Accessing SWU Email

There are two ways to view and access your SWU email: 1) Office 365 Webmail. 2) Outlook Desktop App.
Below are instructions for accessing both.

1. Office 365 Webmail

There are two ways to access your Office 365 Webmail: a) From the Office website. b) Through the mySWU portal.

a) Office Website Access

   1) Students can sign-in to their SWU email account by going to www.office.com and clicking the **Sign in** button.
   2) Enter your **SWU email address** in the Microsoft Sign in box, then click the blue **Next** button.
      i. If asked if the email is used with one or more accounts from Microsoft, be sure to select **Work or school account**.
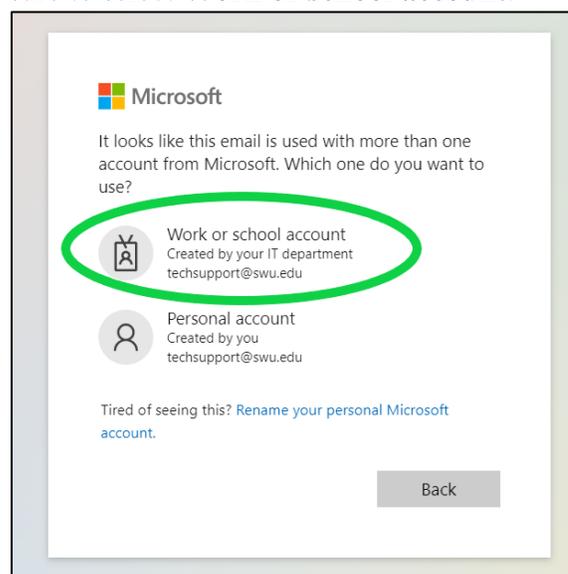
3) A SWU Sign in page will appear with your SWU email already filled in. Enter your **SWU email password** in the box provided.
   i. **Your SWU email password is included in the Welcome Email you received from Southern Wesleyan University for first time sign in.**
4) You will be prompted to provide a security code that was sent to your phone or secondary email account.
5) Once on the Microsoft 365 Homepage, click the **Outlook Icon** on the left-hand side to access your SWU email.

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b) mySWU Access
   1) Sign-in to my.swu.edu.
   2) On the **Home** tab, locate **Quick Links** on the left-hand side of the screen and at the bottom of the list, click **WebMail (Office 365)**
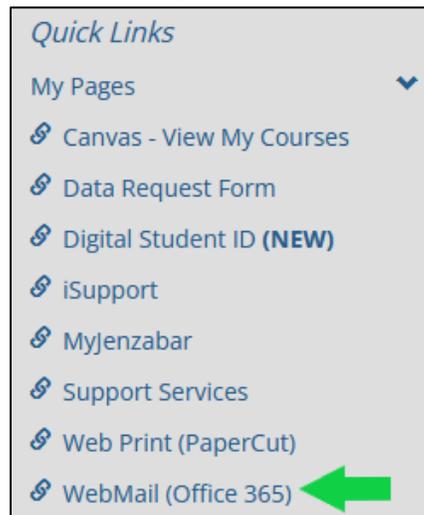
   3) Enter your **SWU Email Address** and then click **Next**. You will be taken to a SWU sign-in page.
   4) Enter your **SWU Email Password** and click Next. You will be taken to the **Office 365 Homepage**.
   5) Click the **Outlook icon** located on the left-hand side of the screen to access your SWU email.

If you have any questions or issues accessing your account, please contact the SWU IT department at 864-644-5050 or TechSupport@swu.edu