How to Log In to Office 365 for the First Time

If you are accessing your mail using the web interface, the link is http://office.monmouth.edu. Enter your username (i.e. s1234567) and current network password.

IMPORTANT NOTE: This step applies only to students who currently have a network password that is 5 characters long or uses part of their username in their password.

Before accessing the Hawkmail@Live system, you must change your password to one that is
• at least 6 characters
• does not use part of your username in the password.

You can do this via the following methods:

• Call the automated password reset system at 732-923-4600.
• If you are logged on to a lab computer on campus, press CTRL+ALT+DEL and click Change a Password.
• Browse to the password changing webpage located at https://www.monmouth.edu/university/Password.aspx
• Select Students from the dropdown menu and follow the directions that appear on the page.