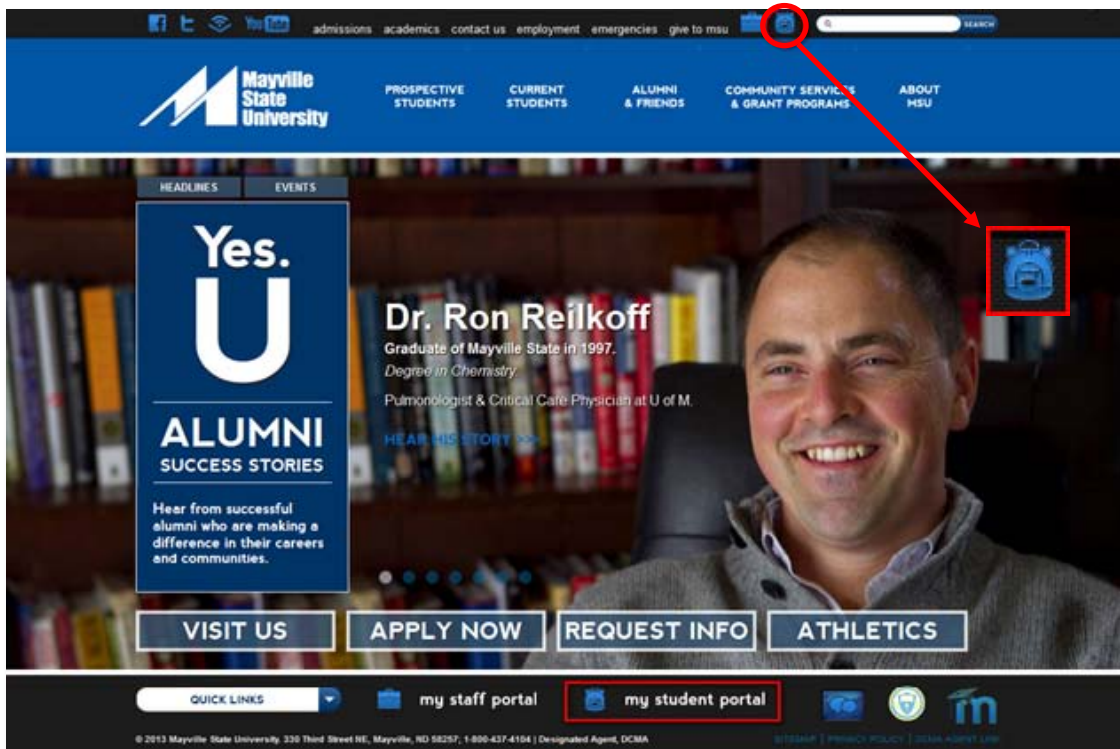


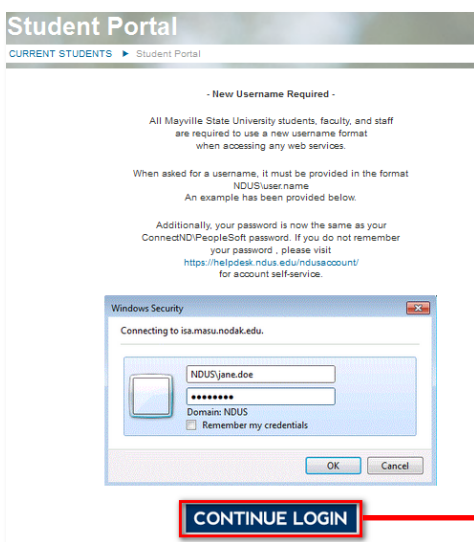
# Accessing Your Mayville State Email

Every student enrolled at MSU is issued an institution email address which will become available to you once you claim your NDUS User ID account. Keep in mind you are expected to check your MSU email on a regular basis and can access it anywhere!

1. Go to the Mayville State website at [www.mayvillestate.edu](http://www.mayvillestate.edu) and click on the **my student portal** link at the bottom of the page **OR** click the backpack icon at the top of the page.



2. You will be taken to the screen shown below. Click the **CONTINUE LOGIN** button after you read the information about usernames and passwords here.

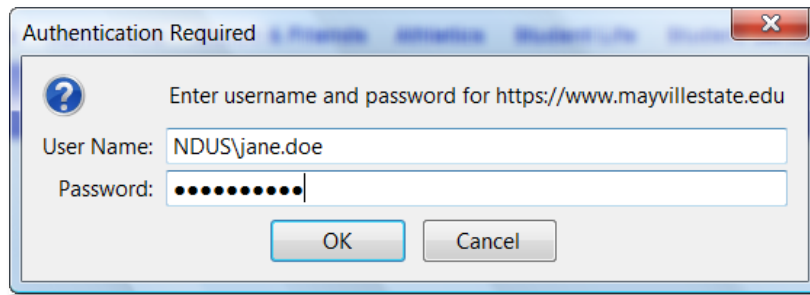


**CONTINUE LOGIN**

- You will then be prompted to enter your **username** and **password**. Your username is the same as your login for ConnectND preceded by NDUS\. Your password is also identical to the password you created in the account claim process and what you use for ConnectND and Moodle.

*Example Username:* NDUS\jane.doe

*Example Password:* Comets2012



- Click **OK**
- Click the email icon to access your MSU email account via Outlook Web Access.

