

St Augustine College

Office 365 email – Student Mail Reference Guide

The following Instructions will guide you through the setup process of your **St Augustine College Email** account.

1.

Open your Web browser (*i.e.* Internet Explorer) and go to: mail.staugustine.edu

2.

The screenshot shows the Office 365 sign-in interface. On the left is a background image of a campus with palm trees and a building. On the right is the sign-in form. The form includes the Office 365 logo, the text "Sign in with your organizational account", a text input field containing "someone@example.com", a "Password" input field, a "Keep me signed in" checkbox, a blue "Sign in" button, and a link "Can't access your account?".

Callouts provide the following instructions:

- Enter your current St. Augustine e-mail account.
- Enter your password. Default password is SAC (capital letters), your student ID number, and the # sign: **i.e. SAC12345#**
- Not on a public computer. Ok at home.
- Click **[Sign in]**.

Note: Your St Augustine email will be your SAC username followed by @my.staugustine.edu. Your St. Augustine username will be assigned to you during registration. Your username it's printed on your ID card.

If you have any **login problem**, please contact our IT department at 773-878-3855 or helpdesk@staugustine.edu.



Example:
Student Email:
Maria Alicia Ruiz:
maruiz
maruiz@my.staugustine.edu