



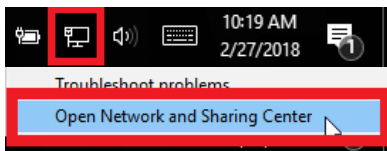
1. CONNECT TO JAYHAWK WI-FI

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**.

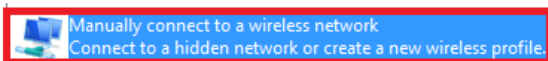


2. Click on **Set up a new connection or network**.

Change your networking settings



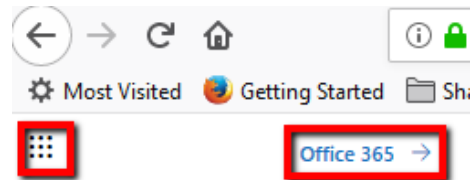
3. On the Choose a connection option screen select **Manually connect to a wireless network** then select **Next**.



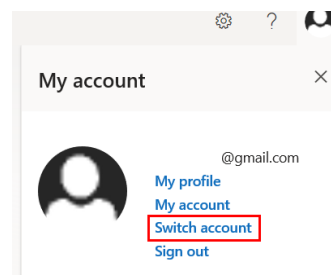
4. Enter the following information:
 - Network name: **JAYHAWK**
 - Security type: **WPA2-Enterprise**
 - Encryption type: **AES**
 - Security Key: ***Leave Blank***
 - Check **Start this connection automatically**.
5. Select **Next**.

2. INSTALL MICROSOFT OFFICE

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



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.

3. CONNECT TO CLOUD STORAGE

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

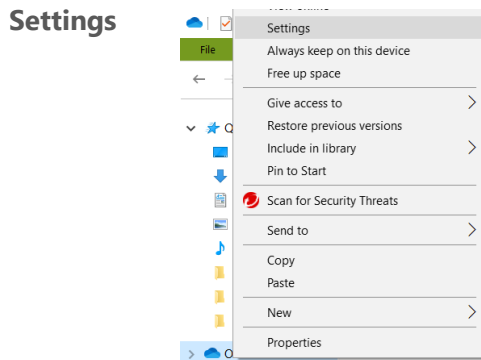
Internet access:

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 on the other side):

1. Search for **OneDrive** in the **Start menu**.
2. Right click the OneDrive icon and click



1. Click the **Add an account** button.
2. Enter your **KU Email**.
3. Sign in with your **KU Online ID** and **Password**.

Tip: Check out the [myCommunity Student Video Series](#) for additional OneDrive tutorials.
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

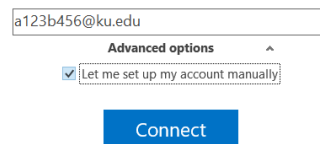
5. CONNECT TO KU EMAIL

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

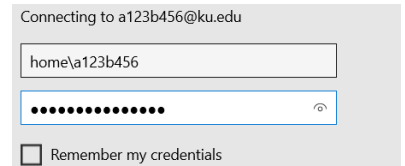
1. Go to mail.ku.edu.
2. Sign in with your KU Online ID (letters and numbers) and password.

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

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**.



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**.



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.