



HOW TO ACTIVATE MY INSTITUTIONAL EMAIL ACCOUNT?



Type 'Oficina Virtual' in your Google Search.
(<https://oficinavirtual.ugr.es/ai/>)



Enter your ID number and the 4-digit PIN you got from us in an email. (In case you haven't received your PIN, please come to our office Mon-Fri 9 am - 2 pm).



Once you've clicked on 'Entrar' the system may ask you for a double authentication factor. Enter your **private** email and proceed.



LOADING...



You have now accessed your Virtual Office. Click on 'correo electrónico' to create your correo.ugr account. Choose a name and a password.



If you want to open your institutional email simply go to the UGR web page and click on the little envelope icon in the upper right corner. Enter your details and open your email.



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HOW TO ACTIVATE MY GO.UGR ACCOUNT?



After you've activated your correo.ugr account,
access your Virtual Office again.



Choose the option 'correo electrónico'.



Scroll further down till you see 'otras cuentas' and
click on the second 'solicitar' (below the statement
that mentions Google Apps).



This time you can't choose your name; your name
will be the same as for correo.ugr with an 'e.'
preceding it (e.g. if your correo.ugr name is
johnsmith@..., your go.ugr name will be
e.johnsmith@...)



We recommend you use the same password that you
chose for your correo.ugr. This way it is easier for
you to remember it.



Wait 24 hours until your account is activated and
ready to use.



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