

# Tips about your Student E-Mail




1. Remember your student E-mail is the best way to communicate with all Faculty and Staff at the University. All Professors and Instructors prefer this method, as some external Emails may be blocked or routed to spam folders. Using your student email allows Faculty and Staff to identify you easier.  
Please make sure all communications are utilized with your [VSU Student Email](#).

2. Your Email address uses the same type of criteria with your Active Directory and Blackboard accounts: 1<sup>st</sup> Letter of your First Name, First 3 Letters of your Last Name, and the Last 4 numbers of your V# Number@students.vsu.edu

Example: Trojan Mascot

V Number: V00123456

Email Address is: [tmas3456@students.vsu.edu](mailto:tmas3456@students.vsu.edu)

**REMEMBER:** Students is plural 

3. Your Email Password is now the same as your Blackboard account.
4. Your Cell phone may be used to access your Student E-mail.

Use your phone email client or Outlook App

The Server name is: [Outlook.office365.com](https://outlook.office365.com)

\*\*\*Email connections created before last Monday (1/18) will need to be recreated on mobile devices (phones, tablets, etc.)\*\*\*

Should you need assistance, We are here to support you @ [VSUstudentHD@vsu.edu](mailto:VSUstudentHD@vsu.edu) or Call:  
804-524-2000 or 804-524-5210

Monday – Friday 8:30am to 5:00pm Follow us on



IG: VSU\_SSD