## 1. CONNECT TO KU EMAIL

**Web access:** You can check your email anytime using any web browser.

1. Go to outlook.office365.com.
2. Enter your KU email address (for example, a123b456@ku.edu).
3. You will be prompted to sign in to KU's system using your KU Online ID and password.

Desktop access: You can connect your KU email to Outlook (downloadable at no cost with Microsoft Office – see item #3 on the right).

1. Launch **Outlook** and select **Get Started**.
2. Select **Start Using Outlook.**
3. Enter your **KU email address**, click **Advanced options**, and select **Set up manually**.

> a123b456@ku.edu
> Advanced options ▲
> ☑ Let me set up my account manually
>
> Connect
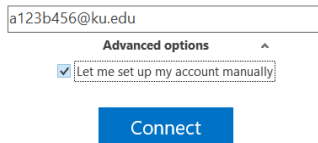
4. Select **Exchange** as account type.
5. When entering password, click **More choices** and **Use a different account**. Enter your **KU Online ID with \home in front** and **Password.**

> Connecting to a123b456@ku.edu
> home\a123b456
> ••••••••••••••• 👁
> ☐ Remember my credentials
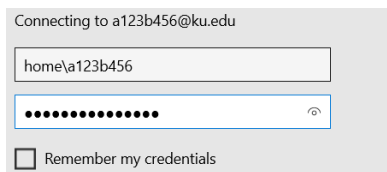
2. DOWNLOAD ZOOM

1. Visit https://zoom.us/download.
2. Under **Zoom Client for Meetings,** select **Download**.
3. Run **ZoomInstaller.exe.**
4. The Zoom app will now be installed and you can join meetings.

3. INSTALL MICROSOFT OFFICE

1. Log in to office365.ku.edu with your **KU Online ID** and **Password.**
2. Click the **Menu icon** at the top left and select **Office 365**.

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> ⚙ Most Visited 🦊 Getting Started 📁 Sha
> ⊞   Office 365 →
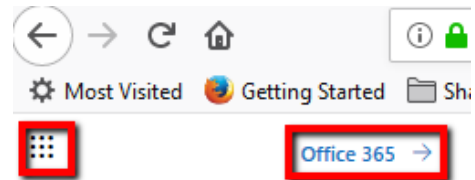
3. Click **Install Office apps** and then select **Office 365 apps** to download the Office suite. Tip**:** Alternatively, you may use online versions of Office applications without downloading apps.
4. Run the installer package and continue to install applications.
5. Click **All Done** to finish the installation.
6. When you first open a Microsoft Office product you will be signed into your personal account. Click the **Profile icon** at the top right and select **Switch account**.

> ⚙   ?   🙂
> My account   ✕
>
> @gmail.com
> My profile
> My account
> Switch account
> Sign out
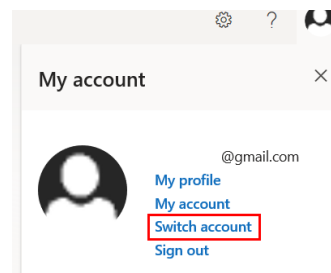
7. Select **Work or school account** and enter your **KU email**. Sign in with your **KU Online ID** and **Password**.
8. A prompt will show up to allow device management. Select **Allow** and click **Yes** to automatically log onto your KU account on all Office apps.

4. ACCESS BLACKBOARD
1. Go to courseware.ku.edu in your web browser.
2. Click on the **KU Login** button.
3. Sign in with your **KU Online ID** and **Password**.

5. CONNECT TO CLOUD STORAGE
You have 1TB of online personal storage with **OneDrive for Business**.

Web access:
You can access your OneDrive for Business storage anytime using a web browser.
1. Go to onedrive.ku.edu.
2. Log in with your **KU Online ID** and **password**.

Desktop access:
You can also connect your computer so that files are stored online but available from your desktop (installed along with Office 365 – instructions in item #2 of this handout):
1. Search for **OneDrive** in the **Start menu**.
2. Right click the OneDrive icon and click **Settings**
3. Click the **Add an account** button.
4. Enter your **KU Email**.
5. Sign in with your **KU Online ID** and **Password**.

6. USE MICROSOFT TEAMS
Group work is made easy with Microsoft Teams. Features include video conferences, discussion threads, and real-time document sharing and collaboration.

You can use teams through a browser, desktop app, or mobile app.

For more information on creating a team and getting started, visit
https://howto.ku.edu/microsoft-teams

## 7. WHEN YOU ARRIVE TO CAMPUS, CONNECT TO JAYHAWK WI-FI

Quick method:
1. When on campus, click the network icon in the taskbar and select **JAYHAWK** network and choose **Connect**.
2. Sign in with your **KU Online ID** and **Password**.
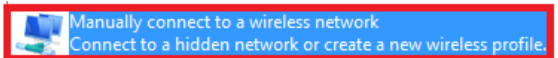
Detailed method:
1. When on campus, right-click the network icon in the taskbar and select **Open Network and Sharing Center**.
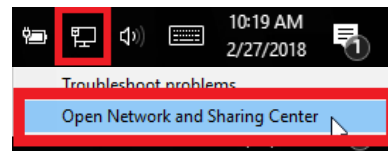
2. Click on **Set up a new connection or network**.
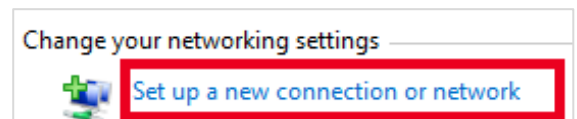
3. On the Choose a connection option screen select **Manually connect to a wireless network** then select **Next**.

4. Enter the following information:
   Network name: **JAYHAWK**
   Security type: **WPA2-Enterprise**
   Encryption type: **AES**
   Security Key: ***Leave Blank***
   Check **Start this connection automatically**.
5. Select **Next**.

Need Tech Help?
The KU IT Customer Service Center can assist with your technology questions.
Lawrence: 785-864-8080 | itcsc@ku.edu | Walk-in Support at Anschutz Library
Edwards: 913-626-9619 | kuec_support@ku.edu |
Walk-in Support at Regents Center Hawks Nest

This information is only for students. Students should not share their KU Online ID & password with anyone. KU IT will never ask for your password.