



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 with your KU Online ID 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 item #3 on the right).

1. Launch **Microsoft Outlook**.
2. Enter your **primary KU email address** (for example, a123b456@ku.edu) and click **Continue**.

3. Fill in the fields as shown. →

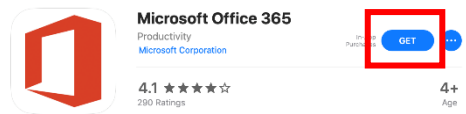
Method	Username and Password
Email Address	a123b456@ku.edu
DOMAIN\username or Email	home\123b456
Password	••••••••
<input type="checkbox"/> Show Password	
Server (optional)	mail.ku.edu

2. DOWNLOAD ZOOM

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

3. 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.

Enter your Online ID & Password

Online ID:
a123b456

Your personal
KU Online ID

Password:
••••••••

[Forgot your password?](#) | [Change Password](#) | [Set up your Online ID](#)

KU Login

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:

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**.

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>

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 |

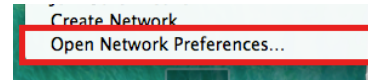
Walk-in Support at Regents Center Hawks Nest

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

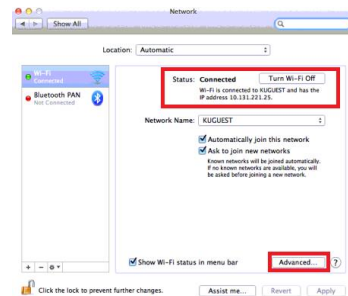
1. When on campus, select the wireless icon in the top right.



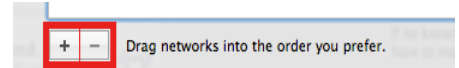
2. Select **"Open network preferences..."**



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.



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

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.