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. 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 is 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