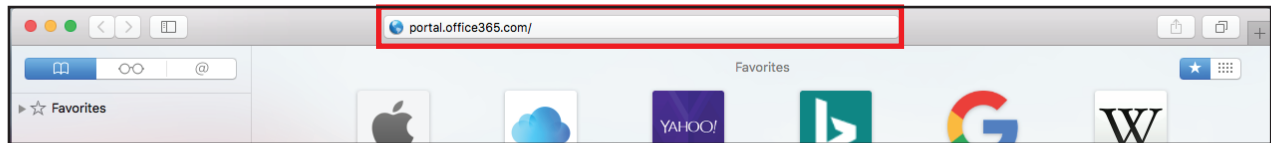


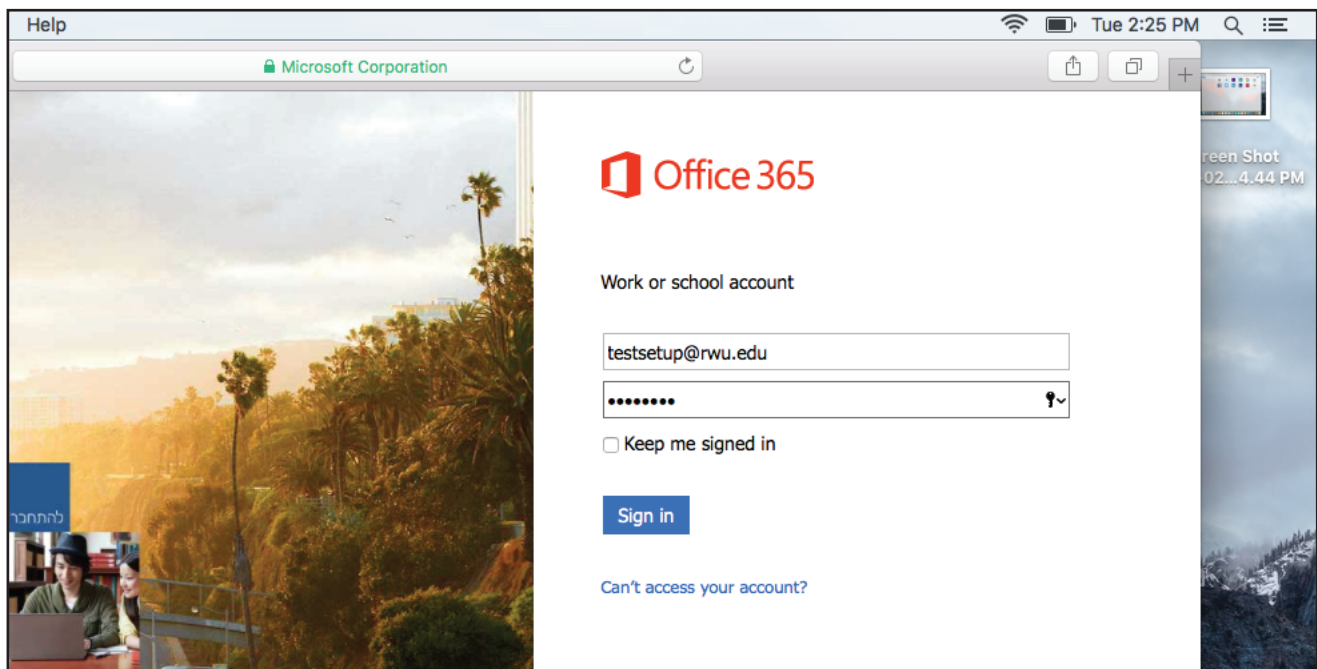
# Office 365 Guide for Mac and Windows

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To access your RWU mailbox on either a Mac computer or a Windows computer, open the web browser of your choice (Safari, Chrome, Firefox, Internet Explorer, etc.), and navigate to **portal.office365.com** in your URL bar.



