Login Instructions

To **ACCESS EMAIL** use one of the links or web address below:
1.  [www.mvsu.edu](http://www.mvsu.edu) Click “Email” at the top left
2.  [www.office.com](http://www.office.com)

**SIGN IN** using the pattern below:

**User ID/email address:** [firstname.lastname@mvsu.edu](mailto:firstname.lastname@mvsu.edu)

**Temporary Password:** Last Five Digits of your University ID# + @ + First Initial + Last Initial in Capital letters

**EMAIL LOGIN EXAMPLE:**

For user named John Smith with student ID 202156789

**Username /email address:** John.Smith@mvsu.edu

**Temporary Password:** 56789@JS

**Wi-Fi & UNIVERSITY COMPUTER ACCESS:**

**User ID:** firstname.lastname

**Password:** Last Five Digits of your University ID# + @ + First Initial + Last Initial in Capital letters

**Password example for John Smith with student ID 202156789**

**Password:** 56789@JS

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**Technical Assistance**

If you cannot access your email account, log on a University computer or connect to WiFi after following the steps above, see instructions below for assistance.

1. Email a request to [helpdesk@mvsu.edu](mailto:helpdesk@mvsu.edu)
2. Include your Name, University ID #, and a Contact Phone Number in the body of the email
3. Allow 2-4 hours for a response
4. Call Information Technology Helpdesk at 662-254-8404