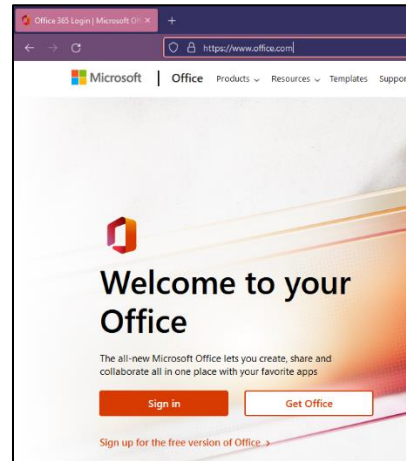
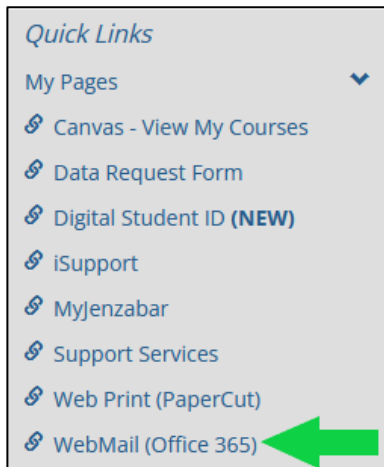


# How to Access your SWU Email

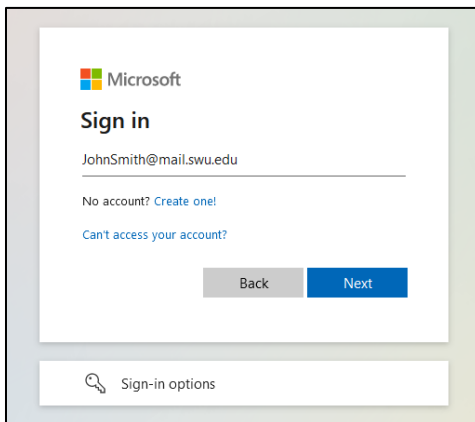
*This guide will include accessing a SWU email through the web and through the mobile app.*

## Web-based email Instructions:

1. Open a web browser and go to [www.office.com](https://www.office.com) (or you can sign-in to my.swu.edu and click the WebMail – Office 365 quick link as it will take you to the same place)



2. Click the **sign-in** button and enter your SWU email address and then click the **Next** button.



3. A verification code will be sent either to your phone **or** secondary email (depending on what you set as your preferred contact method). You will then be redirected to your Office 365 homepage. You can access your email by clicking the **Outlook** button located on the left-hand side.

### Mobile App Outlook (iOS and Android):

1. Open the App Store on your phone and search for Outlook.
2. Download and Install the Outlook app that is made by the Microsoft Corporation.
3. Click **Add an account** and if prompted, your SWU email account is an **Office 365 Account**.
4. Follow the prompts and enter your credentials to sign-in to the Outlook App.