Accessing SWU Student Email

Student email is accessible from either of two locations www.swu.edu then click the link for Email Login at the top of the page, then click Students as shown in Figure 1.A. or on the student tab of mySWU: https://my.swu.edu and click View Web Email as show in Figure 1.B.
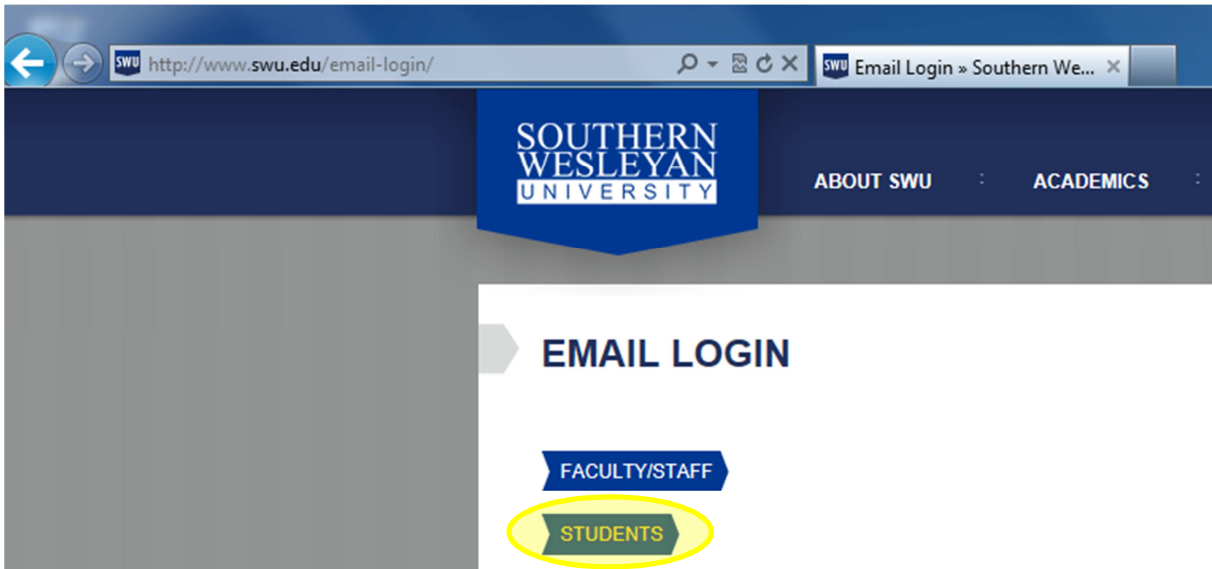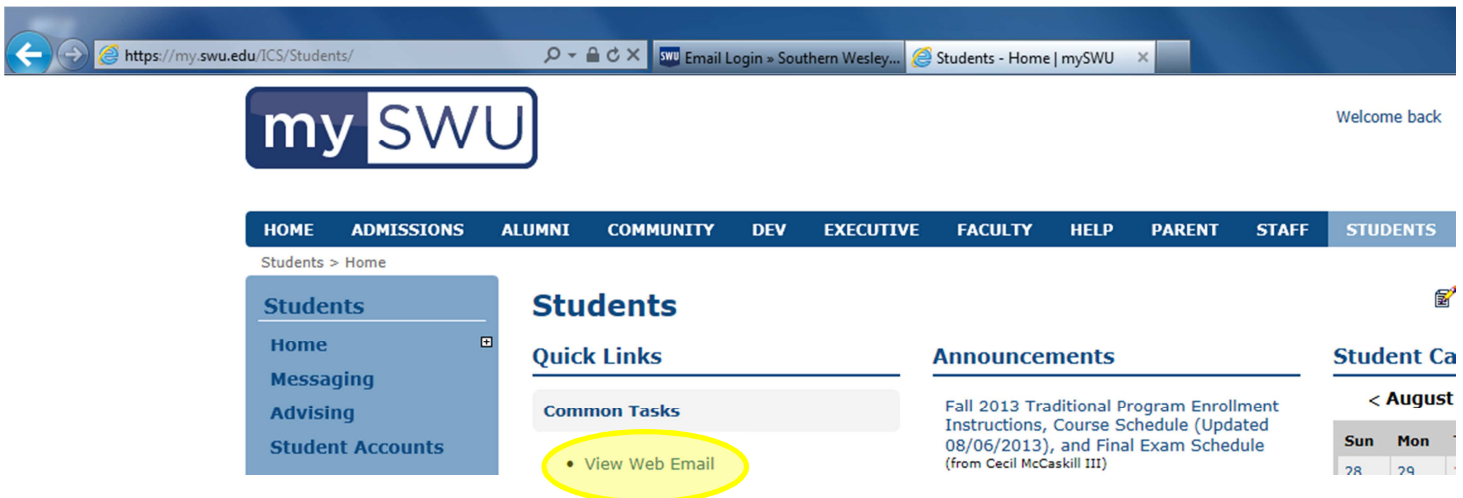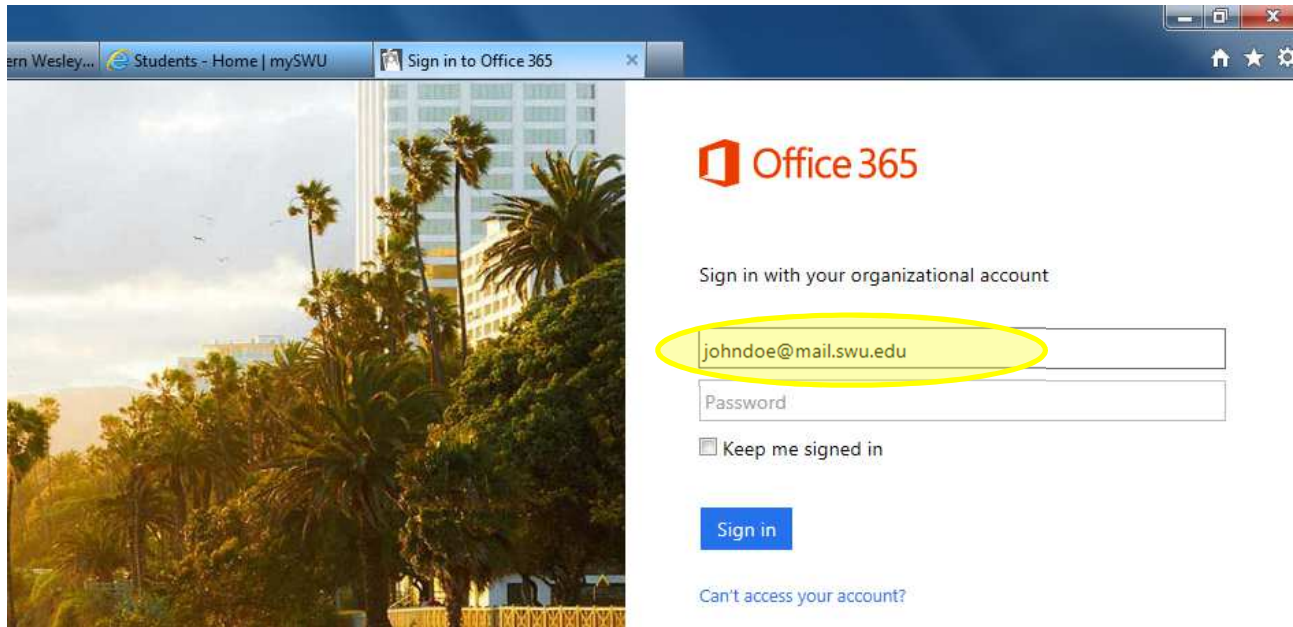
Figure 1.A.

