Email
Office 365 Login (General)

Problem:
Need simple, easy to follow directions without images, to log into Office 365 for students and adjunct faculty.

Solution:
In order to log in to your UIU email account you will need to follow the steps provided here:

1. Start at the UIU home page (www.uiu.edu).
2. Select “Login” found at the top center of the page.
3. Select "Login for student email accounts." This will direct you to the "Microsoft Office 365" sign in page.
4. Enter your User ID: (your UIU email address)
5. If this is the first time you have logged in to your UIU email, enter the default password: Pcocks@1857
6. Now the system will require you to change the password, to do so you will need to first enter the default password: Pcocks@1857
7. Next enter a password you would like to use, and then retype it in the next field.
8. Now that you have changed your password the system will require you to re-sign in.
9. After signing back in, if you do not immediately go to your inbox
   a. Click your name/email address in the upper right corner to open the drop-down menu
   b. Sign out
10. Repeat steps 1-4 above and use your new password
11. When prompted, select the correct time zone for your area
12. You should now be to your inbox