Windows 8 Metro eMail (Faculty, Admin, Staff)

Faculty, Staff, and Administration email at Seton Hall University (@shu.edu) can be accessed via the Metro Mail app and/or the Microsoft Outlook 2010 desktop application. This guide is focused on setting up the Metro Mail app.

1. From the Windows 8 Metro screen, select the Mail tile

2. Swipe from the right edge to display the Charms bar, select Settings
3. Select Accounts

4. Select Add an account

5. Select Exchange
6. Enter your email address (first.last@shu.edu) and PirateNet password, then select the See all link.

7. Enter the following information:

   **Server Address:**
   mail.shu.edu

   **Domain:**
   shu

   **Username:**
   PirateNet Shortname

   Select Connect

8. Your @shu.edu email account will begin to synchronize; this usually takes a minute or two.

   If this is the first time that you are connecting your @shu.edu email, you will see a prompt to accept remote administration – select yes or ok.

   Additionally, you may see a yellow bar at the top of the window – accept all prompts that appear.