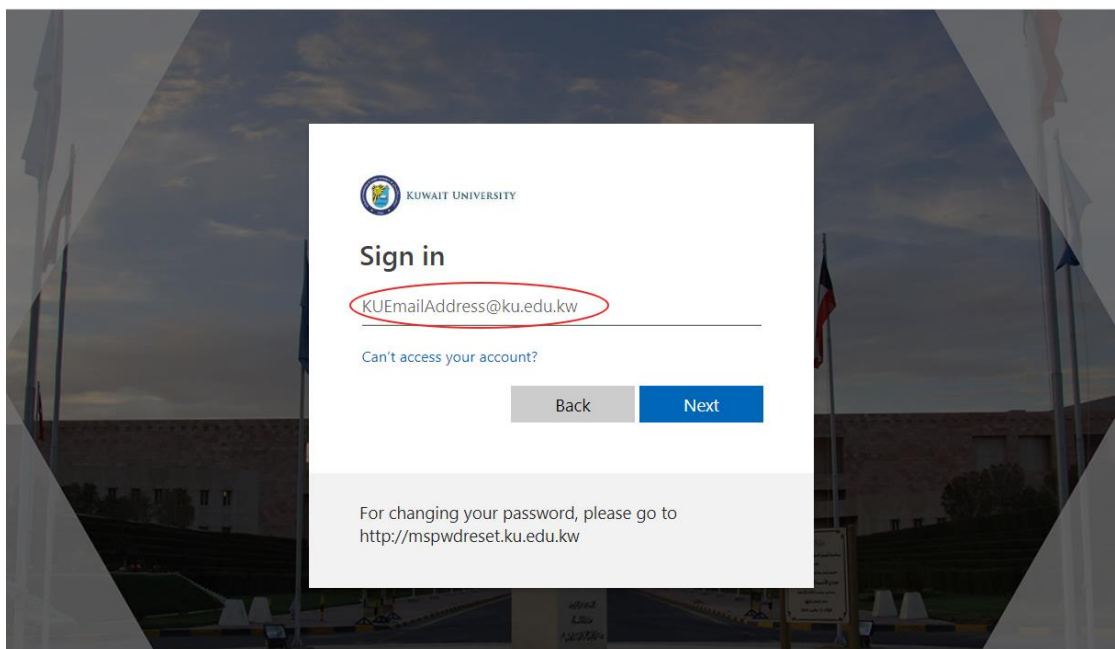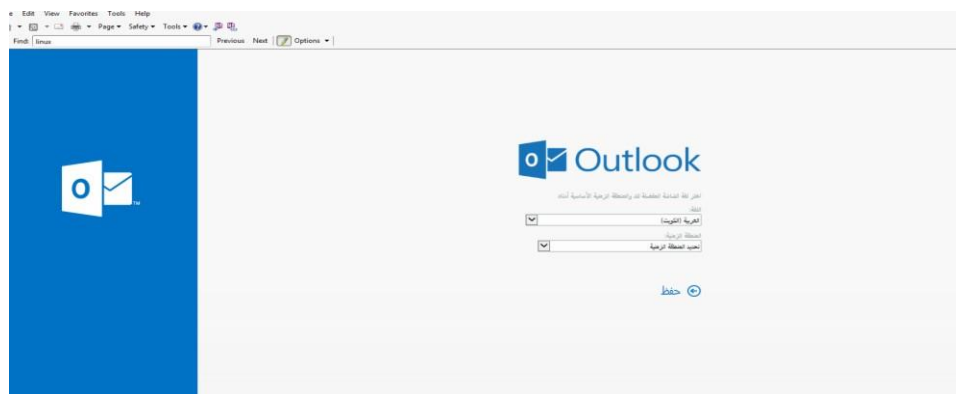# Login to Office 365 System

1. Visit KU Office 365 page http://365.ku.edu.kw ,enter your KU Email address (you can find it in Student Information System (SIS)) and your password
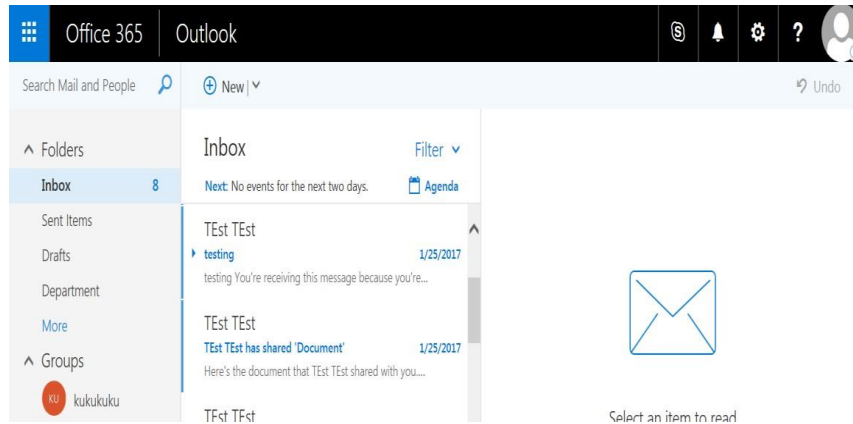

2. When you first login to Office 365, you will be prompted to choose the Interface Language, and Time Zone. Choose the language you prefer, and the Time zone is Riyadh, Kuwait. Then Press **"Save"**

Note: This QR-code will direct you to KU email page

3. You will get the Email Page (Outlook) upon login where you can send and receive emails and communicate with the students and faculty using "Groups".

4. Press the icon at the top left corner to go to other applications. Choose any of the available applications such as (Word, Excel, Notebook, Sway, OneDrive).