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

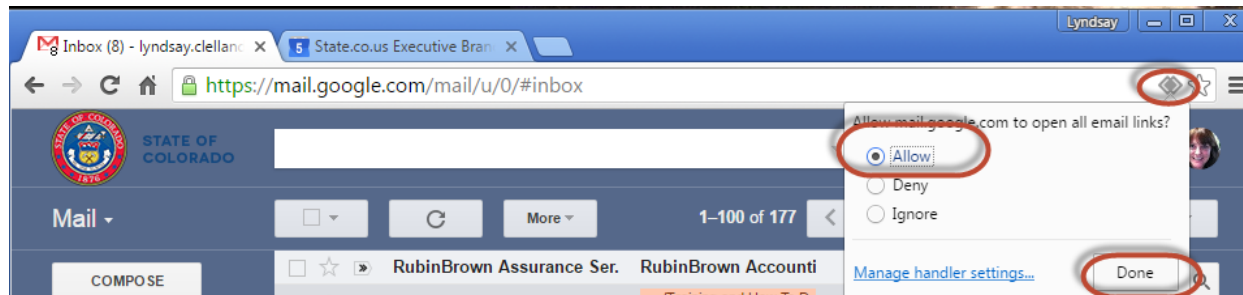## 1. Change default email client in Chrome

Open **Google Chrome**

Log into your state Gmail

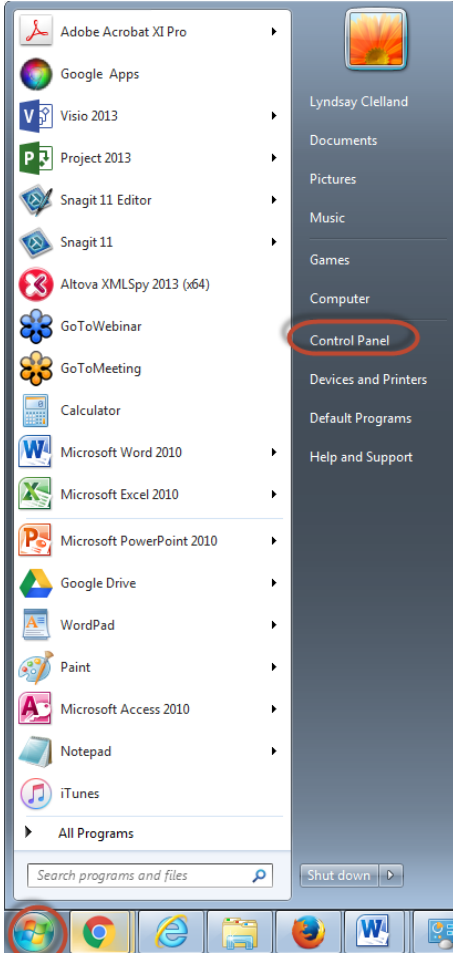Click on **Protocol Handler in your browser's address bar**

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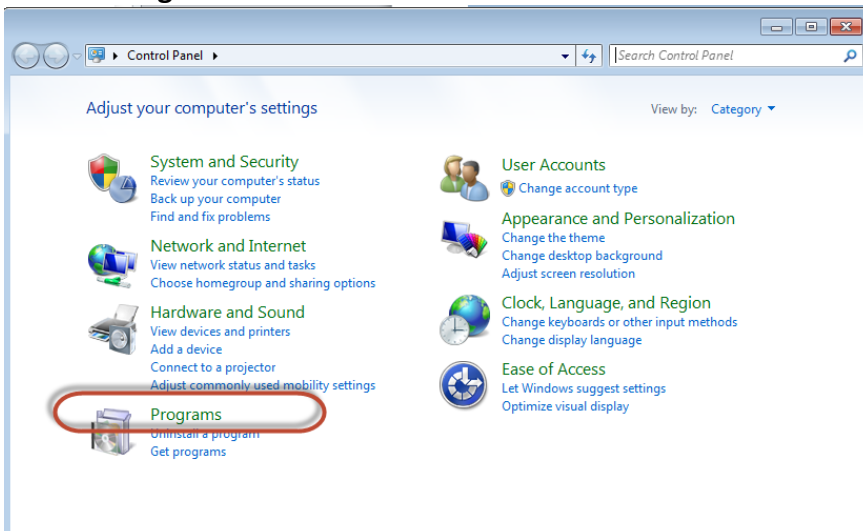