Figure 1.B.

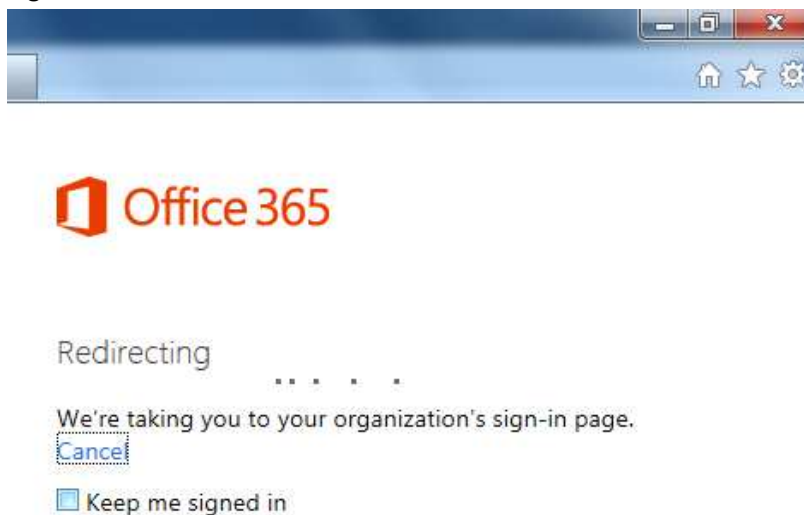Clicking either link will open the Office 365 log in page.

