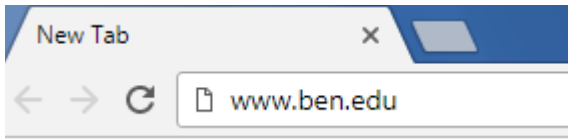
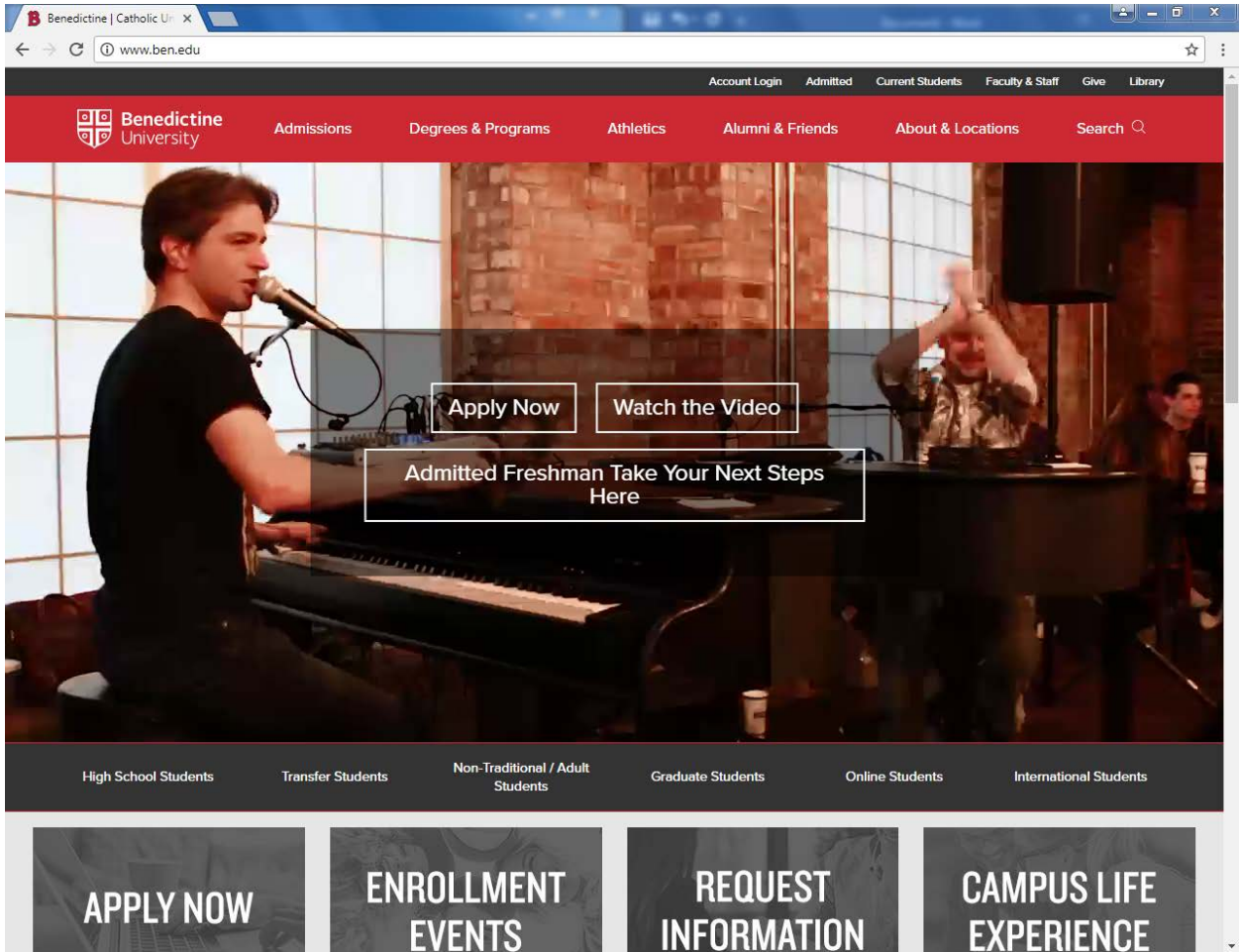


How to login to your student email.

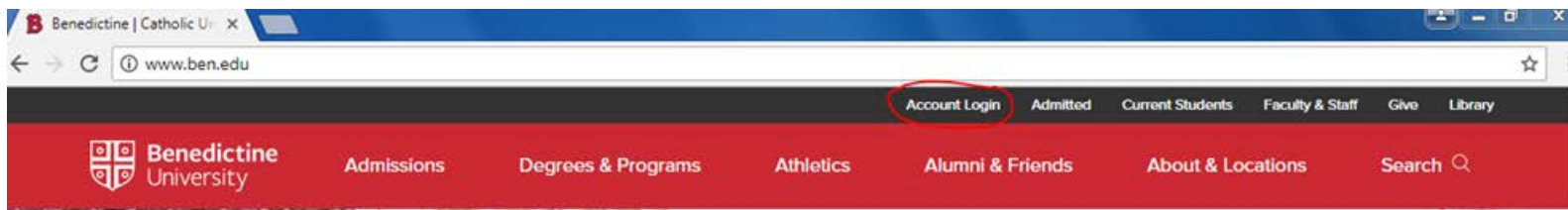
- 1) Go to your browser of choice and type in [www.ben.edu](http://www.ben.edu).



