

# Virginia Union University

## Student Request Form



## Information Technology Center

### Request for an E-mail account

**Student's Name:** \_\_\_\_\_  
First Middle Initial Last

**Student ID:** \_\_\_\_\_

**Password:** \_\_\_\_\_ (at least 6 characters, lowercase)

In order to access your new VUU e-mail account, perform the following steps:

1. Log on to the Internet.
2. Type in the following address on the address line in your browser:  
<http://mail.vuu.edu/exchange>
3. At the log on Screen enter your User name and Password:  
User Name: \_\_\_\_\_ @vuu.edu  
Password: \_\_\_\_\_
4. You can add this to your favorites by clicking on the *Favorites* menu item and select add to favorites. Now you can access your email from your *Favorites* menu.

### University Communications

Your VUU e-mail address will be the preferred method the University will use to communicate with you. Information about upcoming programs, schedule changes, financial aid, housing, etc. will be communicated via this e-mail account. It is your responsibility to log on and retrieve this information on a timely and consistent basis. Using the instructions outlined above, you can access your email from any computer that is connected to the Internet. If you do not have access to a computer, the University provides computers in several labs and the library for students to use. **The University does not store or communicate through any other e-mail address, please make sure that you check this email account on a regular basis.**

### Information Technology Center Ethics Policy

Virginia Union University provides computing facilities to its faculty, staff and students for those activities that support the mission and goals of the University. For Virginia Union University's complete policy statement, please refer to our document posted on the Web <http://www.vuu.edu/technology/home.htm>.

**Use of this account means that you have read and accepted Virginia Union University's computing policies.**