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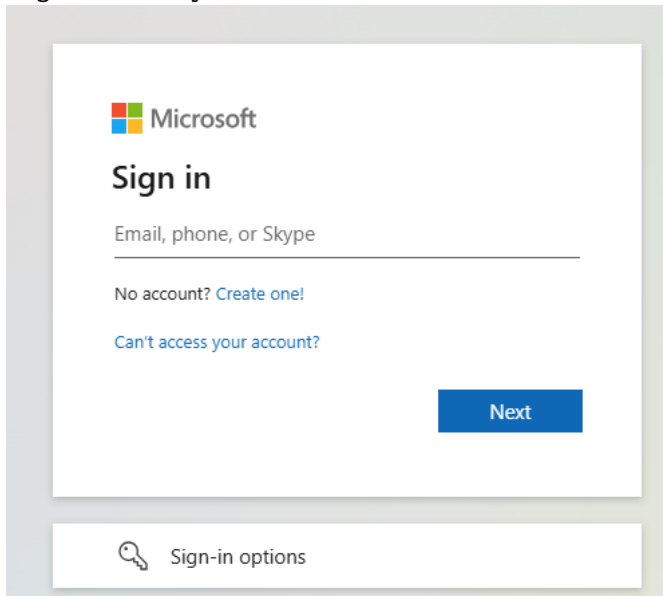
How to Access my Email (Outlook)

Jeff Clark - 2025-08-12 - [Email and Collaboration](#)

How to Access your FAU Outlook Email

Outlook Online

1. Visit Outlook.office.com in your preferred internet browser (Chrome, Edge, Firefox, etc.).
2. Sign in with your FAU email



3. Sign in with your FAUNet ID and password.



LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

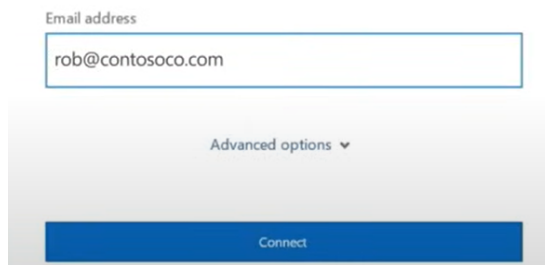
SIGN IN WITH YOUR FAUNET ID

FAUNet ID
Password
Forgot your password? or Set Up a New Account or Need Help?
<input type="checkbox"/> Don't Remember Login
You have requested access to Office 365 (or other Microsoft services) which requires FAU Net ID authentication. Type your user name and password.

Outlook Desktop App

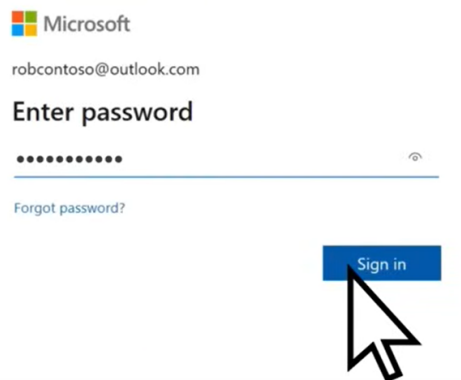
If You Already Have Outlook Installed:

1. Open Outlook 
2. On the prompt, enter your **full email address** (ie. FAUnetid@health.fau.edu) then **Connect**.



The image shows the Outlook connection interface. At the top, it says "Email address" above a text box containing "rob@contosoco.com". Below the text box is a link for "Advanced options" with a downward arrow. At the bottom is a large blue button labeled "Connect".

3. Click **Next**
4. A windows prompt may pop-up "Windows Security"



The image shows the Microsoft login screen. At the top is the Microsoft logo. Below it is the email address "robcontoso@outlook.com". The main heading is "Enter password". Below this is a password field with masked characters "....." and an eye icon to toggle visibility. A link "Forgot password?" is below the password field. At the bottom right is a blue "Sign in" button with a mouse cursor pointing at it.

5. Enter your **password** when prompted.
6. Click **OK**
7. Outlook will configure.
8. If prompted, you may be prompted for your **FAU password**. You may get redirected to **FAU Single Sign On**, and then **Duo**. If so, continue the prompts as directed.
9. Ensure the box is checked for "Remember my credentials"
10. Outlook setup is complete. Your email should start to come into your Outlook inbox.

If You Don't Have Outlook Installed Yet:

- You can download it from Microsoft 365 or install it via the Microsoft Store or App Store (Mac).