

Accessing University 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...

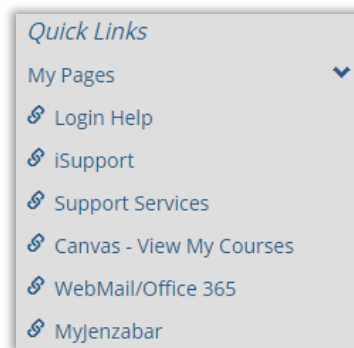
Student Path in Office 365

1. Students should first sign into my.swu.edu on the login portal.
 - a. Your username is your university email address
 - i. (ex: [labname@mail.swu.edu](#))
 - b. Your initial university password is as follows
 - i. (ex: Warrior + last five digits of Social Security Number)

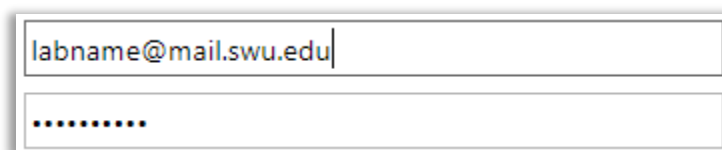


A screenshot of the login portal interface. It features a username input field containing 'labname@mail.swu.edu', a password input field with masked characters, and a blue 'Login' button.

2. Select **-WebMail/Office 365-** under Quick Links.

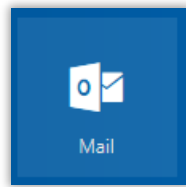


3. Enter your university email and password after you arrive at the [Office 365](#) landing site and the adfs.swu.edu landing site.



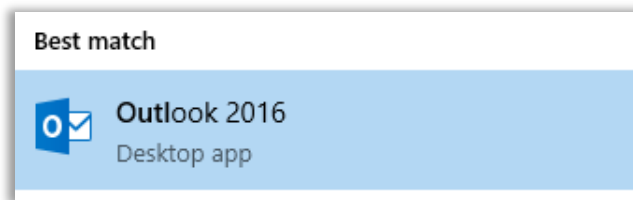
A screenshot of the Office 365 landing site login form. It shows a username input field with 'labname@mail.swu.edu' and a password input field with masked characters.

4. 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 with your university email and password to view your email.

