Setting Up Your **MyMercer Portal** Email Connection

You will see two Error messages when you first login to the MyMercer Portal. These errors are due to the portal attempting to synchronize with your Exchange email. You will need to enter your email login credentials.

![Image of MyMercer Portal]

Continued...
Start by clicking the link “Enter your credentials.”
Next, you will see a security message screen. Click the link “Continue to this Site.”
Now, enter your login credentials. The User Name and Password required are the same as what you routinely enter for your Network login and MyMercer login.

Re-enter the password to “Confirm” and click OK.
Your MyMercer Faculty/Staff Portal page will now be synchronized with your Exchange email account and Outlook calendar. You will see an unread emails message, and the MyWeek calendar will show your scheduled appointments and events. **You will only need to do these setup procedures once!**