

## The University of Southern Mississippi

### Eagle Apps Student E-Mail

#### Activation/Password Set Up

As a Student at The University of Southern Mississippi, you are issued an email account. After graduation, this e-mail is one that you may keep for life. To activate your Eagle Apps account, you will need to log into your SOAR account and follow the directions below.

1. Select **Self Service**
2. Select **USM Self Service.**
3. Select **USM E-mail Information**
4. Make a note of your new Southern Miss e-mail address and your temporary password.
5. Click on the link below your password.
6. Sign in using the first part of your email address (normally FirstName.LastName) as your user ID and the temporary password you just obtained.
7. Complete the security questions.
8. Select **Submit** at the bottom of the page.
9. Select **Change Password** on the left side of the screen.
10. Input your temporary password in the box labeled **Old Password.**
11. Create a password of your own and input it into the remaining two boxes labeled **New Password** and **Retype Password.**
12. Select **Submit.** Log out of the system.

#### Check Your Eagle Apps

Please follow these directions to open your Eagle Apps account.

1. In your Internet browser navigate to **eagles.usm.edu.**
2. Input your user name (the first part of your e-mail address) and the password you created in the steps above.

## Forward Your Eagle Apps

You may forward your Eagle Apps account to another e-mail account. Please follow these directions in order to complete the forward.

1. Sign into your Eagle Apps account.
2. Select **Settings** at the top, right side of the screen.
3. Select the tab labeled **Forwarding and POP/IMAP**.
4. Click **Add a forwarding address**.
5. Enter the e-mail address that you want your Eagle Apps e-mail to be delivered to and click **Next**.
6. Click **OK** in the box that pops up saying that a confirmation code has been sent to the e-mail account that you just typed in to verify permission.
7. Log into your e-mail account to verify the forwarding of your Eagle Apps e-mail. You will be asked to click on a link to allow [\(FirstName.LastName@eagles.usm.edu\)](mailto:FirstName.LastName@eagles.usm.edu) to automatically forward mail to your email address. Once you click the link you will get a Confirmation Success screen.
8. Go back into your Eagle Apps e-mail and click on **Save Changes**.

**Contact *i*Tech Helpdesk for assistance at 601.266.4357**