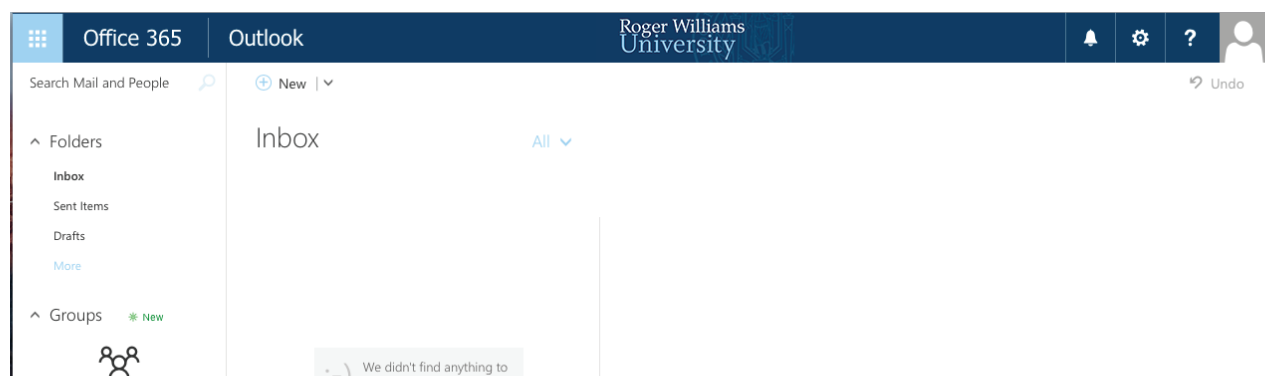
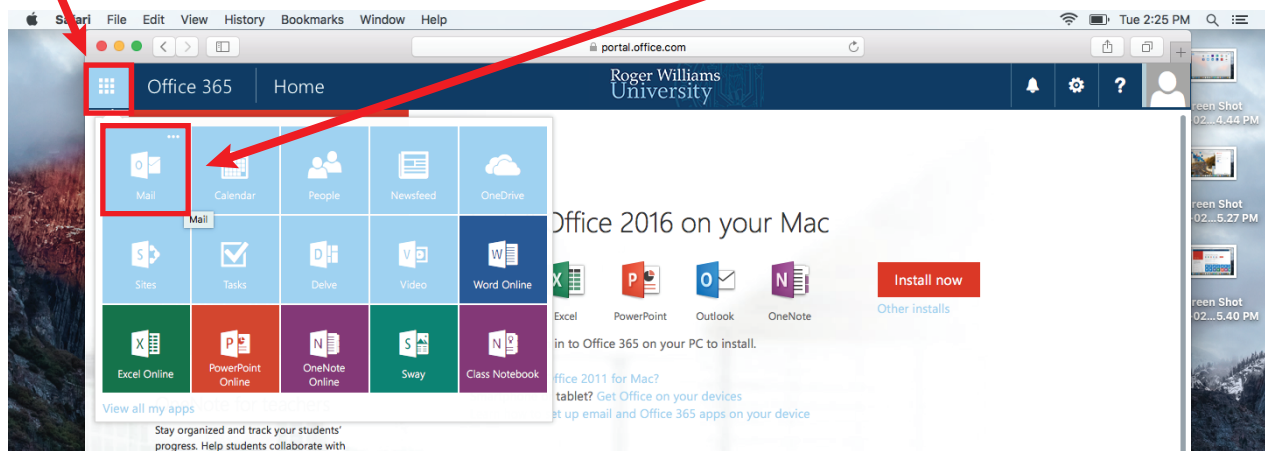
Once the page has loaded, enter your RWU email account (ex. **jdoue@rwu.edu**) and your password. If you have changed your password in the past, use the one you have created. If you have not, the default password is your initials, the last four digits of your social security number, followed by RWU (ex. **jd1234RWU**). Click Sign in.



Once logged on, you will see this welcome page.



To access your mail, first click the menu button on the top left hand corner of your screen. Once the menu has opened, click the Mail button to access your inbox.



If you have any questions, please do not hesitate to contact the **MediaTech Desk** by phone at **(401) 254-6363**, or at the **MediaTech Help Desk** located in the **RWU Main Library**.