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 yourEMPLID

4) Your password will be provided to you by the SLU Service Desk and then you will be prompted to create one.

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.