

## Student Organization Email Migration Directions to Access Email

All student organization emails are managed through Office 365. To access a student org email account, you must link it to your personal UW-Stout webmail account (your my.uwstout.edu account). From there, you can add the organization email as a second mailbox within your personal account.

### Who has access to the org email?

Organization members must be granted specific permissions to set up the organization email as a second inbox within their personal account. If you do not know who has current access to the organization email, contact the Involvement Center at [involvement@uwstout.edu](mailto:involvement@uwstout.edu).

There are two levels of permissions: owners and members.

“Owners” can do the following:

- Set up the organization email as a second mailbox within their personal Webmail account.
- Modify the “member list” for this email account. The “member list” will be any of your other student org members that should have access to the student org email. For example, some of you may want your Secretary to have access or a Committee Chair.

“Members” can do the following:

- Set up the organization email as a second mailbox within their personal Webmail account.

It is recommended that student organization officers are set-up as owners and members of the email account. The modification of these two lists should happen during each officer transition period. It’s the responsibility of the outgoing officers to grant access to the new incoming officers.

Only existing “owners” can grant access for the email to student organization members. This should be a consistent process that occurs during each officer transition period.

### Directions to access the student org email

To add an organization email to a personal UW-Stout email account, follow these instructions.

<https://kb.uwstout.edu/page.php?id=53143>

To modify the “member list” or “owner list” for those that can add the organization email to a personal UW-Stout email account, follow these instructions.

<https://kb.uwstout.edu/page.php?id=52300>

### Questions

If these directions do not work you are probably not an owner of the email account. If that's the case, have a current owner of the email account add you to the owner and/or member list.

If you do not know who the current owners of the email account are, contact [involvement@uwstout.edu](mailto:involvement@uwstout.edu) or stop by the Involvement Center Desk in 106 MSC.