

Marshall University

STUDENT EMAIL

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.
3. Choose an account: select **Exchange**.
4. Type your password then tap Next.
5. Change Server to mail.office365.com. Port 443. Security type SSL/TLS.

- **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.
3. Sign in to Marshall University Federation Service with MUNet credentials.

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.**

