

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 SWU ID number
 - i. If you need assistance resetting your mySWU password, [click here](#) for instructions.

SWU ID number Password Login

[I forgot my password \(ID Number required\)](#)

2. Select **–WebMail (Office 365)–** under Quick Links.



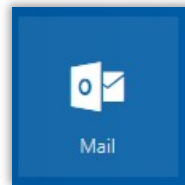
3. Enter your university email and password after you arrive at the [Office 365](#) landing site and the adsf.swu.edu landing site.

johndoe@mail.swu.edu Next

johndoe@mail.swu.edu

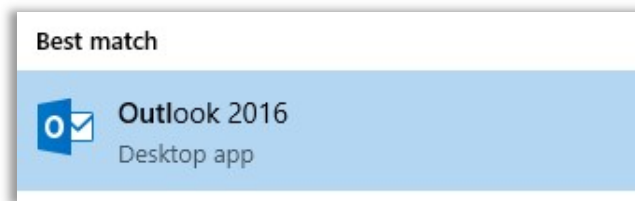
The default password for SWU email is Warrior + last 5 of social security number, [click here](#) for information on changing your email password.

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

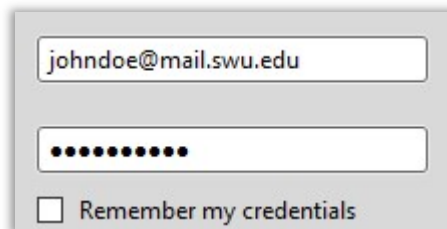


Student Path in Outlook Desktop

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.

A login form with two input fields. The first field contains the email address "johndoe@mail.swu.edu". The second field contains a masked password ".....". Below the fields is a checkbox labeled "Remember my credentials".