

# **Kuwait University**

## Steps to Activate Office 365 and Email Account For Students



### Steps to activate KU Office 365 Service and Email Account

KU offers all its users the new Office 365 Email and Applications Service. Please follow the steps below to activate your Office 365 Account.

Part 1: Validate your personal data:

1- Login to Student Information System <a href="http://sis.ku.edu.kw">http://sis.ku.edu.kw</a>

KUWAIT NIVERSITY PORTAL	e Bar
I liow to Use the System? Graduate Students Webliet Guide Registration Guide Undergraduate Students	Registration System
Quick View Wrishis Curde Registration Guide Student Guide Grafkatë Students Undergraduate Students	A Enter your username and password to login
Kuwait University     Admissons & Registration	* Username :
College of Graduate Studies Maps and Locations Contact Us	Login Reset Forget Password
United US	
Соругарі	t ©2012, Kuwait University

2- Go to "My Profile" in the main menu and choose "My Personal Info"

Welcome (1234567 ) A B FAT test	A L Home Academic Services	Financial Aid     My Profile     He,     My personal info     Change port-instsword	Home Blackboard Learning Mail Control						
Your Registration Periods	Academic Program College: SHARIA AND ISLAMIC STUDIES Year of Study: Second Attempt Credits: 16 Transferred Credits: 14 Passed Terms: 1	Major: Fundamentals Of Religion GPA: 0 Total Credits Earned: 0 GPA Probation: - Status: Enrolled	Minor: - MGPA: 0 Waived Credits: 00 MGPA Probation: - Honor: No						
Announcements KUWAIT UNIVERSITY DEANSHIP OF ADMISSION & REGISTRATION									
Date Tuesday - Tuesday 20/12/2016	Operation Early registration period	Place/ Concerned Department Registration system	Notes						



3- Make sure you have KU email address as you can see in the image below rounded by green circle and titled as "**University Email**"

Welcome ( 1234567 ) A B FAT	test		O Log	ut 🖸
- New Phone				
- New Phone				
Primany Phone Number Tv				
rinnary ritoric indinoci ry	pe Phone Number			
✓ Mobile	✓ 66666666	🞇 Delete 🔪		
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Address				_
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University Email: TEST2.T_TE	ST@ena.ku.edu.kw			
Note: H			an Koomik University	
Note: P	asers may not be able	to receive email	In Kuwaic University	
Primary Email				
b@g.com		💥 Delete		
✓ t@t.com		💥 Delete		
Approve Data Res	set Reset and Go Home			

- 4- Ensure that the following personal contact information are correct and complete:
  - Personal Primary Email Address (such as Hotmail, Gmail, yahoo, ...etc) that you can log in to it
  - Valid Primary Mobile number
  - And both marked with

KUWAIT Home Academic Services - Financial Aid - My Profile - Help -	1 🚯 1 🔁 🕑
Welcome (1234567 ) A B FAT test	Home Blackboard Learning Mail بوبين ن Logout O
Phone	,
New Phone	
Primary Phone Number Type Phone Number           Mobile            Mobile            Mobile            Mobile	
Mobile V 98765432 Celete	
Address	
Email	
University Email: TEST2.T_TEST@eng.ku.edu.kw	
+ New Email Note: Hotmail & Live users may not be able to receive emails from Kuwait University	
Primary Email	
V t@t.com	
Approve Data Reset Reset and Go Home	```````````````````````````````````````

5- This data will be used in the 2<sup>nd</sup> part of the steps. If your personal contact information is incorrect or incomplete, then you need to update and save.



#### Part 2: Reset Password in Office 365 system

1. Visit KU Reset Password page (http://mspwdreset.ku.edu.kw/default.aspx )

You can find it at KU Website (<u>http://ku.edu.kw</u>) under "**Password Management**" in the "**Quick Links**" Section. Enter your Kuwait University ID Number and Click **Next** 

KUWAIT U	UNIVERSITY
Password Reset Please enter Kuv	: vait University ID
19803270	×
Examples: 214xxxxxx 19813851	
Next	

2. Then you will be prompted to enter your personal email address that you set in step 4.- Part 1. Type your personal email address and click Next.

KUWAIT UNIVERSITY					
Verify Your Identity: Submi	t Your Answers				
You must answer 1 of the following 1 questions.	Please enter your personal email address (abc@hotmail.com) t@t.com ×				
	Next Cancel				



3 The system will send an email that contains a "Security Code" to your personal email from address *svcFIMService@ku.edu.kw*. Enter the Security Code in the following screen and click **NEXT**. (Note : If you can't find the message in the INBOX , then check the SPAM or the TRASH folders.)