On the Office 365 login page enter your full SWU email address as shown in Figure 2.

Figure 2.

After you enter your email address press the Tab key, and you will be redirected to a login page as shown in Figure 3.

Figure 3.

The login page may pop up in a new window or may load within the same window depending on the browser being used and the settings within the browser.

To login enter "SWU\SWUusername", which is the first half of your email address. In the example, a student with the email address of johndoe@mail.swu.edu would have the SWU username of SWU\johndoe. For the password enter the same password that you use to log in in the labs and into mySWU. A screen shot of this login prompt is shown in Figure 4.

Figure 4.

Once you are logged into Office 365, you will be at the Office 365 landing page as shown in Figure 5.

To view your email, click on Outlook at the top-center of the page, or Inbox under Outlook on the left hand side of the page.
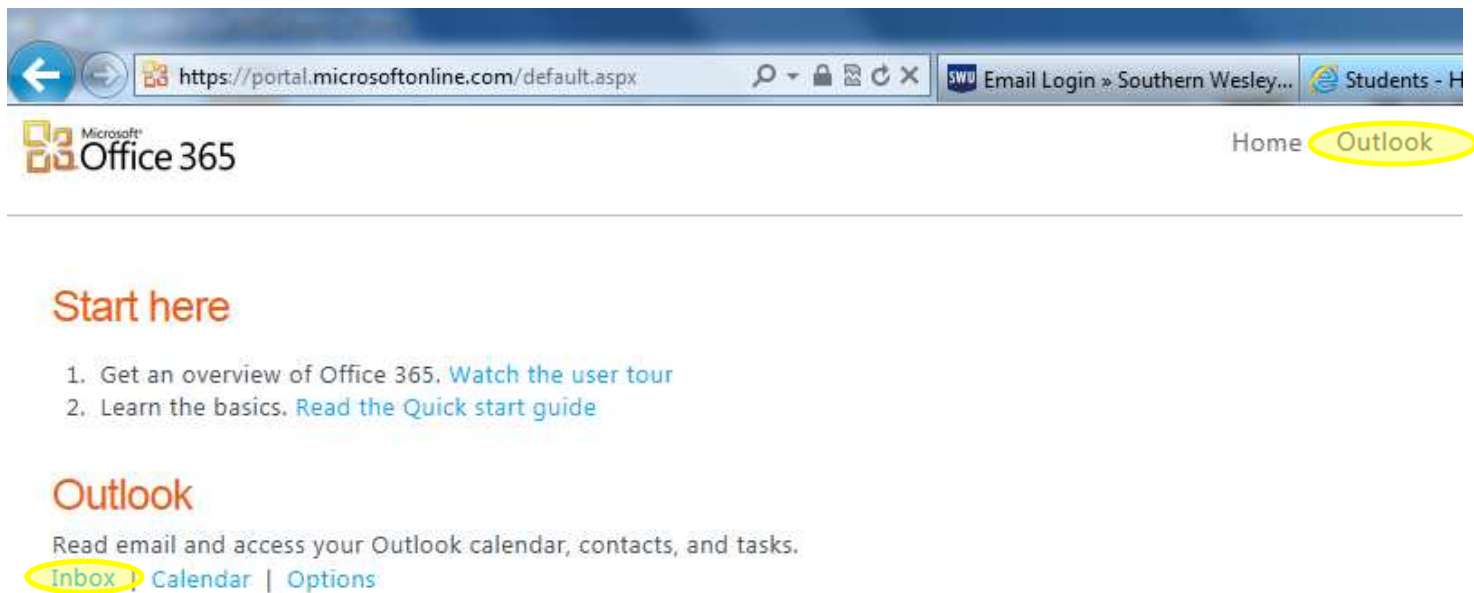
Figure 5.

Figure 6 is an example of what your Office 365 Inbox will look like. To send a new message click on New, and select message.

Figure 6.