# Log In To SLU Email – Quick Reference

How to log in to your SLU email (Office 365)

## Instructions

### Summary:

Saint Louis University provides email, contacts and calendar services through Microsoft Office 365. Follow the instructions below to log in to your SLU email.

### Prerequisites:

- SLU Net ID and personalized SLU Net Password
  - If your password is still set to the default (Idxxxxxx) you must change your password at [https://password.slu.edu](https://password.slu.edu)
- Internet Connection
- Multi-Factor verification code, if needed.

### Steps to log in to your SLU Email after the migration:

- **Go to mySLU** ([https://mySLU.slu.edu](https://mySLU.slu.edu))
- **Log-in with your SLU Net ID and Password**
  - Input the Multi-Factor Authentication code, if required
- **Go to the Tools tab → Step 1**
- **Click on the Office 365 Email icon → Step 2**
  - You will be directed to the Office 365 logon page
- **You will be then redirected to your Office 365 Outlook Web Inbox.**
  - If you are logging on for the first time, you will be able to choose your desired language and time zone.

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

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