

Your Ave Maria University student email account has been activated. Please take a moment to log in and set it up.

Step One – Log into Webmail and Office 365

1. Open up your browser (Chrome, Firefox, Edge, etc.)
2. Go to: <https://webmail.avemaria.edu> and click Student Login
3. You will see an area to enter your username. Your username is in the format of first.last@my.avemaria.edu. Type your username into the textbox and press Next. (Your password is the same password you already created previously to access the Financial Aid Portal)
4. Once you login, you may be asked to select a time zone and language to continue.
5. You should now be logged into your email account.

Step Two – Take Advantage of the FREE Microsoft Suite

The account you just set up also allows you access to the full Microsoft Office Suite (Word, Excel, PowerPoint, and many more). Feel free to download and install the software package on your PC, Mac, or mobile device.

That's it for now!

If you have any questions during this process, please do not hesitate to reach out to the AMU IT Helpdesk at [239.280.2585](tel:239.280.2585). We look forward to having you join us on campus.