

Accessing SWU Email

There are two platforms for monitoring your SWU email: I. [Office 365 Web App](#) or II. [Outlook Desktop App](#). Below are instructions for accessing both...

Student Path in Office 365

1. Students should first sign into my.swu.edu via the -Single Sign-On- Portal.
 - a. Your username is your SWU-issued email
 - i. (ex: [firstnamelastname@mail.swu.edu](#))
 - b. Your initial SWU-issued password is as follows
 - i. (ex: last name + last five digits of Social Security Number)

The screenshot shows a web page titled "Single Sign On Login". Under the heading "Students", there is a blue button labeled "Single Sign-On Login" and a link labeled "Reset My Password".

The screenshot shows the login form for adfs.swu.edu. It prompts the user to "Type your user name and password." There are two input fields: "User name:" and "Password:". To the right of the "User name:" field, there is an example: "Example: Full SWU email address i.e. johndoe@mail.swu.edu". Below the "Password:" field is a "Sign In" button.

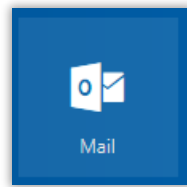
2. Select -View My Email-.

The screenshot shows a navigation menu with two main sections: "Traditional Campus" and "Adult and Online". Under "Traditional Campus", there is a link "View My Email". Under "Adult and Online", there is a link "View My Email".

3. Enter your SWU-issued email after you arrive at the Office 365 landing site.

The screenshot shows a selection screen for "Work or school account". There is a text input field containing the email address "someone@example.com".

4. Select the **-Mail Web App-** on the Office 365 landing site homepage.

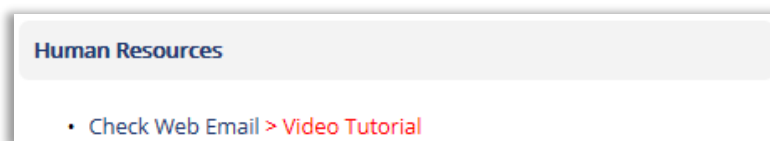


Staff/Faculty Path in Office 365

1. Faculty & Staff should first sign into my.swu.edu via the **-Everyone Else-** Portal.
 - a. Your username is 1) your SWU-issued ID number or 2) the first half of your SWU-issued email
 - i. (1. ##### or 2. First initial of first name + last name)
 - b. Your initial SWU-issued password is as follows
 - i. (ex: last name + last five digits of Social Security Number)

A screenshot of a login form titled "Everyone Else". It has two input fields: "Username (OR) ID Number:" and "Password:". Below the password field are two buttons: "Reset My Password" and "Login".

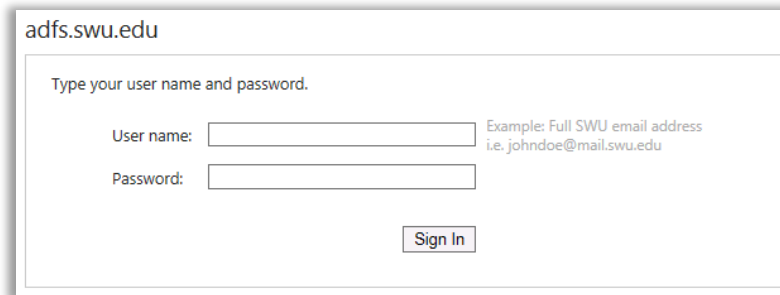
2. Select **-Check Web Email-**.



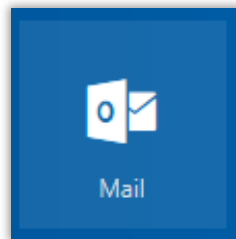
3. Enter your SWU-issued email after you arrive at the Office 365 landing site.

A screenshot of an input field titled "Work or school account". The field contains the text "someone@example.com".

4. Enter your SWU-issued email and SWU-issued password after you arrive at the ADFS.swu.edu landing site.
 - a. Do not attempt to substitute your SWU-issued ID number as your username upon reaching this step.



5. Select the -Mail Web App- on the Office 365 landing site homepage.



Student Path in Outlook Desktop

1. If you don't already have the most recent version of Outlook, you can download this for free from within Office 365.
 - a. Please reference [Downloading Office 2016 through Office 365 Pro Plus](#) if you need instructions.
2. Access -Outlook 2016- from the programs folder of your operating system.



3. Login to Outlook with your SWU-issued credentials to view your email.



Staff/Faculty Path in Outlook Desktop

1. If you would like to utilize a personal computer, then you will need to download Outlook for free from within Office 365.
 - a. Please reference [Downloading Office 2016 through Office 365 Pro Plus](#) if you need instructions.
2. If you possess a SWU-issued desktop or laptop, then Outlook is already imaged to your computer. Search for it in your programs folder.



3. Login to Outlook with your SWU-issued credentials to view your email.

