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:

![Error Message]

You do not have any credentials for Exchange Email. Try entering your credentials.
You do not have any email connections that provide unread messages.

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/](http://helpdesk.saintleo.edu/).

Optional: Adding Outlook to Desktop:

If you wish to add Outlook to your desktop, please see the instructions under Resources in the Course Home menu.