIL DAILY FOR IMPORTANT INFORMATION AND REMINDERS

Be sure to check your email daily to ensure you are receiving important university information and reminders in a timely fashion. Access your email (1) on the web at **mail.morgan.edu**, (2) via your phone's email app, or (3) via the Gmail app.

GET TECHNICAL ASSISTANCE: IT SERVICE DESK

Use self-help resources available on **the Service Desk** web page as a first step in troubleshooting your issue. Direct all other technical support requests and inquiries to the IT Service Desk (443-885-HELP or **ServiceDesk@morgan.edu**). The Service Desk team is available Monday through Friday, from 8:00 a.m. to 5:00 p.m. EST (except during university closures). You will need your username and 8-digit student/employee ID number to get assistance from the Service Desk. If you don't know your ID number, contact the appropriate department - undergraduate students (Registrar's Office), graduate students (School of Graduate Studies), and employees (HR at ohr@morgan.edu).