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.

Changing your my'Ville password affects all systems that use your my'Ville account for authentication (i.e. myVILLE Mail, wireless, Resnet, etc).

**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.