• 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
  o 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