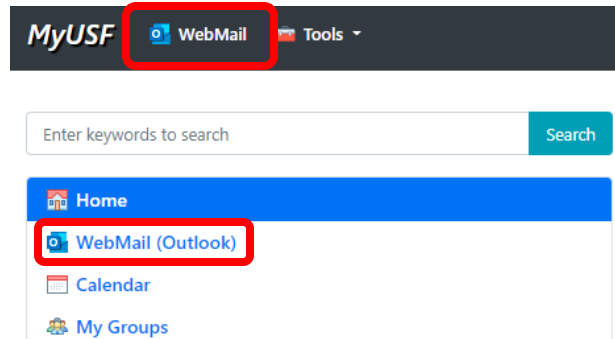
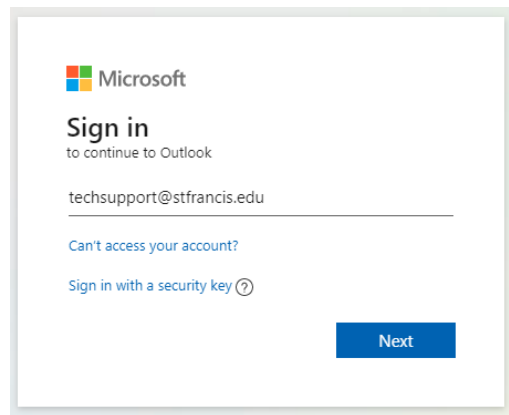


Accessing Your USF Email Account

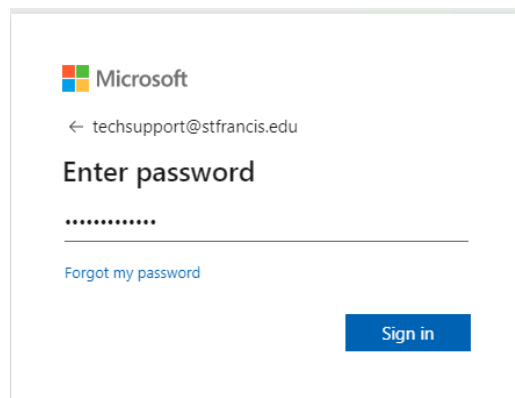
1. Log into the [MyUSF portal](#).
2. Click either the Webmail button on the top left of the page or the button in the menu on the left side of the page.



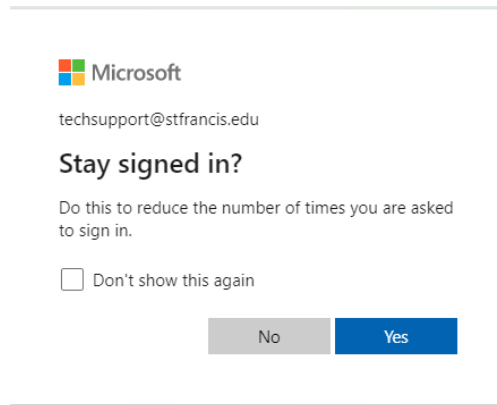
3. Enter your USF email address and click next. Your email address is your portal username with “@stfrancis.edu” added at the end



4. Enter your password. This is the same as your MyUSF portal password. If you just changed your portal password, you may have to wait up to five minutes for it to sync.
 - a. NOTE: If your portal password is not working to let you into your email, must reset your portal password [HERE](#).



5. Select whether you want Microsoft to keep you signed in. If more than one person uses your computer, you should always select No to prevent others from having access to your account.



6. You will now be in your USF email account. For more helpful information, please go to techsupport.stfrancis.edu and see the “Outlook” section.

For assistance, please contact the Technology Support Center by submitting a ticket at techsupport.stfrancis.edu/help or calling 815-768-TECH (8324).