KUWAIT UNIVERSITY
Verify Your Identity: Email Verification
Enter your security code below. A security code was sent to your personal email address.
Security Code:
Next Cancel
Enter the new password according to the following password policy:

• Only English

4

- Minimum 8 characters
- At least one of each (Capital letter, Small letter, Number)
- Not similar to your previous password or university ID.



Password Reset: Choose Your New Password

(Resetting password for testos@ku.edu.kw)

Enter a new password: ••••• Re-enter the password: •••••  $\widehat{\phantom{a}}$ 





If the password does not satisfy any of the conditions mentioned, you will receive the error screen below and prompted to enter new password.



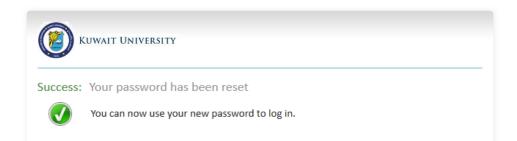
#### Password Reset: Choose Your New Password

The password should meet following guidances: - The Password does not contain the account name -The password is at least 8 characters long - The password contains characters from three of following four categories: - Latin uppercase letters (A - Z) - Latin lowercase letters (a - z) - Base digits (0 - 9) - Nonalphanumeric characters (like # or @ or !...)

(Resetting password for testos@ku.edu.kw)

Enter a new p	bassword:
Re-enter the	password:
Next	Cancel

5 If the new password is accepted, you will receive a confirmation message that your password was successfully changed as in the image below.



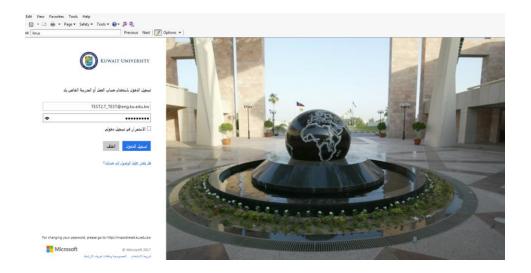
Please Note you will use this **password to login to all KU applications** such as:

- KU Office 365 <u>http://365.ku.edu.kw</u>
- online Student system <a href="http://portal.ku.edu.kw/sis">http://portal.ku.edu.kw/sis</a>
- Blackboard System <a href="http://bb.ku.edu.kw">http://bb.ku.edu.kw</a>

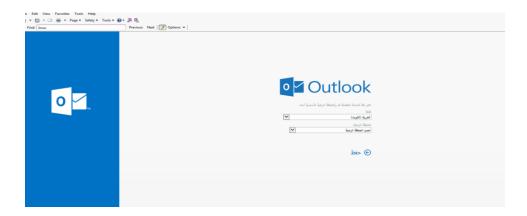


#### Part 3: Login to Office 365 System

- 1. Visit KU Office 365 page <u>http://365.ku.edu.kw</u> You can find it at KU Website <u>http://ku.edu.kw</u>
- 2. Enter your KU Email address which you verified in Part 1(Validate Personal Data) step 3 and the new password you set in Part 2.

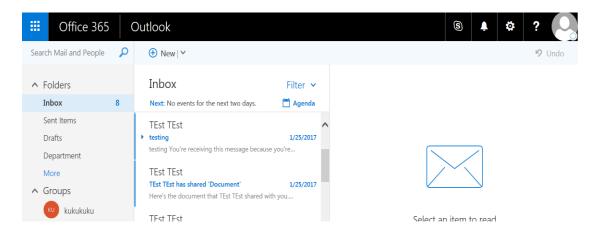


3. When you first login to Office 365, you will prompted to choose the Interface Language, and Time Zone. Choose the language you prefer and the Time zone is Riyad, Kuwait. Then Press "**Save**"

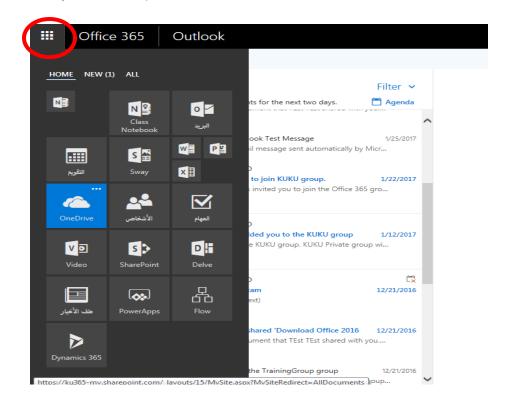




4. You will get the Email Page upon login. Press the icon at the top left corner to go to other applications.



5. Choose any of the available applications such as (Word, Excel, Notebook, Sway, OneDrive)



6. To install Office 365 on your device, click "Office 365" in the top left corner.



III Office 365 Outlook							
Search Mail and People	Q	🕀 New   🗸					
▲ Folders		Inbox					
Inbox	8	Next: No events for the next two days.					
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### 7. Then click "Install Office 365"

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For inquiries, call Help Desk 84444