

RSO Email Accounts

One benefit of being recognized as a student organization is access to an MNSU email account. This is a great way to keep your RSO emails separate from your academic emails and to share responsibility for managing an RSO email account.

If you're not sure if your RSO has an account, email rso-office@mnsu.edu or submit a request as described below.

You'll want to update access anytime your RSO transitions student leadership.

Requesting a New or Updating Access to an Existing RSO Email

Whether you're requesting a new email account for your RSO or updating who has access to your existing RSO email account, the Maverick Involvement Team (MIT) will need to verify a few things. Here's how the process works:

- Submit the [RSO Email Update or Create Account](#) form
 - Include names and STAR IDs for students to add; names only of students to remove
 - If it is new, you can suggest options for the address; keep it simple.
- MIT will verify that these students are listed as officers on your Mav Central roster.
- If an email already exists, MIT will add/remove members as requested and email everyone added with instructions on how to access the email.
- If no email exists, MIT will send a request to IT solutions to have one created.
- Once MIT receives notification that it has been created, they will email the added students with instructions on how to access the email.

Accessing Your RSO Email

To access your RSO email account, you'll start by signing into your own MavMail account. View this video to see step by step how to access the RSO account. If you don't have access, please request access following the process outlined above.