**Student Outlook Login Instructions:**

1) Once you are logged in to the SLU portal, you will see a box at the top right of the screen like this:

   ![Box with message](image)

2) Click inside the box and re-enter your portal username and password. You may then be asked to provide a password and select a security question and answer. Your user name and password is the same as the login you just used for the portal.

If your password does not work, please contact the Help Desk at (352) 588-8888 or http://helpdesk.saintleo.edu/.

**Optional: Adding Outlook to Desktop:**

If you wish to add Outlook to your desktop, please follow these instructions:

*If you previously had your (or any) account set up on Outlook, or it is no longer working, then please see the information starting on p.4 of this document.*

In order to view your student email account via Outlook Desktop, please use the following steps:

1) First be sure that you are connected to **SLUGuest** (SLUNET, SLUWN, or SLUWL-Student may not be used for this process) if you are located on the main campus. Please be sure to open a website and enter your email address to authenticate in order to complete the connection. If you are off campus, then any Internet connection should work.

2) Once you are connected to the network, then open Outlook.
3) Then enter the following information as shown below and click **Next**. (If this page does not appear, then please see the instructions on page 4):

Your Name: Firstname Lastname  
E-mail Address: Your Saint Leo email address (ex. first.last@email.saintleo.edu)  
Password: Your my.saintleo.edu password  
Retype your Password: Your my.saintleo.edu password
4) The following page will appear. Please allow this time to configure.

5) A small pop-up (below) may appear requesting your logon information. Please change the username to firstname.lastname@saintleo.edu (instead of email.saintleo.edu) and enter your portal password. This may appear more than once. *If this pop-up continuously appears, then please restart your machine and try again.*

6) Once your account is configured then please select **Finish**.
If your account was previously set up in Outlook and is no longer functioning correctly, or if you already had an account set up in Outlook, then use the following instructions for setting up your email account in Outlook.

First remove your current student email account. To do this:

1) Open the **Control Panel** and select **Mail**. If you do not see the icon, then you may be viewing by "category." Please change the **View by:** option located on the top right of the window to either **Large icons** or **Small icons**.
2) When the **Mail Setup - Outlook** box appears, select **E-mail Accounts**.

![Mail Setup - Outlook](image1)

3) On the **Account Settings** box, select **New...**

You may first need to remove your old student account. Please do so by selecting the account you wish to remove and then select **X Remove** from the menu bar.

![Account Settings](image2)

Once your old account has been removed, follow the instructions on pp. 1-3 of this document for creating your new account access.