



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

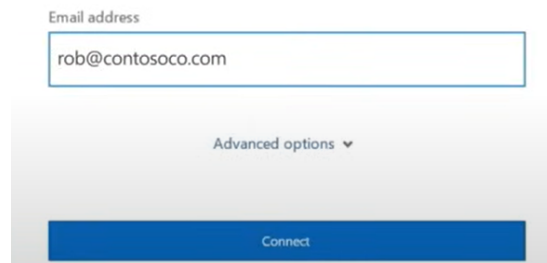
FAUNet ID	
Password	
<input type="button" value="LOGIN"/>	Forgot your password? or Set Up a New Account or Need Help?
<input type="checkbox"/> Don't Remember Login	

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



Email address

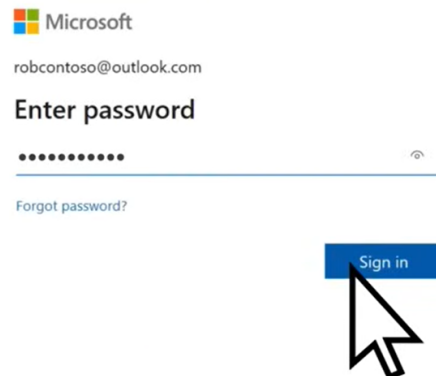
rob@contosoco.com

Advanced options ▾

Connect

Connect.

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



Microsoft

robcontoso@outlook.com

Enter password

.....

Forgot password?

Sign in

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).