

Welcome to EMAIL at Saint Charles Borromeo Seminary

How will I know if I have an email account?

You will receive a notification giving you your email address and new temporary password.

What do I do when I receive the email address and password?

1. At your computer, open up your browser (Internet Explorer, Chrome, and Safari).
2. In the address bar type: <https://portal.office.com> .
3. When Office 365 webpage loads, type in your new email address. It will be in the form of first initial, last name @scs.edu.
4. Type in your new temporary password. It will look something like this: Buxu8835. Sign in.
5. You will be prompted to change your password. Type your temporary password in “old password field.” Then create a personal password. It must be 8 to 16 characters, include one capital letter and one number.
6. Once logged in, you will see these icons. Click the mail icon.

Collaborate with Office Online



What do I do if I run into difficulty and need assistance?

Please feel free to contact the service desk at servicehelp@scs.edu or call the service desk at 610 785-6528.

What do I do if I forget my password?

Please call or email the service desk.

What areas of the Seminary have wireless access?

Ryan Library, Vianney Hall and the College Lounge are wireless.

What are the wireless passwords?

In the library and Vianney Hall, it is: **humbleservants1832**