As a student at Mount Mary you are expected to check your Mount Mary email account regularly and use it as your primary email account for communication with the Mount Mary community. Additionally, if you have not already, please take some time to familiarize yourself with your MyMtMary account.

Please follow the steps below to set up your accounts:

**If you have not already, begin by setting up your MyMtMary account:**

1. Go to “My Mount Mary” at [my.mtmary.edu](http://my.mtmary.edu)
2. Enter your user ID, which is your student ID number
3. Enter your password. If this is the first time you are logging on or if you have forgotten your password, you must:
   - Enter your user ID number, click ‘I forgot my password’ and follow the instructional prompts to have your password sent to the email address you submitted on your undergraduate admission application
   - Retrieve your password from your email inbox

*Note: Please set up your MyMtMary account prior to registering for coursework. If you are setting up your MyMtMary account after registering for classes, by selecting “I forgot my password”, the password re-set information will be sent to your Mount Mary email account automatically. If you did not do this, please contact the Computer Services Help Desk at 414-258-4810, x321*

**Setting up your Mount Mary e-mail account:**

Your email account will be ready for you to activate the next business day after registering for classes. (Example: if you registered for classes on Saturday, you will be able to activate your Mount Mary email account the following Monday).

Once you register for your class(es), you will receive an email to your personal account with instructions on how to set up your Mount Mary University email. **You will need to access both your personal email account and your MyMtMary Message Center to successfully complete this set up.** Once you complete the set up, your primary email account with the university will be automatically changed to your Mount Mary email address and all communication will be sent to your Mount Mary email.

*For questions* on logging in or activating your email or MyMtMary account, please contact the Mount Mary Computer Help Desk, 414-258-4810, x321