

**6. WNMU has assigned me an "official" email address, but I would prefer to use my private email address (such as user@yahoo.com) instead. What difference does it make which email account I select to use?**

WNMU conducts all official business and communications with students via the **Mustang Express** Internet portal. This portal provides access to a wide variety of University information, including:

- your University email account
- your University financial information
- your schedule
- your grades and transcript
- online registration and payment

**You will also use your Mustang Express username and password to login to your online classes.**

It is very important that you access your **Mustang Express** email periodically to check for correspondence from the University. If you would like to forward your WNMU email to a personal email address:

- Log in to **Mustang Express**.
- From the **My E-mail Inbox** in the center of the screen, select the small **E-mail** hyperlink (beside the envelope icon).
- Select **Options**.
- Select **Settings**.
- Below **Mail Forwarding** at the bottom of the screen, type in your personal e-mail address.
- Select **Save Settings**.

***However, when you are working within your online course, or are communicating regarding that course, it is important that you use the Blackboard-Vista email tool within the course platform.***

If you are experiencing problems with your email account, please contact **the WNMU Help Desk at [helpdesk@wnmu.edu](mailto:helpdesk@wnmu.edu) or 575.574.4357.**