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## How to Access my Email (Outlook)

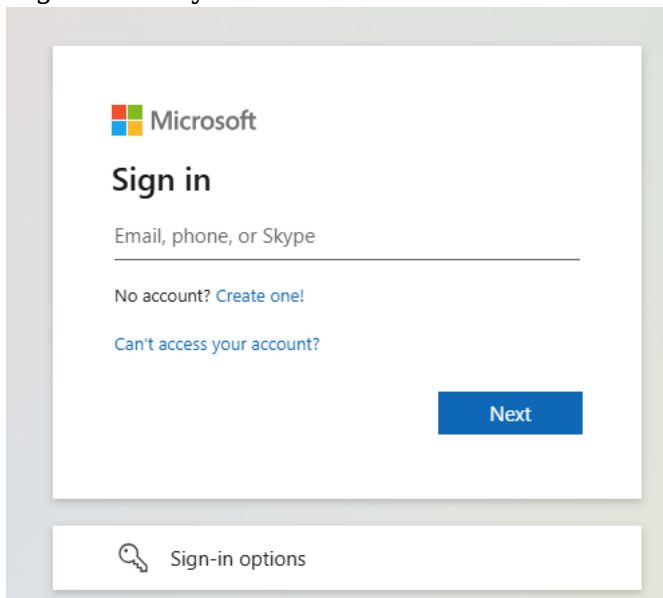
Jeff Clark - 2026-05-27 - [Email and Collaboration](#)

### How to Access your FAU Outlook Email

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#### Outlook Online

1. Visit [Outlook.office.com](https://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.



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#### LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

##### SIGN IN WITH YOUR FAUNET ID

FAUNet ID	
Password	
<input type="button" value="LOGIN"/>	<a href="#">Forgot your password?</a> or <a href="#">Set Up a New Account</a> or <a href="#">Need Help?</a>

Don't Remember Login

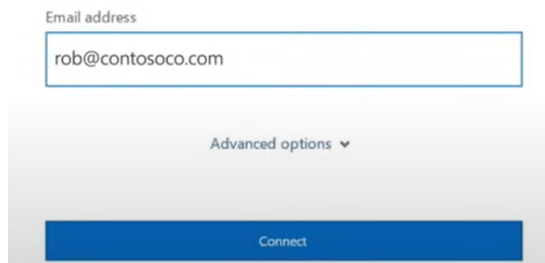
You have requested access to Office 365 (or other Microsoft services) which requires FAU Net ID authentication. Type your user name and password.

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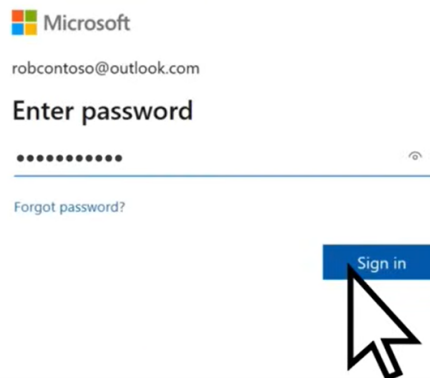
## **Outlook Desktop App**

### **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).