

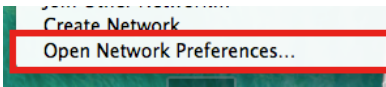


1. CONNECT TO JAYHAWK WI-FI

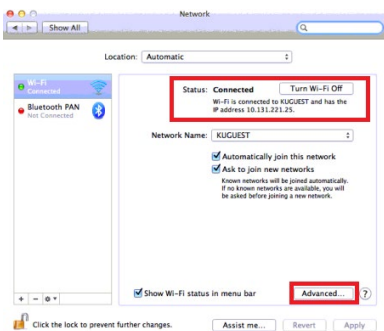
1. When on campus, select the wireless icon in the top right.



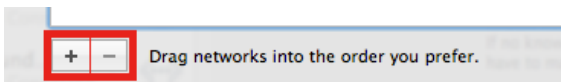
2. Select "Open network preferences..."



3. Make sure Wi-Fi is **ON** next to **Status**.
4. Select the **Advanced...** button.



5. Under Preferred networks – If necessary, remove all other KU profiles (KUGUEST, JAYHAWK, KU-Passport) by selecting each and then selecting the minus (-) button.
6. Click on the plus (+) button and enter **JAYHAWK** for the Network Name.

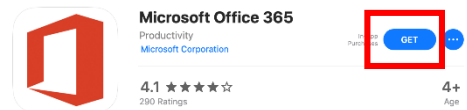


6. Set the security to **WPA2 Enterprise**.
7. Enter your **KU Online ID** and **Password**.
8. Select **OK**.
9. Select **OK** again to get back to Network Preference home.

10. Move **JAYHAWK** to the top of the Preferred Network List by dragging it to the top of the Network box.
11. Select **OK** at the bottom to be returned to the Airport window.
12. Close the window and choose **Apply**.

2. INSTALL MICROSOFT OFFICE

1. Launch the **App Store** and search for **Microsoft Office**.
2. Install the **Microsoft Office 365** bundle.



3. When the apps are installed, open the app and click **Sign in** at the top left. Enter your **primary KU email address** and click **Next**.

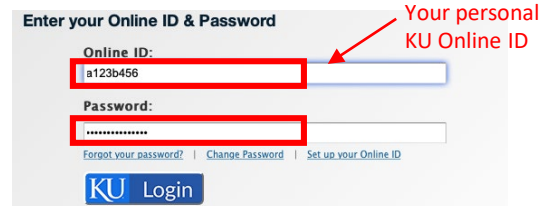
Sign in

a123b456@home.ku.edu |  **Your personal KU email**

No account? [Create one!](#)

4. When you first open a Microsoft Office product, you will be prompted to sign in. Type your **primary KU email address** and click **Next**.

5. Log in with your **KU Online ID** and **Password**.



3. CONNECT TO CLOUD STORAGE

Internet access:

You have 1TB of online personal storage with OneDrive for Business. 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:

1. Download **Microsoft OneDrive** from the App Store.
2. Open the **OneDrive** app and enter your **primary KU email address** and select **Sign in**.
3. Log in with your **KU Online ID** and **Password**.
4. Click **Choose OneDrive Folder Location** on the **This Is Your OneDrive Folder** screen.
5. Choose where you would like the OneDrive folder to be located and click the **Choose this location** button.
6. Choose if you would like all or select folders to sync with your OneDrive and click **Next** on the **Sync Files from Your OneDrive** screen.
7. Choose if you would like OneDrive to open at login and click **Open my OneDrive - The University of Kansas folder**.



Tip: Check out the myCommunity Student Video Series at howto.ku.edu/ku-mycommunity-students.

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**.

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

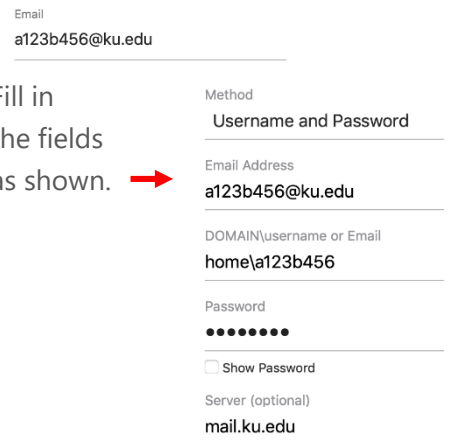
5. CONNECT TO KU EMAIL

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

1. Go to <http://mail.ku.edu>.
2. Sign in with your KU Online ID (letters and numbers) and password.

Desktop access: You can connect your KU email to the Mail app on your Mac or with Outlook (downloadable at no cost with Microsoft Office – see other side).

1. Launch **Microsoft Outlook**.
2. Enter your **primary KU email address** and click **Continue**.



Email
a123b456@ku.edu

Method
Username and Password

Email Address
a123b456@ku.edu

DOMAIN\username or Email
home\a123b456

Password
●●●●●●

Show Password

Server (optional)
mail.ku.edu

3. Fill in the fields as shown. →

6. ACCESS ADOBE SPARK

1. Go to spark.adobe.com.
2. Select **Log in**.
3. Select **Log in with school account**.
4. Enter your **KU email address** and select **Sign in with an Enterprise ID**.
5. If prompted, select **Enterprise ID**.
6. Log in with your **KU Online ID** and **Password**.

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.