## Step 1: ACTIVATING YOUR SRU EMAIL ACCOUNT

**1.** Visit <u>www.sru.edu</u> and click on MySRU in the top right corner. —



**2.** Log in using your SRU user ID and default password.

**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").

📑 Email		
	<b>Rock</b> mail	

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 Mail 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 the 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 <u>www.sru.edu</u>, keyword search "smartphone".

## Step 2: CONFIGURE & USE THE PASSWORD RECOVERY TOOL

 Once logged in to your MySRU portal, click on the "Password Recovery Tool Setup" link in the Account Status block on the Home tab. Please note this block provides you with the number of days until your password expires. Passwords must be changed every 90 days.

Account Status	
Your password expires in:	: 52 days, 22 hrs, 50 mins
Password Last Set: Password Changeable:	01/08/2019 09:46 AM 01/09/2019 09:46 AM
Password Expires:	04/08/2019 09:46 AM
Change Password	Password Recovery Tool Setup

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.

SippervRock	cwr2008@sru.edu   ?
don't lose access to your account	191
To make sure you can reset your password, we need to collect some inf secure. You'll need to set up at least 1 of the options below.	o so we can verify who you are. We won't use this to spam you - just to keep your account more
Authentication Phone is not configured. Set it up now	
Authentication Email is not configured. Set it up now	
finish cancel	

- 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.

Q 🧐 ?
Settings
Search all settings
Theme Default theme
Start page Set your start page
Notifications On
Password Change your password.

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