Accessing the Outlook Web App

The following explains how to access and login to your email via the Outlook Web App:

1. In an Internet Browser, navigate to http://ksumail.kennesaw.edu.
2. Type your KSU email credentials. If you are faculty/staff, use @kennesaw.edu. If you are a student, use @students.kennesaw.edu (See Figure 1).
3. Click Sign in (See Figure 1).

4. You will be taken to your Inbox in the Outlook Web App.

Figure 1 - Signing in to your email

Figure 2 - The Inbox