

# Accessing @Fairfield.edu Email Accounts

## Information

- All Faculty & Staff are provisioned @fairfield.edu Exchange Email accounts.
- Students can be given @fairfield.edu Exchange Email accounts by their supervisor if there is a business need requested via [Access Resources Request Workflow Instructions - AD, Exchange, Dropbox, etc.](#)
- Volunteers, Consultants, and other Non-University Employees can be given @fairfield.edu Exchange Email accounts by their supervisor if there is a business need requested via [Non-Employee NetID Account Request Workflow Instructions](#)
- Resource Accounts are shared Exchange Email accounts that can be accessed by multiple people if the account owner has requested those permissions for you through the ITS4U Help Desk.

## Instructions

- Your Personal Exchange account or an Exchange Resource account can be accessed through the Outlook Desktop

Application (ODA)  or Outlook Web Application (OWA) ([fairfield.edu/mail](mailto:fairfield.edu/mail))

- [Outlook for Windows Instructions](#) - Create a Profile for Exchange (@fairfield.edu) in Outlook 2010/2013/2016 - Windows
- [Outlook for Mac OS X Instructions](#) - Setup Exchange (@fairfield.edu) on Outlook 2016 - Mac OS X
- [Outlook Web Applications Resource Account Instructions](#) - Access a Resource Account via Outlook Web Application (OWA)
- [Exchange on Android and iOS](#) - Exchange on Mobile Devices

**For further assistance, please visit the ITS4U Help Desk located in NYS 215 or call 203-254-4069 during business hours.**

**Hours can be found here: [ITS4U Help Desk Hours of Operation](#)**