1. Sign into your KSU email account using username and password.
2. You will be logged into your Outlook account.
3. Click on SkyDrive tab.
4. Click make change to add photo or adjust personal settings.
5. Or just click fill, this will auto fill your personal information.
6. You are now in your SkyDrive.
7. Click on NEW DOCUMENTS to access your Office 365 Applications.
8. Documents can be saved within your SkyDrive to be accessed once logged into your Outlook account.

You may contact the IT Help Desk if you have questions: online at: [www.kysu.edu/helpdesk](http://www.kysu.edu/helpdesk) (on campus only), through email at: [helpdesk@kysu.edu](mailto:helpdesk@kysu.edu) (24x7, response within 1 business day) or by calling: 502-597-7000 (8:00 am - 4:30 pm M-F).