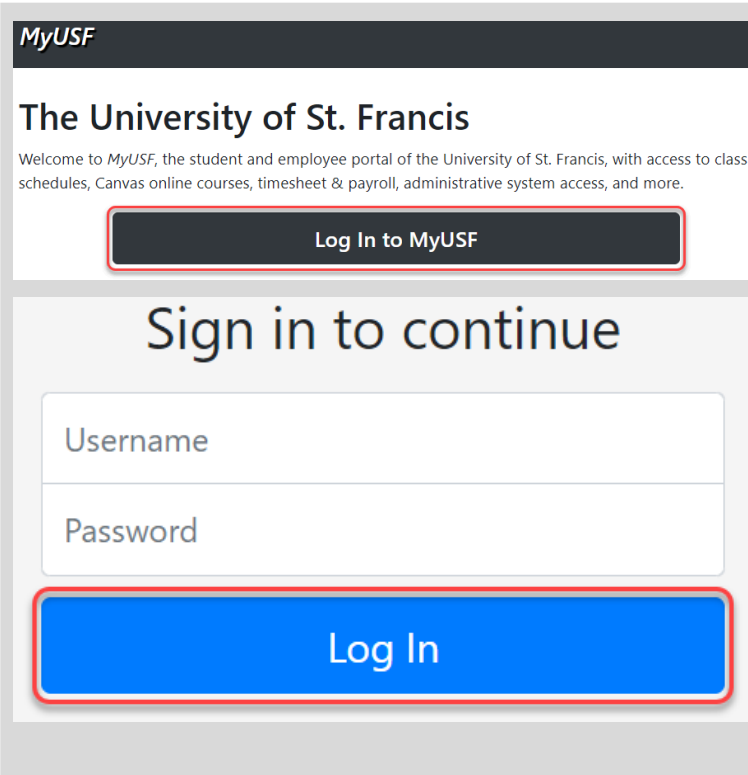


Accessing Your USF Email Account

Note: Before you can log in to your Microsoft account (e.g., to check your email), you will need to set up multi-factor authentication (MFA). Please refer to [these instructions](#) for assistance.

Step 1: Open a web browser, navigate to myusf.stfrancis.edu, and log in using your USF credentials.



MyUSF

The University of St. Francis

Welcome to MyUSF, the student and employee portal of the University of St. Francis, with access to class schedules, Canvas online courses, timesheet & payroll, administrative system access, and more.

Log In to MyUSF

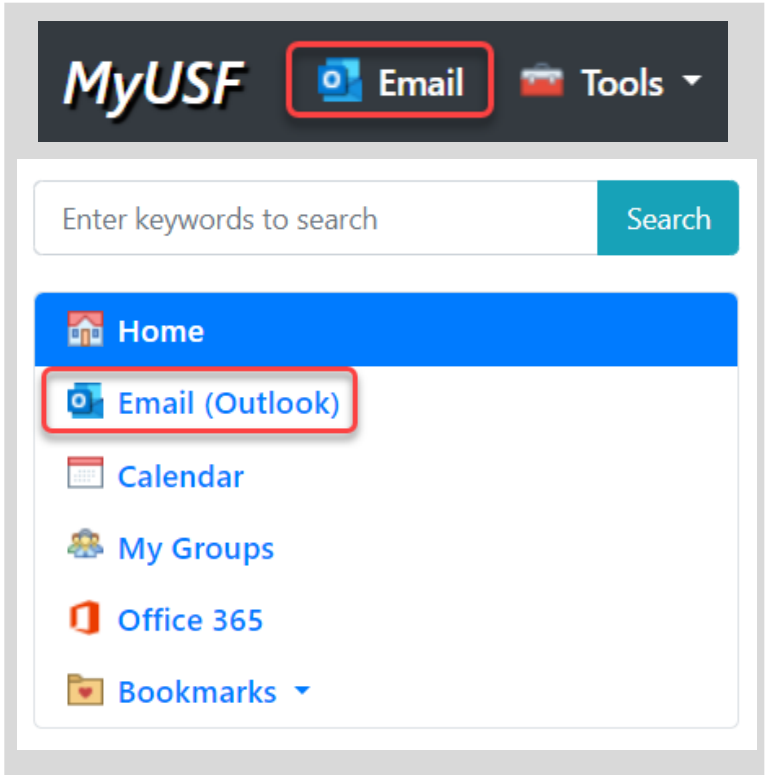
Sign in to continue

Username

Password

Log In

Step 2: Click either “Email” in the top left corner of the page or “Email (Outlook)” in the left navigation menu.



