

KU Outlook Setup Guide

Step 1:

Visit <https://www.kingston.ac.uk/information-and-technology-services/email/> and select **Log into Kingston University student and staff email**.

Kingston University email

A safe and secure private email system for students and staff. It is an important tool for communicating with everyone: lecturers, students, faculty staff and peers. Make sure you check your emails regularly.

How do I access it?

Kingston University students and staff:

[Log into Kingston University student and staff email >](#)

Faculty of Health, Social Care and Education students:

[Log into Health, Social Care and Education student email >](#)

If you need help and advice on any of Kingston University's IT systems please contact the [IT Service Desk](#).

Step 2:

Input the KU login credentials and password.

Outlook

IT Services

Sign in
to continue to Outlook

k21xxxx@kingston.ac.uk

No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)

Kingston University

[Sign-in options](#)

Step 3:

For account security, you will be asked to download an Authenticator to protect your account. There are two options:

Option 1: You can download Microsoft Authenticator by selecting **Download now**. It will lead you to install the **Microsoft Authenticator App**. Once this is completed, you will be asked to use the app to login every time to KU platform (KU Outlook and Canvas).

Option 2: You can select '**I want to set up a different method**', which means the security checks and codes will send via SMS or phone call.

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Cancel

Next

Done!