MARSHALL UNIVERSITY USES MICROSOFT OFFICE 365 FOR STUDENT EMAIL.

All enrolled students have an Office 365 account with a personal email address. Office 365 email addresses end with the domain "username@live.marshall.edu," and all email addressed to "username@marshall.edu" will be delivered to "@live.marshall.edu." Microsoft Office 365 email uses the Microsoft Exchange protocol.

WEB ACCESS
1. Login to myMU. Visit mymu.marshall.edu and login with MUNet username and password.
2. On the Home page or Students Home page select Office 365 from the Email section.

ADD EMAIL TO A MOBILE DEVICE

iOS
1. Go to Settings > Mail > Add Account then select Exchange.
2. Enter your email address username@live.marshall.edu and password then tap Next.
3. Enter MUMail or something you will recognize as your Marshall email.
4. Choose the content you want to sync then tap Save.

Android
1. Go to Settings > Accounts > Add Account.
2. Enter your email address username@live.marshall.edu and choose Manual Setup.
4. Type your password then tap Next.

Android instructions may vary per device. Contact the IT Service desk for assistance.

SETUP MU EMAIL ON YOUR COMPUTER

You will be prompted to add an email account when you first open Mail or Outlook for the first time.

Windows Mail
1. Open Mail > Add account then select Exchange.
2. Enter your email address username@live.marshall.edu then select next.

macOS Mail
1. Open Mail > Add account then select Exchange then Continue.
2. Enter your email address username@live.marshall.edu and password then select Create.

OUTLOOK
1. Open Outlook.
2. Enter your email address username@live.marshall.edu and password then select Next and Finish.

Questions?
We’re here to help!
Marshall University Information Technology Service Desk
Drinko Library 1st floor.

Email: itservicedesk@marshall.edu Phone: (304) 696-3200
Website: www.marshall.edu/it