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

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

For additional support, please contact the KSU Service Desk

KSU Service Desk for Faculty & Staff
• Phone: 470-578-6999
• Email: service@kennesaw.edu

KSU Student Help Desk
• Phone: 470-578-3555
• Website: http://uits.kennesaw.edu/
• Email: studenthelpdesk@kennesaw.edu

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