**How to Login to Email**

Step 1: Go to [www.subr.edu](http://www.subr.edu)

Step 2: Hover your mouse of the “Students” tab

Step 3: Click “Email Access” located on the right side of the screen

Step 4: Click “Login to MS Office 365 Webmail (New Email System)”

Step 5: Enter your User ID: [first\_name\_00@subr.edu](mailto:first_name_00@subr.edu) or [first\_name\_01@subr.edu](mailto:first_name_01@subr.edu) and password: last four digits of your social security number