How to:

Set Up and Access MU Email
Set Up and Access MU Email

1. Go to [www.marquette.edu](http://www.marquette.edu)
2. Scroll down to the bottom of the page.
3. At the bottom of the page, under **KEY RESOURCES** you will see eMarq
4. Click on eMarq
Set Up and Access MU Email

1. Enter your User name and password in the perspective spaces.

2. Hit “sign in”
Setting Up Your MU Email with Outlook

Set up Outlook for Windows for the first time:

To set up Outlook for the first time
- Open Outlook 2016.
- A welcome window will open. Click Next.

If you already use Outlook and want to add your eMarq account, please see Slide 9

To set up Outlook for Mac, please see Slide 15
The **Microsoft Outlook Account Setup** window will open. Click **Yes**. Click **Next**.
If prompt, enter your name and email address. If prompt, enter your password and retype the password. Click Next.
If prompt in the *Microsoft Outlook* window as shown below, click *Allow.*
In the *Add Account Window*, Click *Finish*. 
You already use *Outlook* and want to add your eMarq account

1. Open Outlook.
2. Click the **File** tab > **Info** > **Add Account**.
You already use *Outlook* and want to add your eMarq account. The **Add Account** window should open. Check **E-mail Account**. Click Next.
You already use *Outlook* and want to add your eMarq account

Enter your name and the email address you would like to add. All Marquette emails are *firstname.lastname@Marquette.edu*

If prompted, enter your *password*, then retype your *password*. Click *Next*. 
You already use *Outlook* and want to add your eMarq account

You may receive this warning. Click **Yes**.
You already use *Outlook* and want to add your eMarq account

Click **Finish**.
You already use *Outlook* and want to add your eMarq account

You will be prompted to restart Outlook. Click **OK**.

After you restart Outlook, you will receive an alert on the Task bar.
Open Microsoft Outlook in the applications folder.
Choose Add Account.
Choose to add an Exchange/Office 365 account.
Setting up Outlook for a Mac

Enter your account information. Click Add Account.