FLORIDA ATLANTIC UNIVERSITY
Charles E. Schmidt
College of Medicine

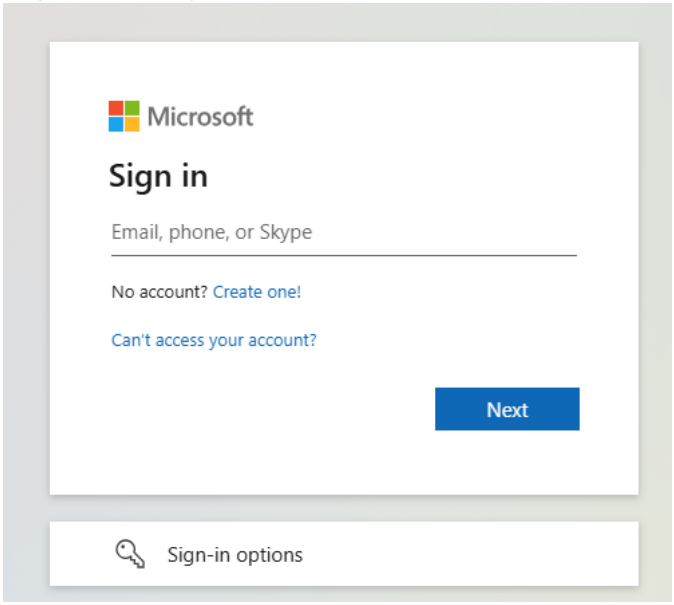
How to Access my Email (Outlook)

Jeff Clark - 2026-05-27 - Email and Collaboration

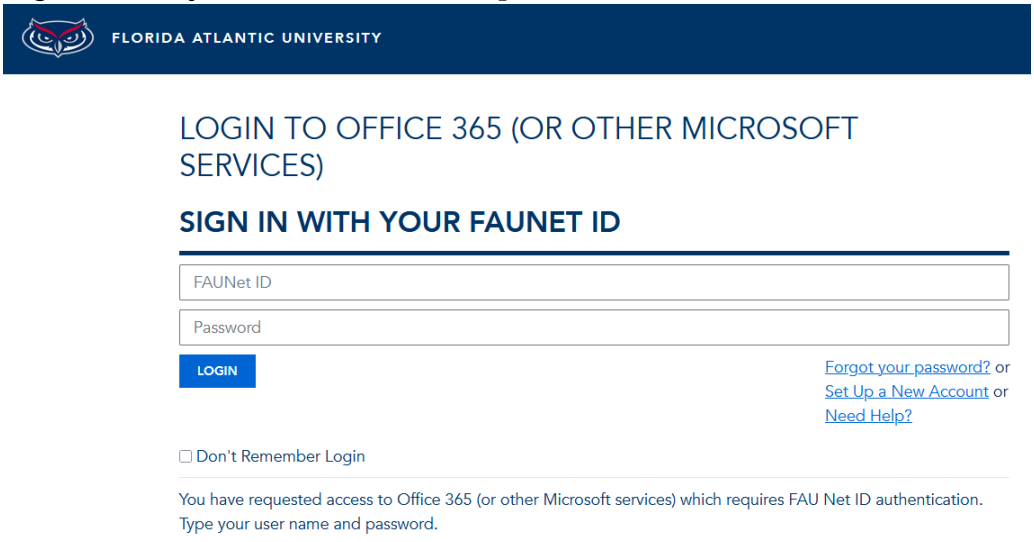
How to Access your FAU Outlook Email

Outlook Online

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



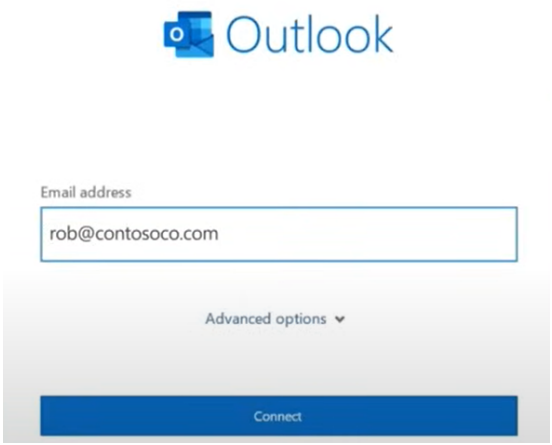
3. Sign in with your FAUNet ID and password.



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**.



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



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).