

OFFICE 365 GETTING STARTED GUIDE

Welcome to Office 365! This guide will assist you in accessing Office 365 e-mail using Outlook Web App.

Outlook Web App

<http://office.microsoft.com/en-us/office365-suite-help/getting-started-in-outlook-web-app-for-office-365-HA103267190.aspx?CTT=5&origin=HA103105767>

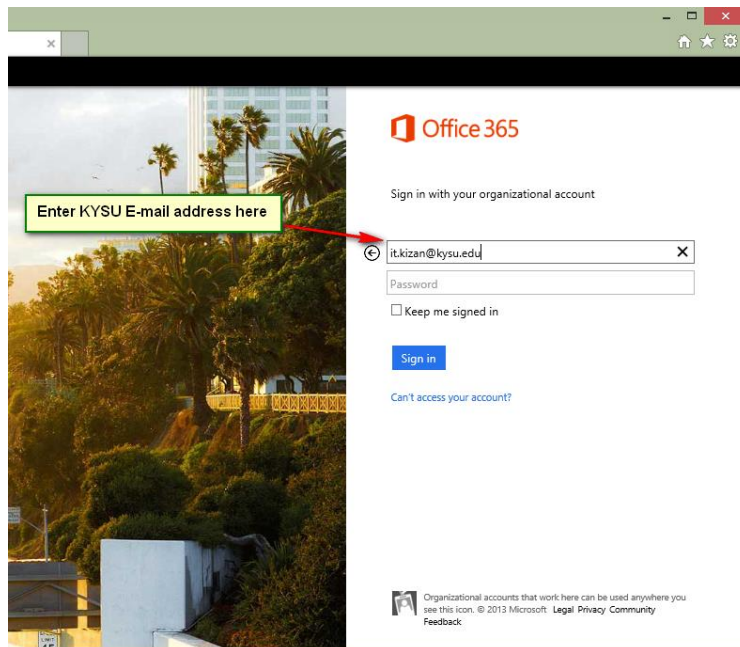
Accessing Office 365 E-mail using Outlook Web App

Verify that you are connected to the Internet

Launch your Browser (supported browsers are Internet Explorer 9, Mozilla Firefox 12, Safari 5, or Chrome 18)

Type <https://outlook.com/kysu.edu>

Enter your e-mail address in the space provided, you will automatically be redirected to a KSU sign in page.



The following screen is the authentication screen, enter your KSU e-mail address and your KSU password in the appropriate boxes.

Once authenticate, you will be in Office 365. You will be presented with your E-mail as shown below.