



[Knowledgebase](#) > [Email and Collaboration](#) > [How to Access my Email \(Outlook\)](#)

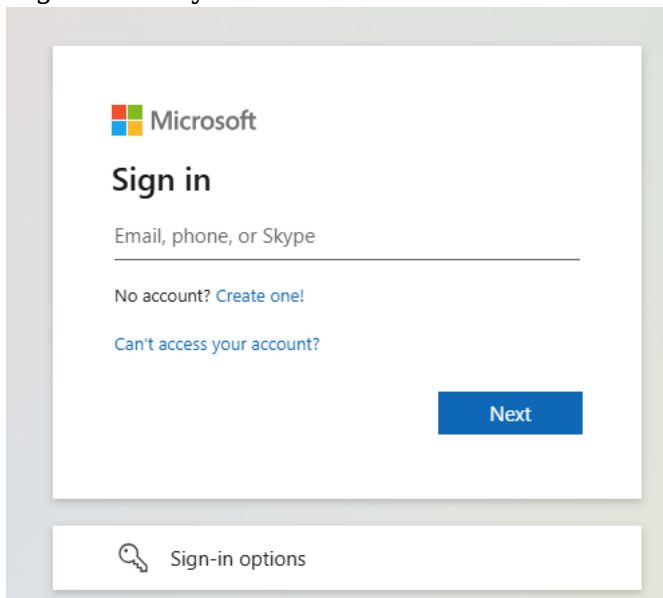
How to Access my Email (Outlook)

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.



FLORIDA ATLANTIC UNIVERSITY

LOGIN TO OFFICE 365 (OR OTHER MICROSOFT SERVICES)

SIGN IN WITH YOUR FAUNET ID

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

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**.

A screenshot of the Outlook connection screen. It shows a text input field labeled 'Email address' containing 'rob@contosoco.com'. Below the field is a dropdown menu labeled '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"

A screenshot of the Microsoft sign-in screen. It shows the Microsoft logo, the email address 'robcontoso@outlook.com', and the text 'Enter password'. Below the text is a password input field with a series of dots and a visibility icon. At the bottom is a blue button labeled 'Sign in' with a mouse cursor pointing to it. There is also a link for 'Forgot password?'.

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).