Mustang Mail Login Instructions

To access Mustang Mail, use the Mustang Mail link on the Portal Menu. This link is also available at the top of the www.usw.edu homepage. The direct URL is: https://mail.usw.edu/owa.

IMPORTANT: All Blackboard course email is delivered to Mustang Mail. No email is saved within the course.

The username for your Mustang Mail account is a derived from your USW Student ID. Your username is comprised of the first letter (not case sensitive) followed by the actual number without the 0’s just after the letter. For example,

- If your USW Student Id is A0000120456, then your username for all logins on USW online systems would be A120456.
- If your USW Student ID is A0000000012, then the new username would be A12.

This is all that is needed to login to Mustang Mail, Blackboard and the Student Portal.

Should you need to provide the actual USW email address, please read the following information.

For increased security, the username and the email address are not the same. Your actual USW email address is determined by a simple formula.

First 4 letters of your first name + First 4 letters of your last name + the first 5 characters of your Username = email address@usw.edu

Example: Monique Carlotta’s USW ID is A00000851235
Her username is A851235
Her email is monicarlA8512@usw.edu

If your username does not contain 5 characters then it will end with the full username.

Example: Danny Bartlett has a USW Student ID of C0000000012
His username is C12
His email is dannbartC12@usw.edu

This is a complex email address, but you won’t have to remember as Outlook Web Access has an address book available. You should never have to type an email address!