ACTIVATING YOUR SRU EMAIL ACCOUNT

1. Visit www.sru.edu and click on MySRU in the top right corner.

2. Log in using your SRU user ID and default password (refer to enclosed letter).

3. Once logged in to your MySRU portal, click on the Rockmail icon from your portal Home tab and login with your SRU credentials (include “@sru.edu”).

   If you are currently using Office 365 for another email account, click on “Use another account”; then, click on the Mail icon (if you are not automatically directed to your inbox). Choose your language and time zone settings; Enter, then you should be directed to your inbox.

   You may see “Collaborate with Office 365” if you have never used it before. Login with your SRU credentials and click on the Mail icon. Choose your language and time zone settings; Enter, then you should be directed to your inbox.

4. Please remember to change your default password as soon as possible. Click on MySRU and then choose “Forgot Password?” before logging in. **Passwords must be changed every 90 days.** It is strongly recommended that you configure the Maintenance Tool in the event that you forget your password or it expires.