



**Manhattanville College** now has a powerful email, web, and collaboration tools for all former and current students. Microsoft Office 365 has your favorite Office features online and allows you to create sophisticated reports and presentations, collaborate in real time with classmates and share and edit documents.

### Getting Started With Office 365

- Log in at: <http://outlook.com/owa/student.mville.edu> or visit MyMville > Students, and in the Student Quick Links box at right, click [Office 365 E-mail](#).
- **Username:** lastname, first initial (in most cases)
  - For example: smitha
- **Password:** Your initial password is:
  - Your first name initial in CAPS
  - Your last name initial in lower case
  - Your full 7 digit student ID number
  - For example: Andrew Smith's password would be: As1234567

### Manage your own password

**We strongly encourage you to change your password immediately:**

- Visit <https://selfservice.mville.edu>
- Or visit MyMville and in the Manhattanville Quick Links box at right, click [Self Service Password Utility](#).
- Enter your user name. For example: smitha
- Enter your initial password For example: As1234567
- Select your 2 security questions.
  - For security reasons, do not share your answers with anyone
- Change your temporary password

\* If you need further assistance, please call the IT Help Desk 914-323-7230