MyUSF

Email

Tools

Enter keywords to search

Search

Home

Email (Outlook)

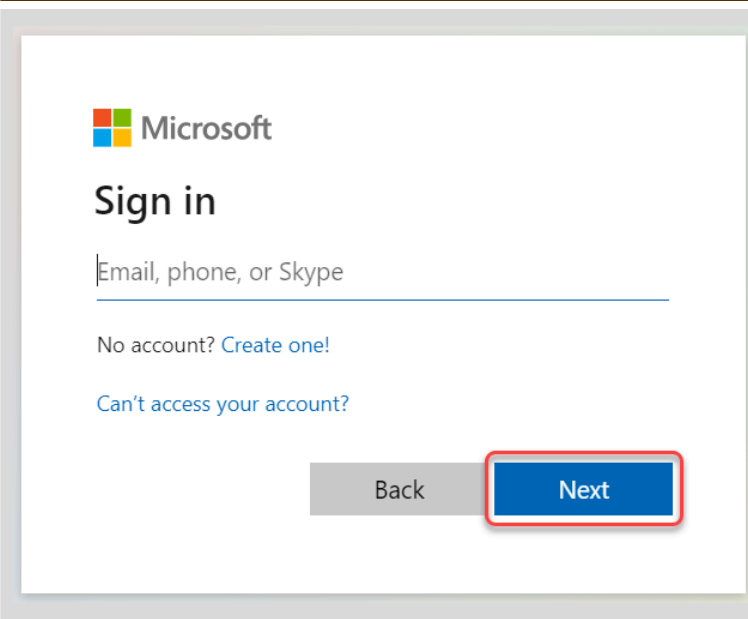
Calendar

My Groups

Office 365

Bookmarks

Step 3: Enter your USF email address and then click “Next”. (Your email address is your portal username with “@stfrancis.edu” added to the end.)



Microsoft

Sign in

Email, phone, or Skype

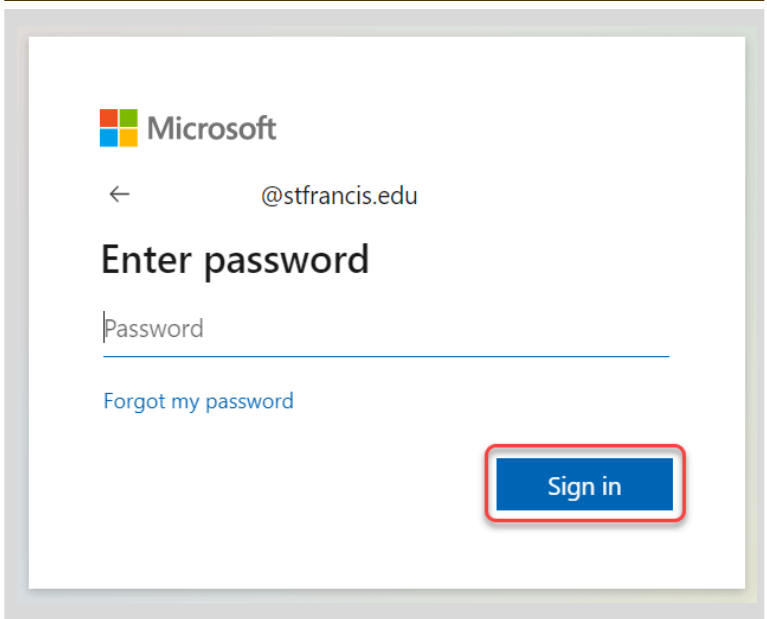
No account? [Create one!](#)

[Can't access your account?](#)

Back

Next

Step 4: Enter your password and then click “Sign in”. (This is the same as your portal password.)



