Student Organization Campus Email Procedure

If you believe an official @emich.edu email would benefit your organization, just follow the instructions listed below to acquire an account.

Requirements and Limitations:

1. Your organization must be recognized and in good standing with EMU and the office of Campus Life.
2. The request must be sent from the primary contact listed on the student organization web portal, from their personal @emich.edu email account.
3. Organization email accounts expire on August 31 of each year, and must be updated annually following the steps below.

Directions:

1. Complete the form below:

https://itservice.emich.edu/catalog_items/1327441-student-organization-email-account-request/service_requests/new.portal
(remembering it must come from the organization's official @emich.edu primary contact email)

2. From there you will be assigned a work order ticket and, providing all requirements have been met, your organization's official email should be ready for use within 7 days of ticket creation.

If you have any questions about this process, or any other student organization related questions, please feel free to reach out to the Office of Student Organizations at studentorgs@emich.edu.