# 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
- 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)
- **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: https://www.slu.edu/office365

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

### Screenshots

**mySLU Tools Tab**

![mySLU Tools Tab](image1)

**Office 365 Outlook Web Inbox**

![Office 365 Outlook Web Inbox](image2)