myVILLE Mail Email Resources

Accessing Your myVILLE Mail Account

There are multiple ways to access your myVILLE Mail account:

Using the Millersville Website

You can access myVILLE Mail from the Current Students section of the website. Enter your my'Ville username and password to log in.

Using the my'Ville Portal

If you are logged into my'Ville, find the Email channel, located within the "Email & News" tab. You will be automatically logged into your email account when you click on the myVILLE logo.

Determining Your Email Address

Your email address is made by concatenating your username and "@millersville.edu".

For example, Jane M. Smith's email address would be: jmsmith@millersville.edu.

Changing Your myVILLE Mail Password and Password Security

We recommend that you change your password on a regular basis to protect your account. Treat your password like the PIN number for your ATM card - never give it away. Use a password that is easy for you to remember, but hard for others to guess. A strong password is not found in a dictionary and combines length (at least 8 characters), both upper and lowercase letters, numbers, and punctuation.

You can change your password by going to the myAccount@MU portal and clicking on the "Change a Password" link.

Common Issues and Problems

**Outlook Web Access Logging you out very quickly**

If you are getting kicked out of Outlook Web Access(OWA) unexpectedly, you may have a pop-up blocker on. You will need to add an exception to your pop up blocker for mail.millersville.edu. Easiest way to do this is when you see a message stating a pop up has been blocked, click on the message and click on add exception. If you continue to have problems, please call the Help Desk at 717-871-7777.