

How to change your default email client to work with ZoomGrants email contact feature

1. Change default email client in Chrome

Open Google Chrome

Log into your state Gmail

Click on Protocol Handler in your browser's address bar

Change from Ignore to Allow "Allow mail.google.com to open all email links?" and then click done.



If you don't see the **Protocol Handler in your browser's address bar** \mathfrak{P} then follow the instructions below.

2. Change Computer settings Click on Start Menu and Control Panel

Adobe Acrobat XI Pro	
Google Apps	
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P Project 2013	Documents
💖 Snagit 11 Editor 🔹 🕨	Pictures
🚳 Snagit 11 🔹 🕨	Gamer
Altova XMLSpy 2013 (x64)	Computer
GoToWebinar	Control Panel
GoToMeeting	Devices and Printers
Calculator	Default Programs
Microsoft Word 2010	Help and Support
Microsoft Excel 2010	
Microsoft PowerPoint 2010	
Google Drive	
WordPad •	
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Microsoft Access 2010	
Notepad +	
iTunes	
All Programs	
Search programs and files	Shut down 🕨
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Click on Programs



Click on Default Programs



Click on Set your default programs



Click on Google Chrome



Click on Choose defaults for this program



Select All, this will allow calendar entries to open in google too. If you ONLY want email, then click on **MAILTO**, only. Click on **Done**.



Close your google chrome session (all windows). Open Chrome back up again and log into your state.co.us email in chrome and repeat step 1 above.

3. Sending emails in Google Chrome from Zoomgrants

Google Chrome Right click on the **Contact** box while logged into your gmail. This will open a dialog box, click Open link in new tab. If you don't do this then the email will replace your ZG session. If you are working in any other browser you can just click on the Contact and it will launch in your Chrome browser.

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