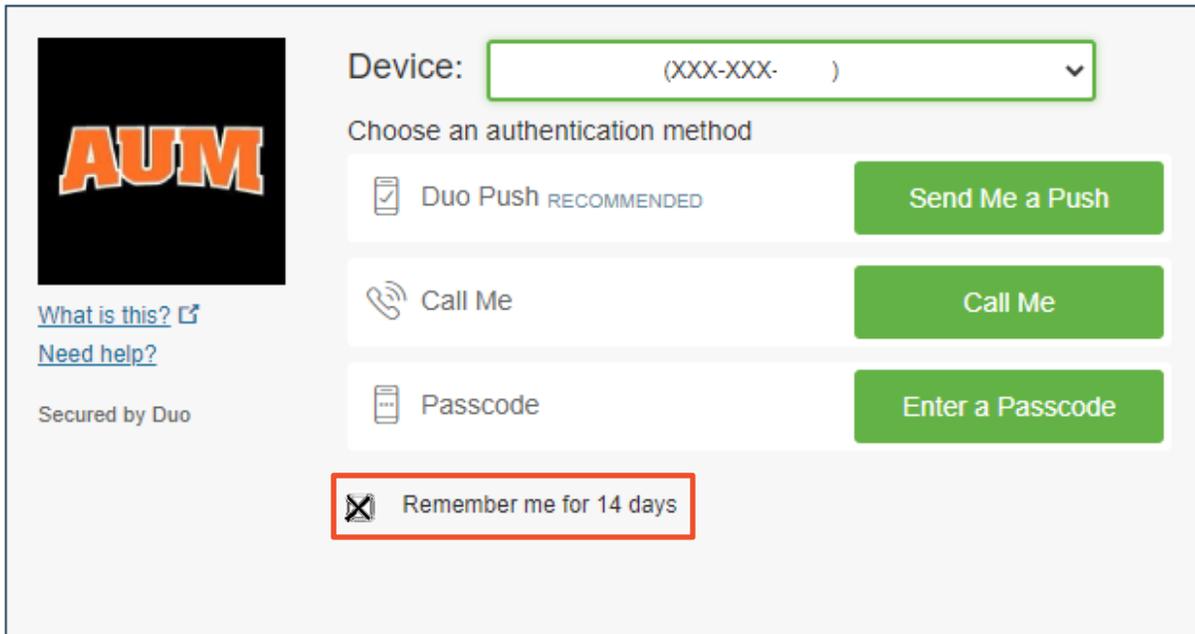
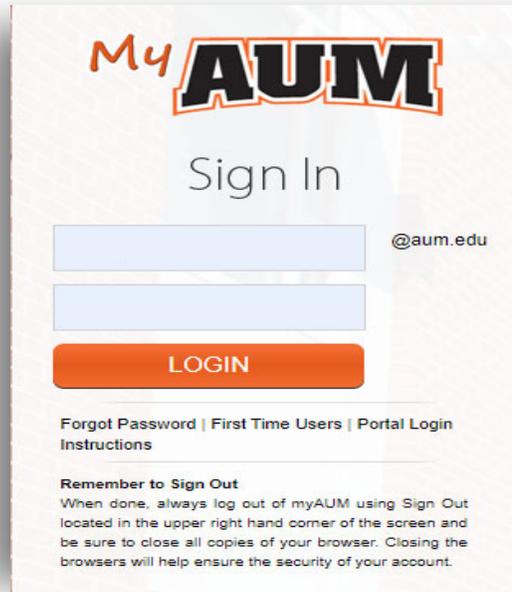


## Getting Setup on Office 365

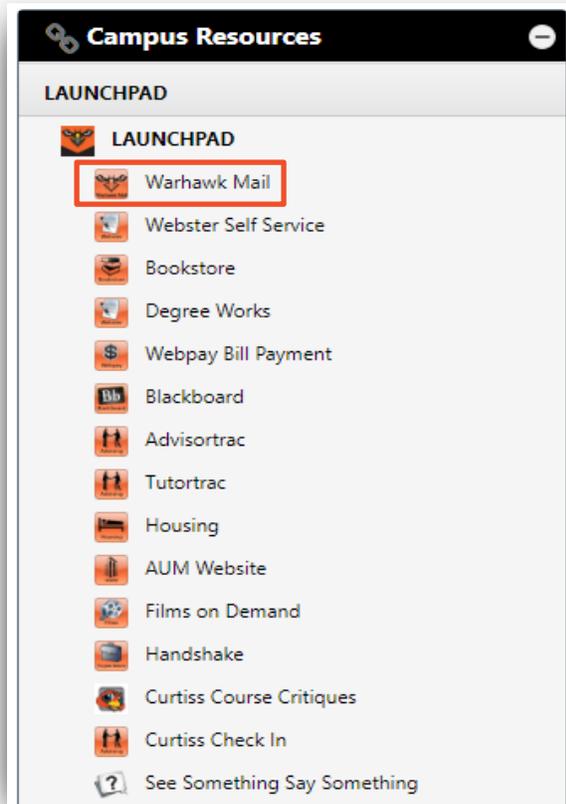
### Getting Onboard with Outlook Web App

Outlook Web App is a full-featured email program which you can launch from any internet browser. To login to the Outlook Web App, perform the following:

1. Login to <http://my.aum.edu>
2. Enter your username for Office 365. Your username will be similar to your email address, in the form of [first initial last name@aum.edu](mailto:first initial last name@aum.edu). For example, for John Doe, it would be [jdoe@aum.edu](mailto:jdoe@aum.edu).
3. Your password is the same as the one used to login to the AUM network. **If you do not know your password, please contact a help desk representative to have your password reset.**
4. After logging in, you will be prompted to by DUO to verify your identity.



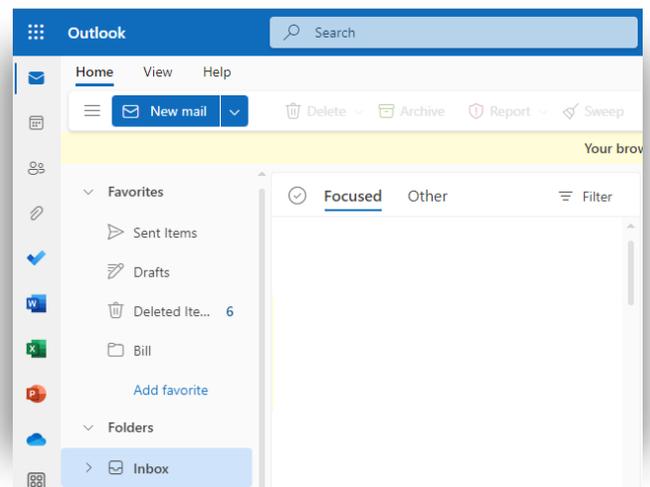
- After you verify your identity, click on Warhawk Mail, located on top- left of the web page.



- Once you click on Outlook, you may be prompted to adjust the Language and Time Zone.

You will now be in Outlook Web App. Your email should already be populated. If you do not see all your email, calendars or contacts or tasks, please contact AUM Help Desk: 244-3500.

You can now explore all the features that Outlook Web App has to offer. This is a great alternative to using the Desktop version of Outlook, and you can access your email from any computer from anywhere there is an internet connection.



## How to Get Help

Please contact [HELPDESK@AUM.EDU](mailto:HELPDESK@AUM.EDU) PH: 334.244.3500 | [IT Help Desk](#) | [AUM](#)