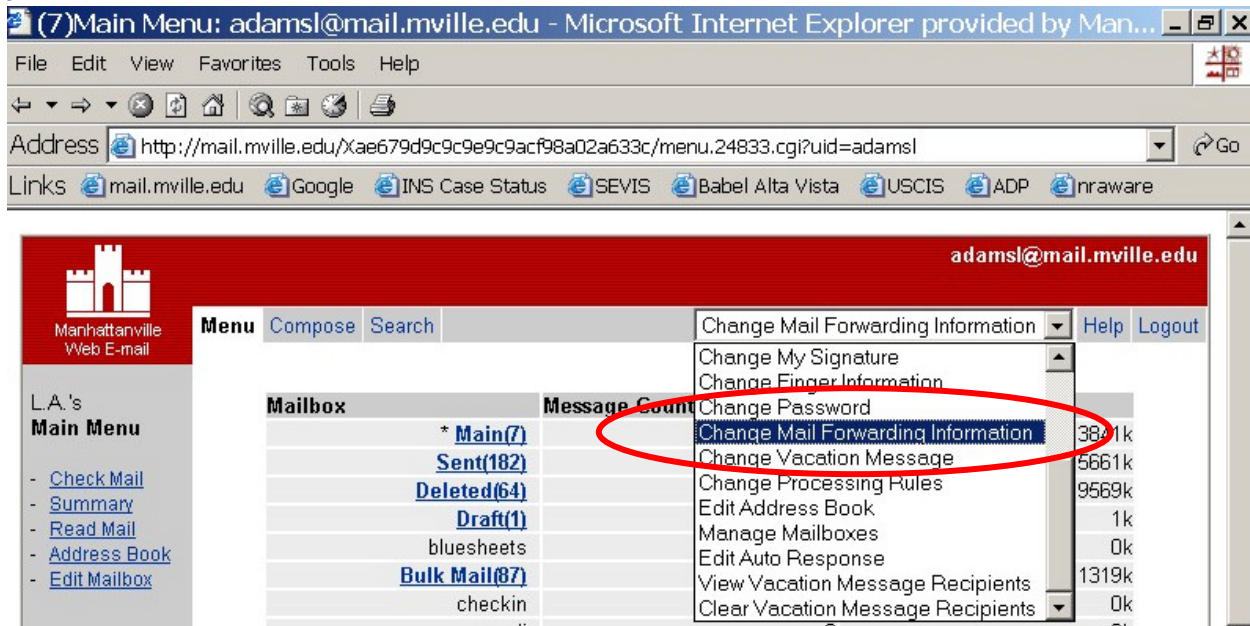


To access your Manhattanville email account:

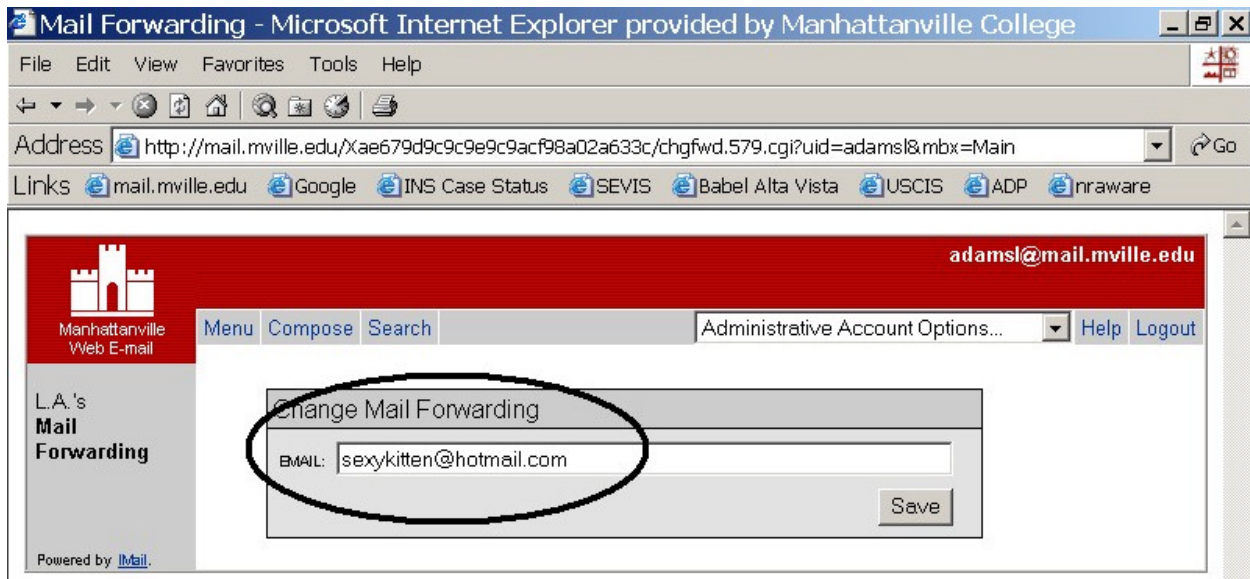
The user ID is usually your LASTNAME and the FIRST letter of your first name

(i.e. adamsl)... and your password should be your ID#. If that does not work and you have a common last name, try the first two letters of your first name (i.e., adamslo) and if all else fails try the first letter of your first name and the first letter of your middle name (i.e., adamsla). THERE IS AN EXPECTATION THAT YOU USE THE MVILLE ACCOUNT – however, if you choose to use another account.... I have enclosed instructions on how you can automatically forward your MVILLE emails to the account you prefer.



Even if you don't want to use your MVILLE email account –
PLEASE set it up to forward to the account you DO USE!

- 1) Go to the drop down menu at the top of the page.
- 2) Select **"Change Mail Forwarding Information"** this will take you to a new screen.



ADD the address of the email account you do use then click **SAVE**

IT IS THAT EASY!!

P.S. change your password to something other than you ID# (also in the drop down menu at the top of the page!