



October 13, 2020

Hello:

Effective Monday, January 4, 2021, all Graduate School USA (GSUSA) instructors **will be required** to use their GSUSA email address. Using GSUSA email addresses will streamline communication and sharing of information between faculty and all GSUSA departments.

You should have received your GSUSA email activation notification and confirmed your account is working or you have an active account already.

Here are a few reminders:

1. You should continue to use your personal email and monitor your GSUSA email account until December 31, 2020.
2. During October – December 2020, you will receive test messages from various GSUSA departments to ensure your account is active and you are monitoring your account.
3. To eliminate the need for signing into multiple email addresses, you can have your GSUSA email forwarded to your personal email. Please Google your selected email provider for additional information. There are plenty of *How-to Videos* on YouTube.
4. If you need assistance activating your account, please call the GSUSA Help Desk at 202-314-3389.

Remember, effective January 4, 2021, we will no longer use personal email accounts.