1. Alegent/CHI users should access CU Office365 email via the following link; http://outlook.com/owa/creighton.edu

2. Users will then be prompted with the following image below and should choose “Use another account”.

3. If prompted again at any time to “Use another account”, please click “Use another account” again.
4. Users should enter their Creighton NetID credentials in the format listed below; `blue\NetID password`

5. Click on OK and you should be taken directly to your CU e-mail.
6. Further assistance may be provided by contacting the Alegent/CHI Help Desk at 402-717-1000. Be prepared to provide the PC ID of the computer (two letter, two number—i.e. AB22) you are using for faster assistance