Login Instructions for SharePoint

1. Open a Web Browser

Open Internet Explorer, Firefox or Safari. We recommend Internet Explorer the first time you login. (Note: Chrome is not recommended)

2. Type in the URL

Enter the following address (URL) in the website address bar:
https://gonzagau.sharepoint.com

3. Login

Enter your full User ID in this box, hit ENTER

For example:
smith@gonzaga.edu
4. Login Continued

Next, enter your GU credentials into the “Windows Security” box that appears. It may look similar to the box below.

Example:
User name: smith
Password: Digger1

Enter your GU credentials here

Click OK

The page will show it is redirecting to the GU login screen
Note: If the Domain above is showing something other than GONZAGA, then you will need to add “gonzaga\” before your user name. For example, you would need to type gonzaga\smith, then enter your GU password.

Samples of other browser windows:

SAFARI

Note: For Safari, you will likely be required to add the “Gonzaga” domain to your Name box at left. For example, type in gonzaga\smith in the Name box, then type your Password and click Log In.

FIREFOX

Note: For Firefox, you may be required to add the “Gonzaga” domain to your User Name box at left. For example, type in gonzaga\smith in the User Name box, then type your Password and click OK.

CHROME

Note: Logging in via the Chrome browser is not recommended.