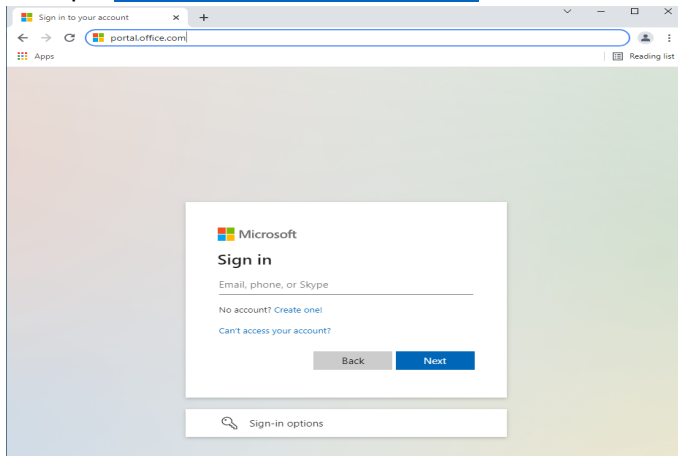
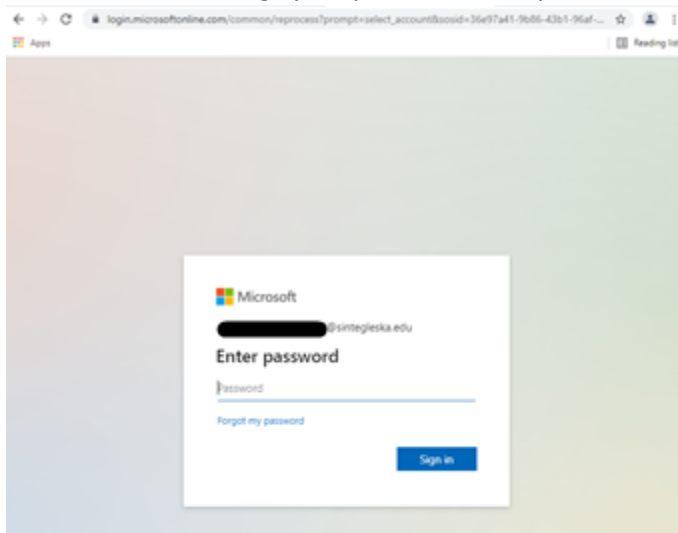


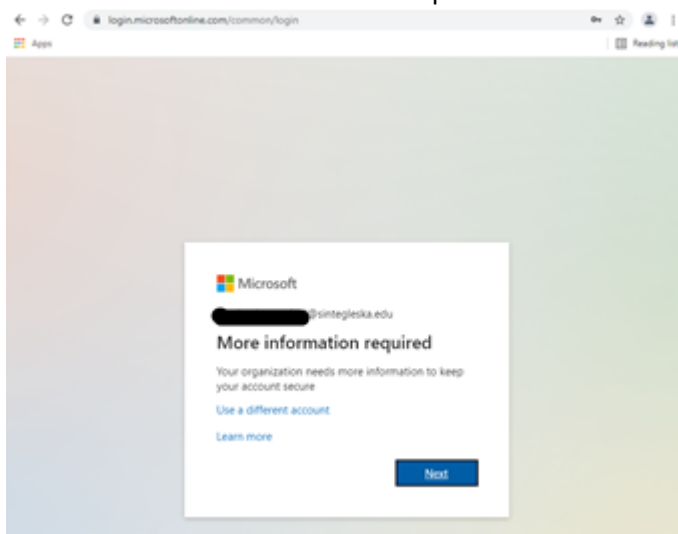
- Go to **portal.office.com**, bringing you to the login page asking for your account. Enter your SGU email address: Example **\*\*\*\*.\*\*\*\*@sintegleska.edu**. Then click **NEXT**



- Or go to **www.sintegleska.edu** home page. Click on **Quick Links/Calendar**. Click on **Webmail**. – This will bring you to the same login screen.
- Enter your password; **Look to the sun@1** \*\*\*INCLUDE THE SPACES\*\*\* and click **SIGN IN**
  - You can change your password once you're in the mail.

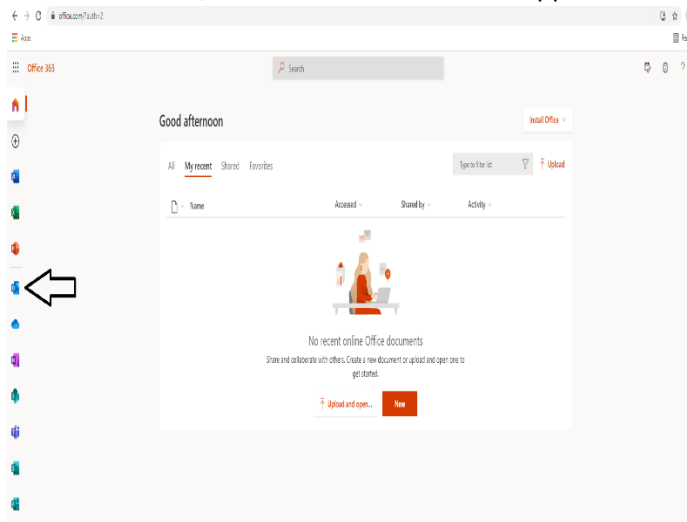


- Click **NEXT** for more information required



- This will have you set up and confirm Multi-Factor Authentication (MFA) Which will need to be approved through your phone.

- Once connected, choose **Outlook** from the app bar on the left side of the screen.



*If you have issues gaining access, reach out to the SGU MIS Department for further assistance. They will be able to assist with the process and setup access as needed.*

*Pauline Jackson 605-856-8277*

**OR**

*Submit a tech request (providing NAME, CONTACT NUMBER, and an accessible EMAIL to be reached at)*

You can go to [www.sintegleska.edu](http://www.sintegleska.edu) home page. Click on **Quick Links/Calendar**. Click on **Tech Requests**