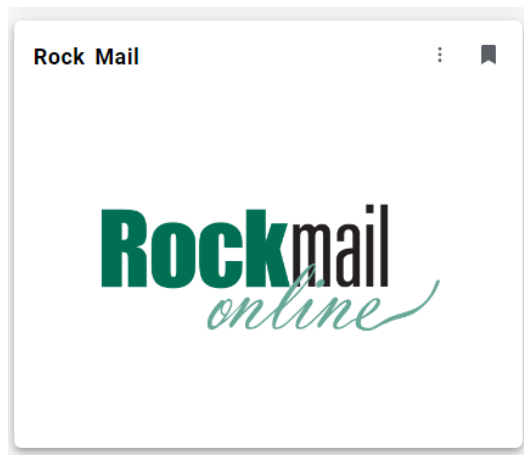# Step 1: ACTIVATING YOUR SRU EMAIL ACCOUNT

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

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

3. Once logged in to your MySRU portal, click on the Rockmail icon from your portal and login with your SRU email and default password.
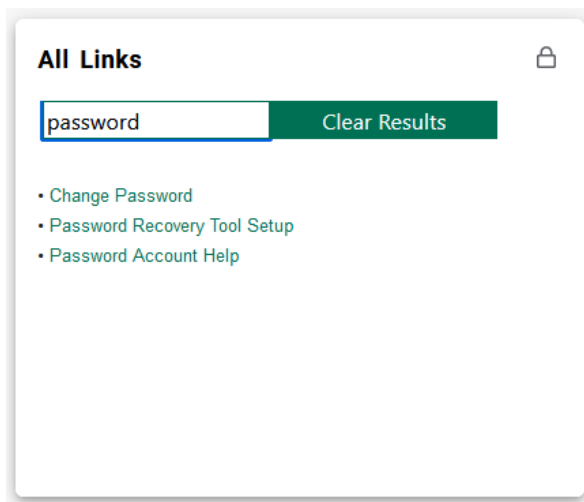

If you are currently using Office 365 for another email account, you will need to temporarily log out of your existing account(s); once you've entered your SRU login credentials, click on the Outlook icon (if you are not automatically directed to your inbox). Choose your language and time zone settings; 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 Outlook icon. Choose your language and time zone settings; Enter, then you should be directed to your inbox.

4. Remember to change your default password as soon as possible. You will need to configure your password recovery tool to change your password, ***see "Step 2" on the reverse side of this sheet for instructions***. Passwords expire every 90 days.

5. Instructions to setup your smartphone are available at www.sru.edu, keyword search "smartphone".

Step 2: CONFIGURE & USE YOUR PASSWORD RECOVERY TOOL

1. Once logged in to your MySRU portal, search for and click on "Password Recovery Tool Setup" in the All Links card. **Passwords must be changed every 90 days.**

2. Sign in with your current password. You will then be given the option to configure a phone number and/or personal email address as authentication methods for password recovery.

3. You will receive a verification code at the telephone number or alternate email that you provided. Enter the code to verify the information.

4. To change your password, sign in to Office 365. Click on the Settings gear on the top right. Click on Password from the drop down. Passwords must be at least eight characters in length and include three of these four characters: numbers, symbols, uppercase letters, and lowercase letters. You cannot re-use your two prior passwords.

5. Instructions to setup your smartphone are available at www.sru.edu, keyword search "smartphone".