



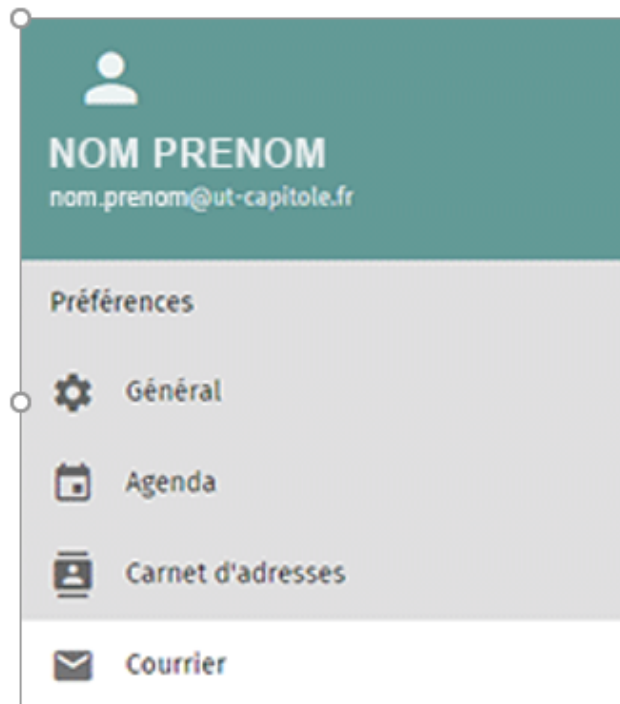
HOW DO I CONNECT TO TOULOUSE CAPITOLE UNIVERSITY AND TSM EMAILS ?

Connection to Toulouse Capitole University email address :

Log in to Toulouse Capitole University [intranet](#) using the login and password you've just created.

Click on “Accéder à ma messagerie”. In the top left-hand corner, below your name, you'll find your Toulouse Capitole University e-mail address.

This email address will be used by Toulouse Capitole University to contact you throughout your studies.



Toulouse School of Management

Université Toulouse Capitole
2, rue du Doyen Gabriel Marty
31 042 Toulouse Cedex 9
Tel +33 (0)5 61 63 56 00
www.tsm-education.fr





Connection to TSM email address :

When you register at TSM, a Gmail address has been created in your name, based on the same model as your Toulouse Capitole University email address. It will enable you to use all Google applications: Gmail, Google Calendar, Google Drive, Classroom...

This email address will be the only way of communication used by your administrative officer during your studies at TSM.

How to access Gmail?

1. Login to [Gmail](#),
2. Click on "Login" in the top right-hand corner,
3. Enter your email address firstname.surname@tsm-education.fr in the same format as your Toulouse Capitole University email address,
4. Enter your password, in uppercase : it corresponds to the last 8 characters of your INE number printed on your Student Card or on the registration receipt,



5. Change your password as soon as possible,
6. For security reasons, Gmail may ask for a cell phone number, to which you will receive a confirmation code.

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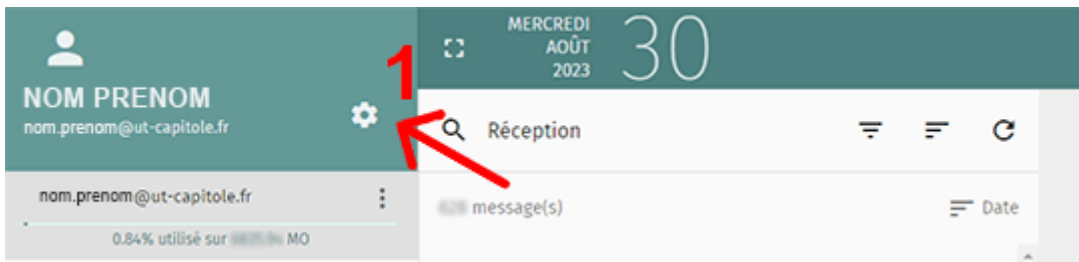




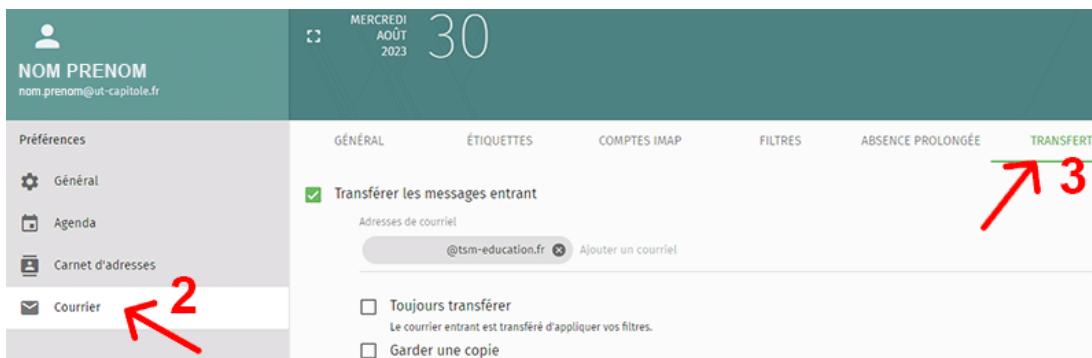
Transfert Toulouse Capitole University email to TSM email:

We recommend that you consolidate your email accounts by transferring messages from your Toulouse Capitole University email address to your TSM Gmail inbox.

1. Log in to Toulouse Capitole University [intranet](#)
2. Click on “Accéder à ma messagerie”.
3. Once on your mailbox, click on “Préférences” (1)



4. Then click on “Courrier” (2), then “Transfert” (3) ;



5. Enter your TSM email address (4) and click on “Enregistrer” (5)



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