Accessing Your RSO Email

Quick Facts about Shared Folder Accounts

- In order to request permission to your RSO’s folder – email the Student Activities RSO Graduate Advisor. Full names of all those who need permission must be included in this email.

- Emails can NOT be sent FROM these accounts, only TO these accounts.

- When replying to emails sent to these accounts, the person replying will be listed as the sender and not your RSO’s email address.

- Previous students and advisor permissions are NOT automatically removed when they leave the RSO, it must be requested by the current advisor or RSO officers.

- These folder can be accessed anywhere you have internet.

- Forwarding to personal accounts is not available from these shared folder email accounts.

- If your RSO does NOT have a shared folder email account, email the Student Activities RSO Graduate Advisor with your name, the name of your RSO, and at least TWO proposed names for your email folder.

- A separate user name and password are NOT required to log on to this email account, students and advisors should use your MavMail user name and password.

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Additional Help

If at any time you feel that you need additional help accessing your email account or have a question regarding your email account, contact the Student Activities Graduate Advisor for Recognized Student Organizations.
Accessing Your RSO Email – Mozilla Firefox

If at any time during this process you encounter an error stating that you do not have proper permission to view a folder, contact the Graduate Advisor for Recognized Student Organizations.

1. Open up the Mozilla Firefox internet browser and head to the Minnesota State University, Mankato website.

2. Find and click “Email” in the navigation bar found at the bottom of the page.

3. Click the green button labeled “Login to MavMail” located in the middle of the page.

4. Enter YOUR User name and Password in the login prompt.

5. Find and click “Public Folders” in the folder bar found in the lower left of the page.

6. Click the arrow next to the “Student Groups” folder found in the upper right of the page.

7. Click the arrow next to your RSO’s group type.
   a. If you are unsure of your RSO’s group type, head to the RSO Directory, locate your RSO’s name – the column header above your group’s name is your RSO’s group type.

8. Find and click your RSO’s name or name abbreviation.

If at any time during this process you encounter an error stating that you do not have proper permission to view a folder, contact the Graduate Advisor for Recognized Student Organizations.
Accessing Your RSO Email – Internet Explorer

If at any time during this process you encounter an error stating that you do not have proper permission to view a folder, contact the Graduate Advisor for Recognized Student Organizations.

1. Open up the Internet Explorer internet browser and head to the Minnesota State University, Mankato website.

2. Find and click “Email” in the navigation bar found at the bottom of the page.

3. Click the green button labeled “Login to MavMail” located in the middle of the page.

4. Enter YOUR User name and Password in the login prompt.

5. Find and click “Public Folders” in the folder bar found in the lower left of the page.

6. Click the arrow next to the “Student Groups” folder found in the upper right of the page.

7. Click the arrow next to your RSO’s group type.
   a. If you are unsure of your RSO’s group type, head to the RSO Directory, locate your RSO’s name – the column header above your group’s name is your RSO’s group type.

8. Find and click your RSO’s name or name abbreviation.

If at any time during this process you encounter an error stating that you do not have proper permission to view a folder, contact the Graduate Advisor for Recognized Student Organizations.
Accessing Your RSO Email – MS Outlook 2007

If at any time during this process you encounter an error stating that you do not have proper permission to view a folder, contact the Graduate Advisor for Recognized Student Organizations.


2. Find and click the “Folder List” icon in the shortcuts bar found in the bottom left.


4. Find and click the expand button (+) next to “Public Folders” in the folder list.

5. Find and click the expand button (+) next to “All Public Folders” in the folder list.

6. Find and click the expand button (+) next to “Student Groups” in the folder list.

7. Find and click the expand button (+) next to your RSO’s group type.
   a. If you are unsure of your RSO’s group type, head to the RSO Directory, locate your RSO’s name – the column header above your group’s name is your RSO’s group type.

8. Find and click your RSO’s name or name abbreviation.

If at any time during this process you encounter an error stating that you do not have proper permission to view a folder, contact the Graduate Advisor for Recognized Student Organizations.