- 2) After typing in the website you will be brought to the Benedictine University home page that looks like this:



- 3) Once you are on the homepage click Account Login at the top of the page.



- 4) After clicking Account Login you will be redirected to the Account Login page. To login to your student email click “Office 365 Email Login” underneath Student Login.

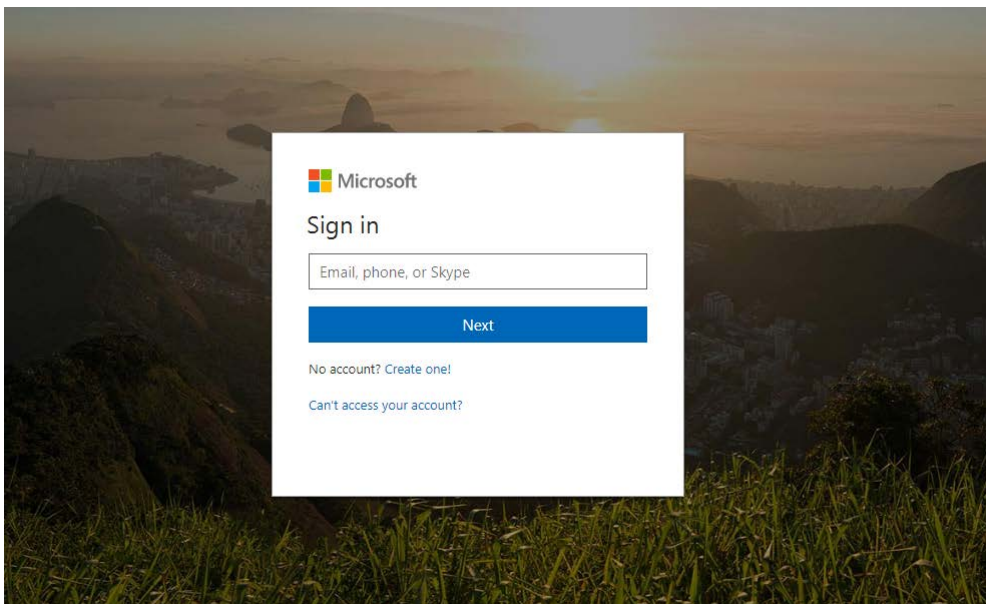
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# Account Login