If you don't see the **Protocol Handler in your browser's address bar** then follow the instructions below.
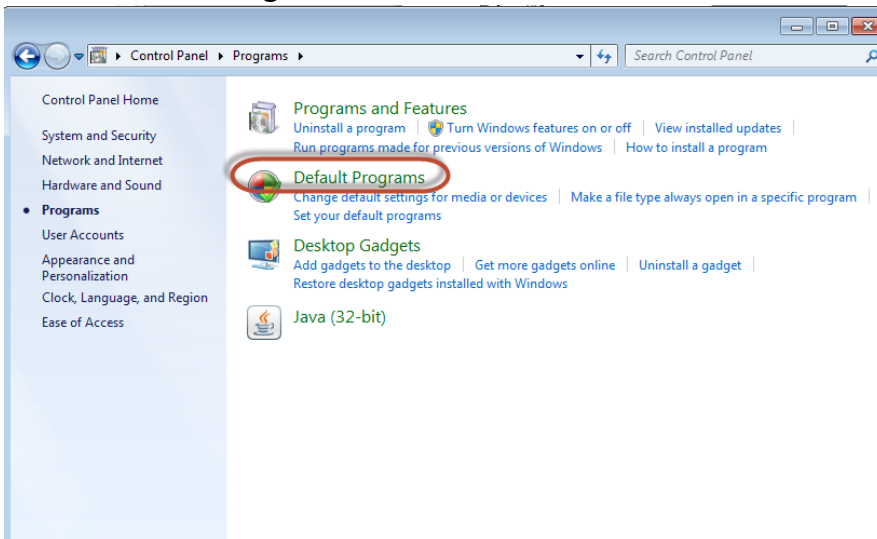
2. Change Computer settings
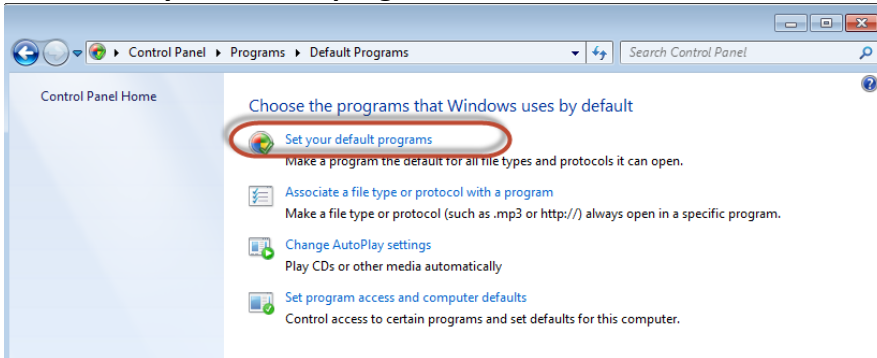
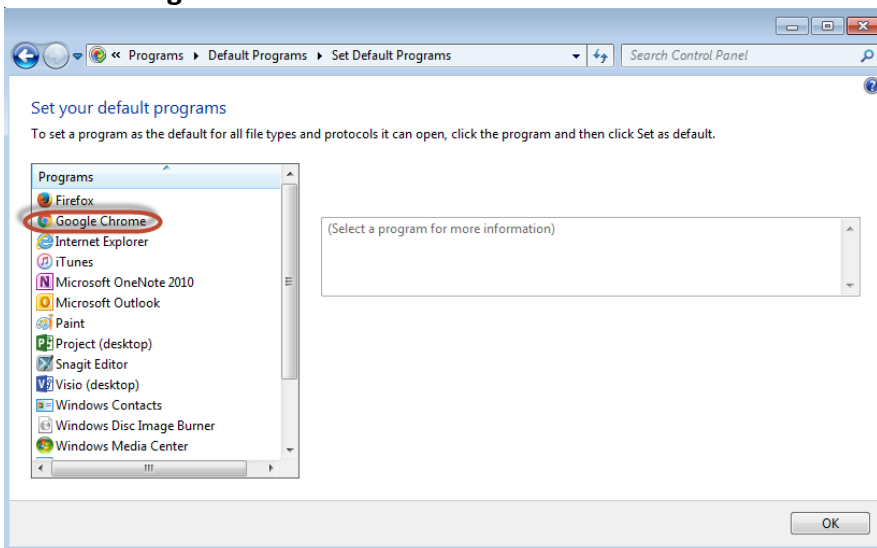Click on **Start Menu** and **Control Panel**

Click on **Programs**

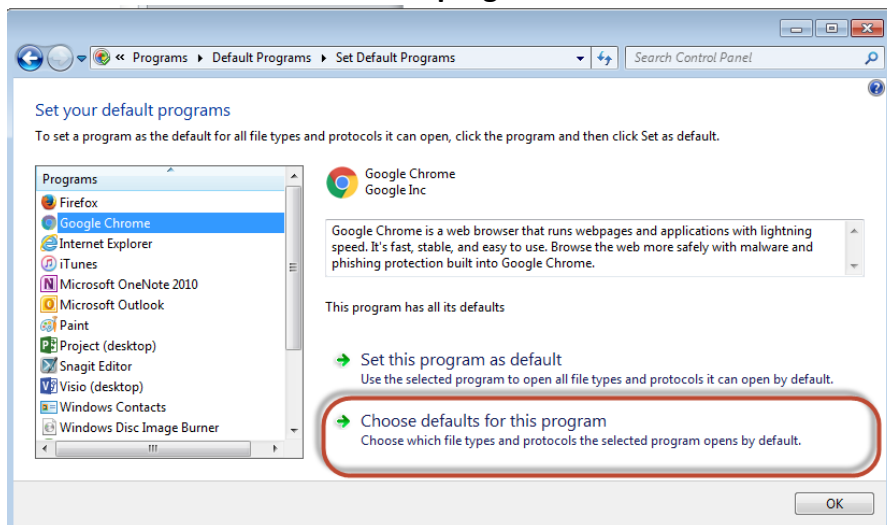Click on **Default Programs**

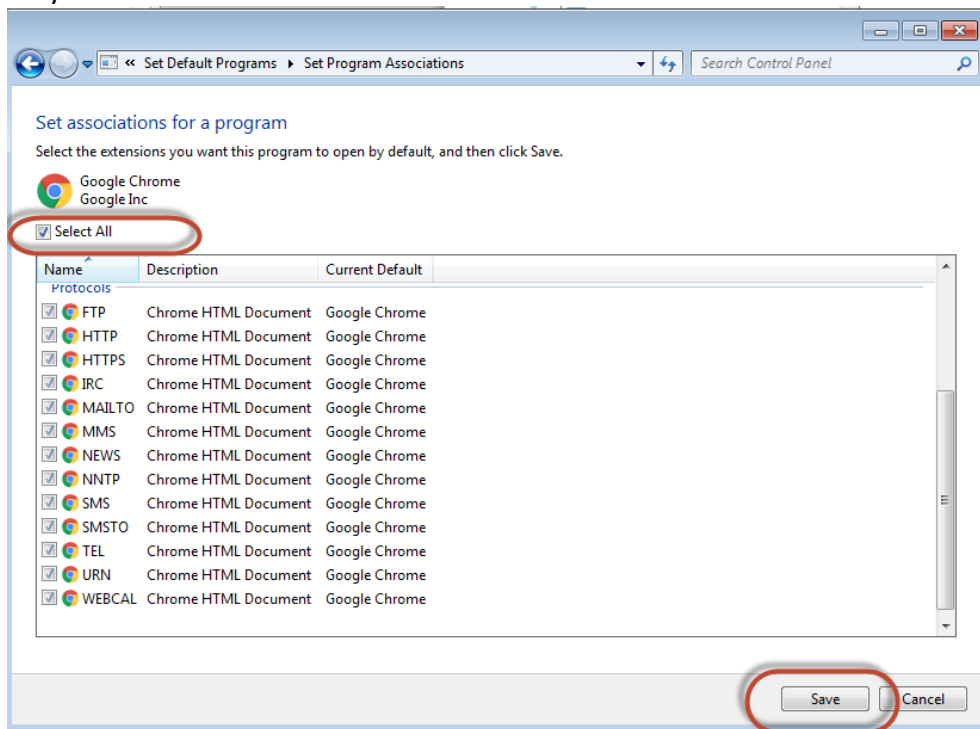Click on **Set your default programs**

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.

Contact Ac...

| Open link in new tab |
| Open link in new window |
| Open link with... ▶ |
| Open link in incognito window |
| Save link as... |
| Copy email address |
| Inspect   Ctrl+Shift+I |

Application

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