

Office 365

Student FAQ

To bring the law school to a more advanced level of communication and collaboration between faculty, staff and students, we are consolidating our productivity platforms into Microsoft Office 365 - a fully integrated enterprise solution.

Office 365 is the business industry standard and enables the full use of Microsoft Office 365 applications such as Word, PowerPoint, Excel, Teams, OneDrive, OneNote and others. Using these and other new technologies enable easier scheduling, calendar sharing, and group document editing.

All new incoming students will receive Office 365 accounts.

Students will sign-in to all NU enterprise systems with their Office 365 account (i.e. Canvas, Law School Online Directory, University Online Directory, etc...)

Is there a limit to how much data can be stored in my Office 365 mailbox?

Your Office 365 mailbox has a capacity of 100GB.

Will I be able to continue using this Office 365 email account after graduation?

Your access to Office 365 email and applications expires around 90 days after graduation. After that time, you will no longer have access to your Office 365 email and applications.

Where can I find the current email addresses of faculty, staff, or students?

You can search using the [University Online Directory](#). Our [Law School Online Directory](#) will be completely updated once the drop/add period is complete.

Where can I find archived ListServ messages?

You can locate them by signing into the ListServ web portal. Instructions are available in our [Knowledge Base article for locating the archived ListServ messages](#) based on the ListServ name.

What the difference between my email address <my account name@law.northwestern.edu> and my mailbox <your NetID>@ADS.northwestern.edu?

You will be using your email address <my account name>@law.northwestern.edu to publish to others. You may see a reference to your mailbox <your account name>@ADS.northwestern.edu. This is an system representation of your NetID that is an internal identifier. It does not function as - or intended for you to use as an email address.