The following explains how to access and login to your email via the Microsoft 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).

![Figure 1 - Signing into your email](image)

**Note:** The Duo Authentication page will appear. Authenticate using your preferred device.

4. Upon verifying your identity, you will be taken to your **Inbox** in the Outlook Web App.

![Figure 2 - The Inbox](image)