

Office 365 for the first time:

Open your favorite browser



Go to exchange.sxu.edu

Enter in your NetID@sxu.edu

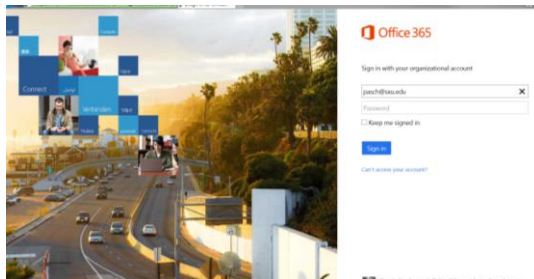
And Password

The screenshot shows the login interface for Saint Xavier University's Microsoft Exchange. At the top, it says "SAINT XAVIER UNIVERSITY Chicago • Orland Park". Below that is a "Security" section with three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App". There are two input fields: "SXU\NetID" containing "wcp1@sxu.edu" and "Password" with masked characters. A "Sign in" button is to the right. At the bottom, it says "Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved."

Follow the link

The screenshot shows a page from Saint Xavier University providing a direct link to a mailbox. It says "SAINT XAVIER UNIVERSITY Chicago • Orland Park" and "Use the following link to open this mailbox with the best performance:". The link is "http://outlook.com/owa/sauchicago.mail.onmicrosoft.com". There is an "Add to Favorites" button. At the bottom, it says "Connected to Microsoft Exchange © 2010 Microsoft Corporation. All rights reserved."

At the Office 365 page enter in your email address. When you click on the password field it will start logging you in. Don't worry it is supposed to do that.



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A popup will appear asking you for your log in.

If its blank use:

Sxu\NetID

Password

If it is not or the wrong information is there use the “Use another Account” option and enter in sxu\NetID and your Password



Basic first time setup questions:

Language: English

Time Zone -6:00 Central

some things to remember

The default view in OWA groups conversations. To change this: click view and uncheck the conversations option.

Calendars cannot be shared between people on the new Exchange and the Old one. This will be less of a problem as more departments are migrated.