Microsoft

← @stfrancis.edu

Enter password

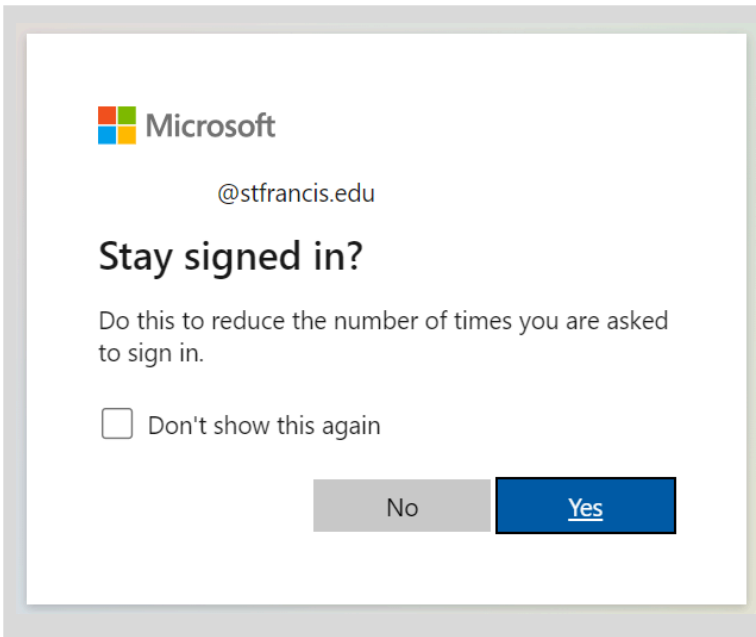
Password

[Forgot my password?](#)

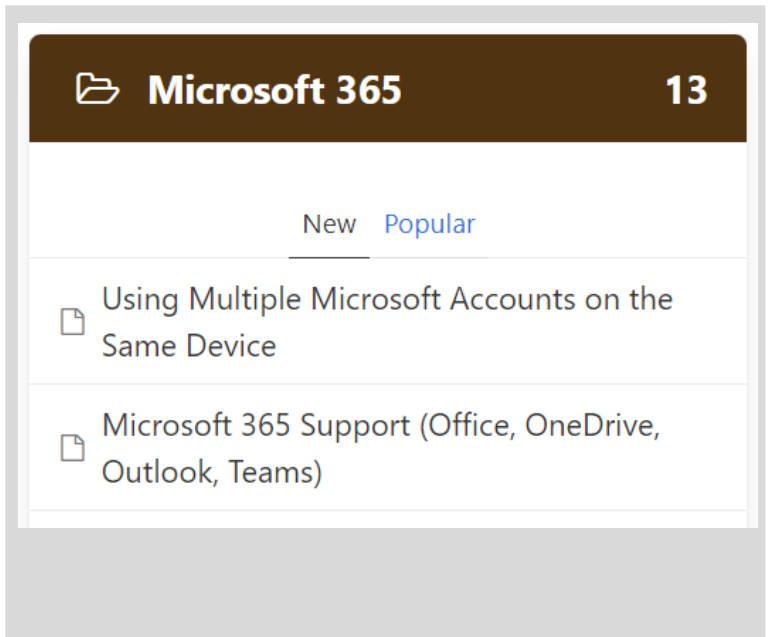
Sign in

Step 5: Select whether you want to stay signed in. If more than one person uses your computer, we recommend selecting “No” to prevent others from accessing your account.

Step 6: You will now be in your USF email account. For more helpful information, open a web browser, navigate to techsupport.stfrancis.edu, and refer to the “Microsoft 365” section.



A screenshot of a Microsoft sign-in prompt. At the top left is the Microsoft logo. Below it, the text "@stfrancis.edu" is displayed. The main heading is "Stay signed in?". Below the heading, it says "Do this to reduce the number of times you are asked to sign in." There is a checkbox labeled "Don't show this again" which is currently unchecked. At the bottom, there are two buttons: a grey "No" button and a blue "Yes" button.



A screenshot of a Microsoft 365 navigation menu. The top bar is dark brown with a folder icon, the text "Microsoft 365", and the number "13". Below this, there are two tabs: "New" and "Popular", with "New" being the active tab. The menu lists two items, each with a document icon: "Using Multiple Microsoft Accounts on the Same Device" and "Microsoft 365 Support (Office, OneDrive, Outlook, Teams)".

For assistance, please contact the Technology Support Center by filling out the online form at techsupport.stfrancis.edu/help or by calling 815-768-TECH (8324).