Log in To SLU Generic Email Accounts

How to log in to shared SLU Generic email accounts (Office 365)

Instructions

Section 1
Summary:

Please follow these instructions to access a shared (generic) email account.

Prerequisites:

- You need to be able to access your SLU email:
  - See [https://goo.gl/dpEqyi](https://goo.gl/dpEqyi) for a quick guide on how to access your SLU Office 365 email.
- Internet Connection
- Permissions to access the generic account.

Steps to log in to a Generic email account:

- Log in to your own SLU email (Outlook Web App)
- Click on your Name (top right corner) ➔ Step 1
- Click ‘Open another mailbox...’ ➔ Step 2
- Start typing in the email address of the shared account ➔ Step 3
  - If you do not see the email address in the dropdown list, you need to perform the extra steps detailed in Section 2.
- Click on the email address of the shared account
- Click Open ➔ Step 4
  - The shared account will open in a new tab.

Section 2 – Extra Steps

Only do this if you do not see your generic email address in the dropdown list in Step 3:

- Click on New and compose a new email ➔ Step 0a
- Type the email address of the shared account in the ‘To’ field and hit Enter ➔ Step 0b
  - DO NOT pick from dropdown menu at this point!
- Move on to Step 1

For further questions and training, please refer to:
http://www.slu.edu/its/about/services-and-products/office-365.php

Or contact ITS Madrid at support-madrid@slu.edu