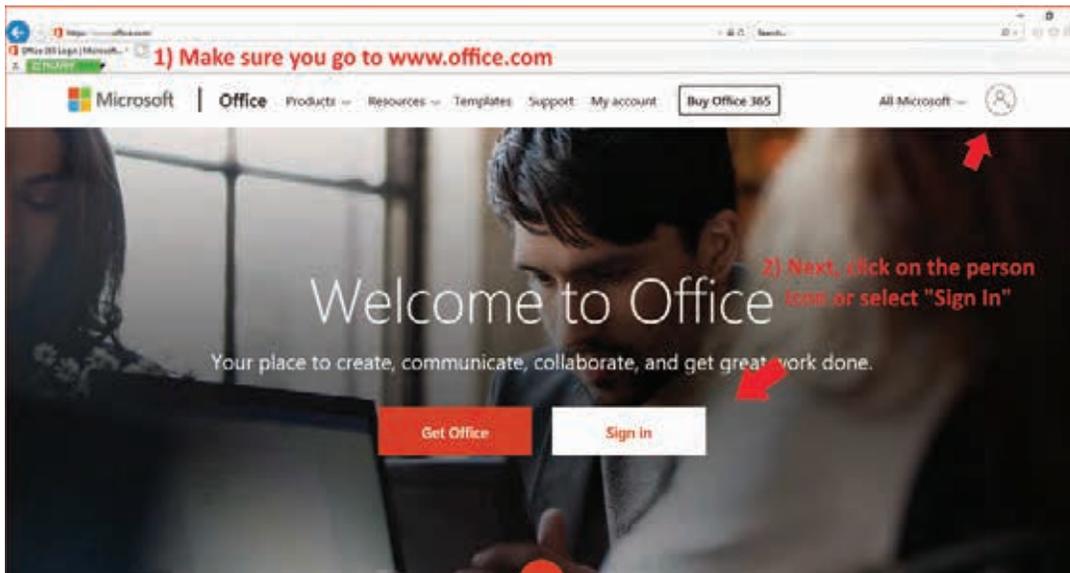
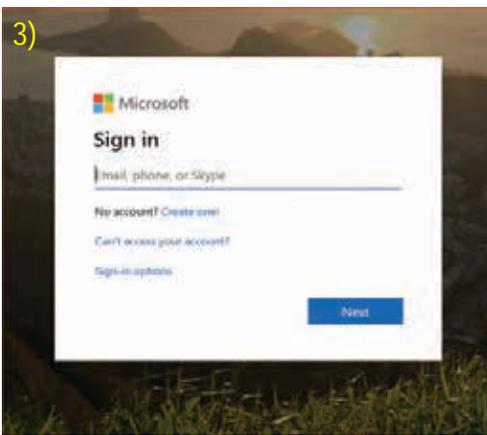


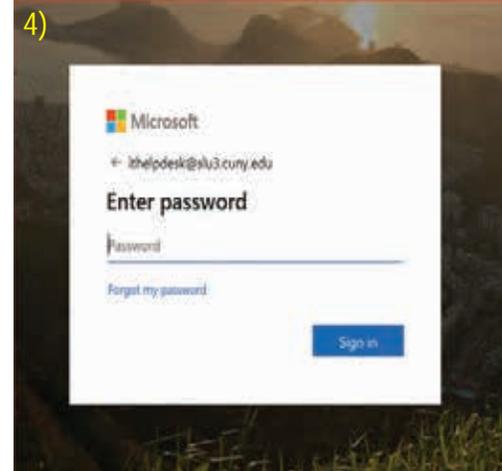
Office 365 Student Access Guide



1) Please make sure that you go to www.office.com
2) Select, either "Sign In" or the person icon in the top-right corner



3) On this screen sign in using the username that was given to you. The username should look like John.Doe33@slu3.cuny.edu.
* if you do not know your credentials remember that it is `firstname.lastname` then the last two #'s of your EMPLID
4) Your password will be provided to you by the SLU Service Desk and then you will be prompted to create one.



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5) Next you will need to select "Outlook", which should be the first item to select on your left.
* You will be prompted to select your Timezone, please make sure to select "-5:00, Eastern Time Zone"
6) You should now have access to your SLU email. Remember if you have any issues logging in, contact the SLU Service Desk.