Baylor Payroll Instructions
New Employee Email Access

1. After you activate your Bear ID and set your password, you can access your email.
   a. Go to this Website and click Office 365 in the top right corner:
      https://www.baylor.edu/its/index.php?id=871490
You will then be brought to Microsoft Office 365 webpage. Enter your User ID you received and password you set up. *Important* You will enter the User ID you received in the ITS email. An example of how it will look is Firstname_Lastname@baylor.edu or Firstname_Middleinitial_Lastname@baylor.edu. Enter your password. Then click Sign in.
c. You will be brought to the page below. Click on mail.

d. You will then have access to your email! You can also explore more of the options above.

e. If you have any problems. Call the ITS Help Desk at 254-710-4573