

# Step 1: ACTIVATING YOUR SRU EMAIL ACCOUNT

1. Visit [www.sru.edu](http://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 the “Important Registration Information” email you received from Graduate Admissions).
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”).

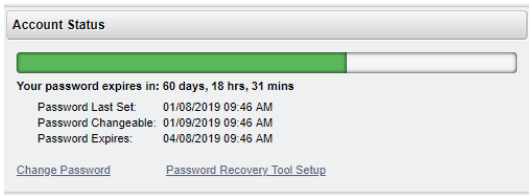


If you are currently using Office 365 for another email account, you will need to temporarily log out of your existing account(s); once you’ve entered your SRU login credentials, click on the Outlook icon (if you are not automatically directed to your inbox). Choose your language and time zone settings; Enter, then you see 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 see 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](http://www.sru.edu), keyword search “smartphone”.

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

To configure this tool, log in to MySRU and click on the “Password Recovery Tool Setup” link on the Home tab.



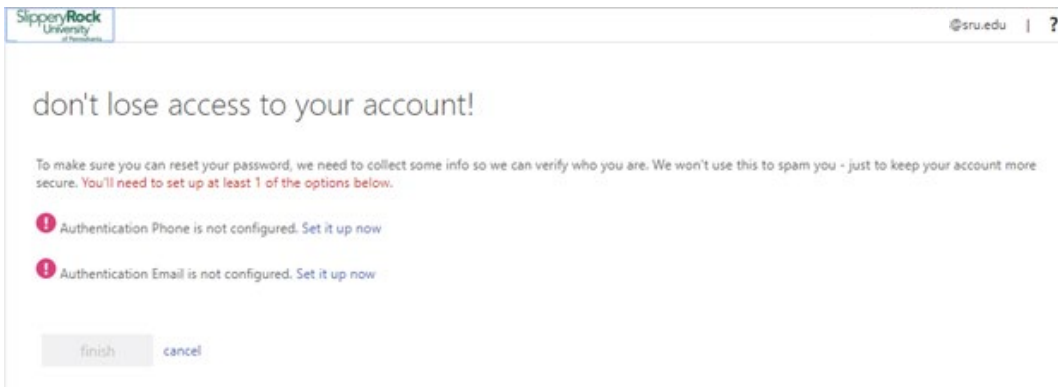
Account Status

Your password expires in: 60 days, 18 hrs, 31 mins

Password Last Set: 01/08/2019 09:46 AM  
Password Changeable: 01/09/2019 09:46 AM  
Password Expires: 04/08/2019 09:46 AM

[Change Password](#) [Password Recovery Tool Setup](#)

After clicking on the link, you will be required to log 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.



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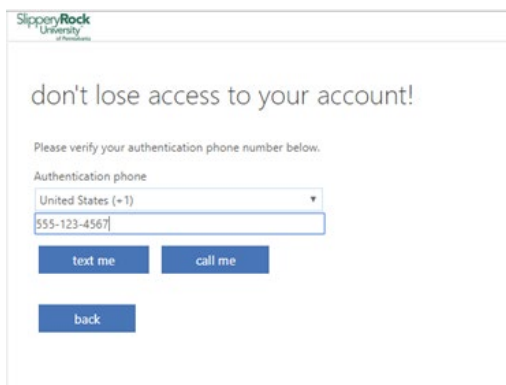
don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- Authentication Phone is not configured. Set it up now
- Authentication Email is not configured. Set it up now

finish cancel

**Authentication phone:** Enter a telephone number and select to either receive a text or phone call. You will then be contacted at the telephone number you provided to complete the verification process.



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don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

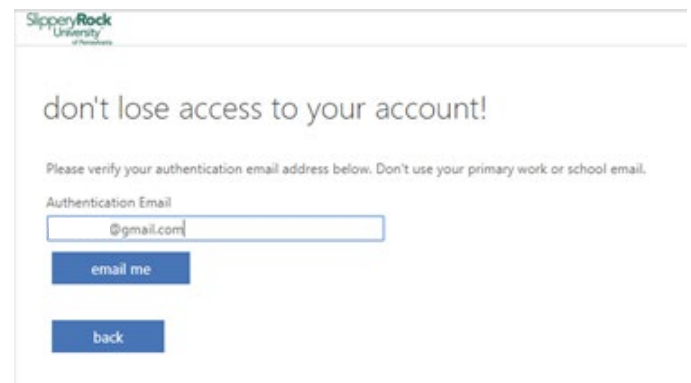
United States (+1)

555-123-4567

text me call me

back

**Authentication email:** Enter a personal email address that is NOT your SRU email address.



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don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

@gmail.com

email me

back

You will receive a verification code at this email address. Enter the code and click “verify.”

### Using the Password Recovery Tool

You can go to [portal.office.com](http://portal.office.com) and type in your SRU email address and click **Next**. Then click on **Forgot Password** and follow reset wizard.