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 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**:

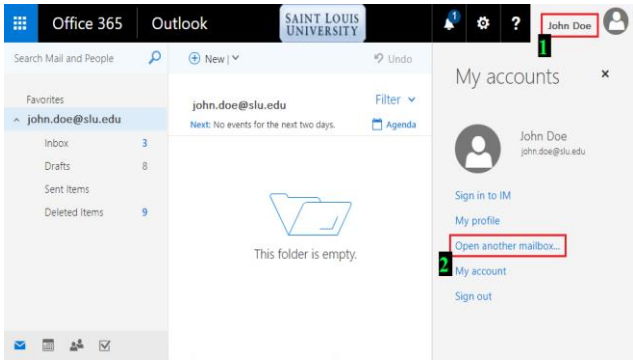
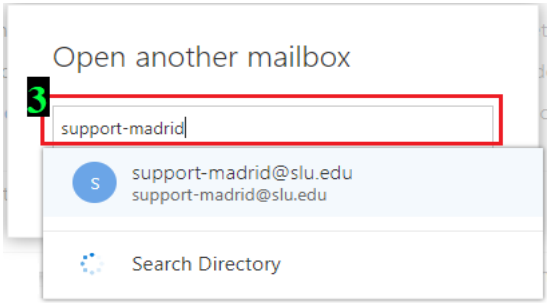
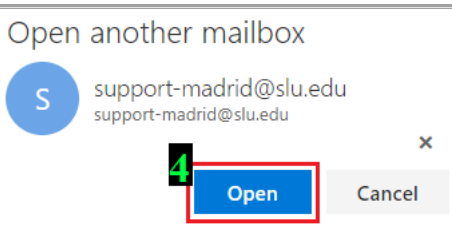
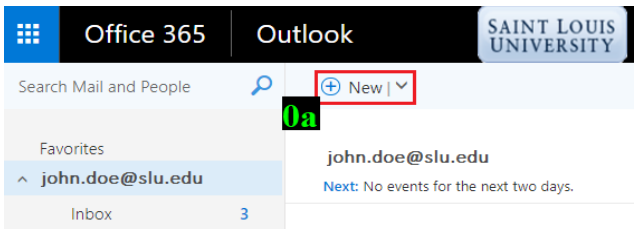
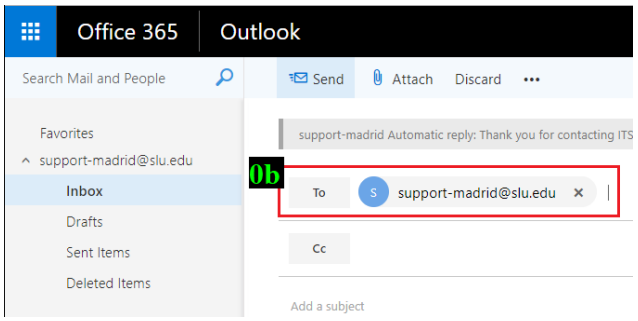
- **Click on New and compose a new email → Step 0a**
- **Type the email address of the shared account in the 'To' field and hit Enter → Step 0b**
  - DO NOT pick from dropdown menu at this point!
- **Move on to Step 1**

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

Screenshots

SLU Office 365 Outlook Web App



Open another mailbox