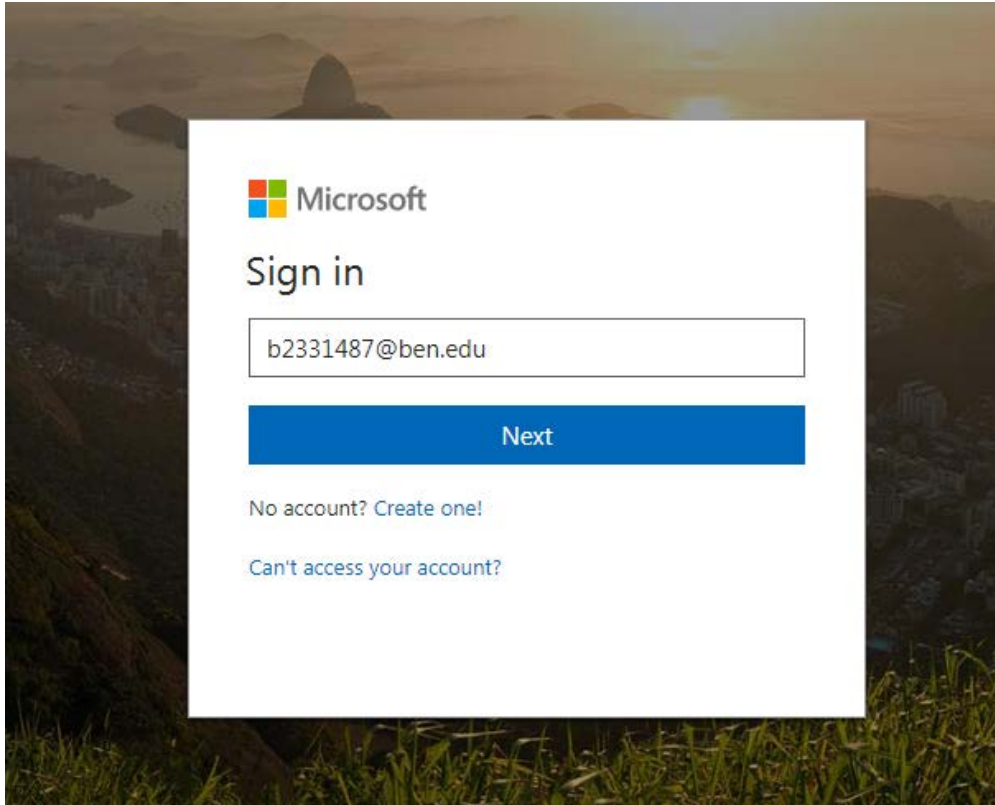
## Student Login

- [Desire2Learn](#)
- [Online Student Access to Engage](#)
- [Office 365 Email Login](#)  
[How to Use Office 365 \(FAQ\)](#)
- [Student Password Reset](#)
- [MyBenU](#) (if off-campus, logon to BenUConnect first)
- [PaperCut Account Management](#) (if off-campus, connect to BenUConnect first)
- [BenUConnect](#)  
[How to Use BenUConnect](#)

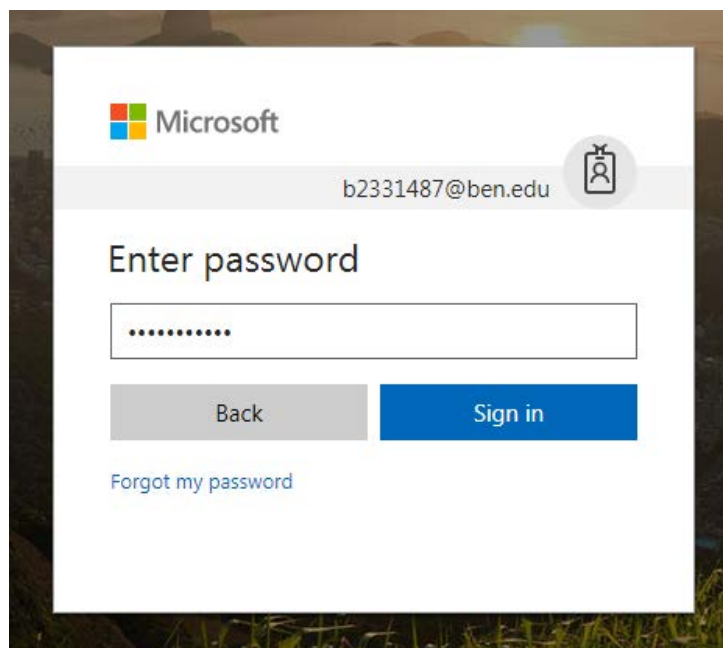
- 5) Once you have clicked on the “Office 365 Email Login” tab you will be brought to the login page that looks like this:



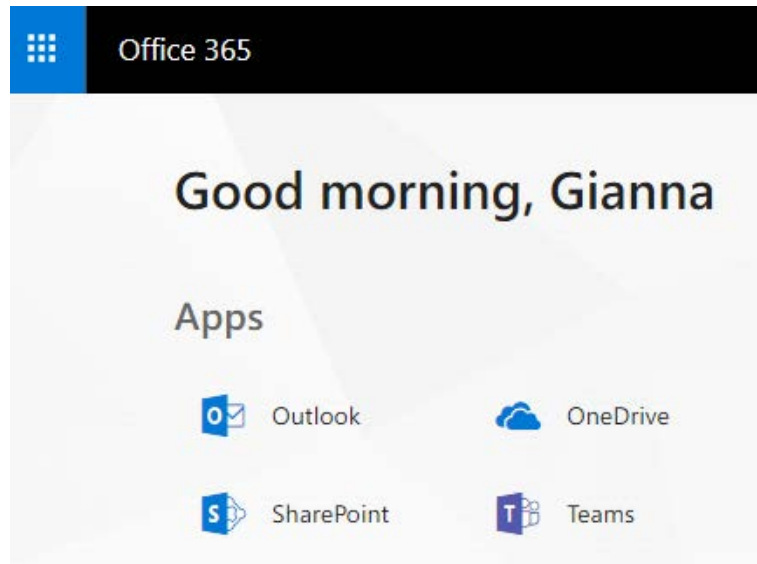
- 6) From here you will need to enter your user name, b followed by your ID number followed by @ben.edu. For example: b1234567@ben.edu. After you have entered your username click next.



- 7) After clicking next you will need to enter your password. Your password is the same one you have used to login to D2L and My BenU. Once you have entered your password click Sign in.



- 8) After signing in you will be brought to a screen that looks like the one below. To access your email click “Outlook”.



- 9) Once you have clicked “Outlook” you will be able to access your emails. Your screen will look something like this:

