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**.

Step 2:

Input the KU login credentials and password.

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!