



Kuwait University

**Steps to Activate Office 365 and Email Account
For Faculty and Staff**

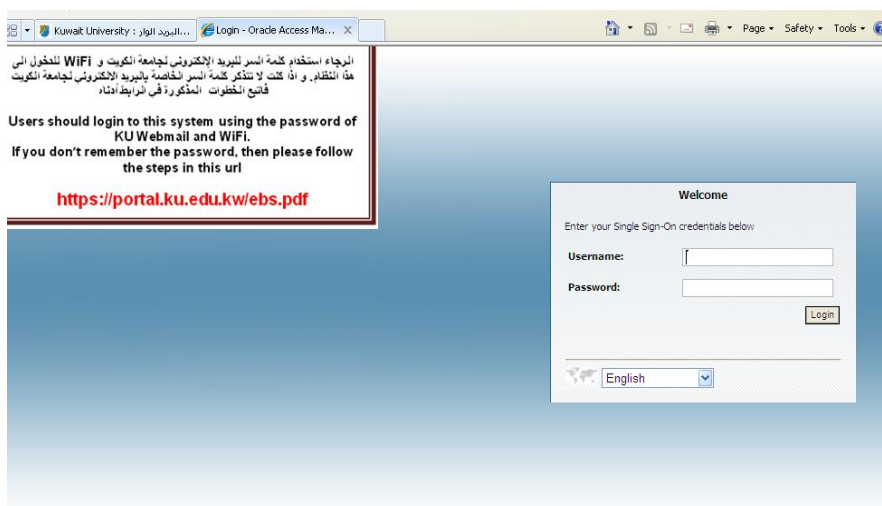


Steps to activate KU Office 365 Service and Email Account

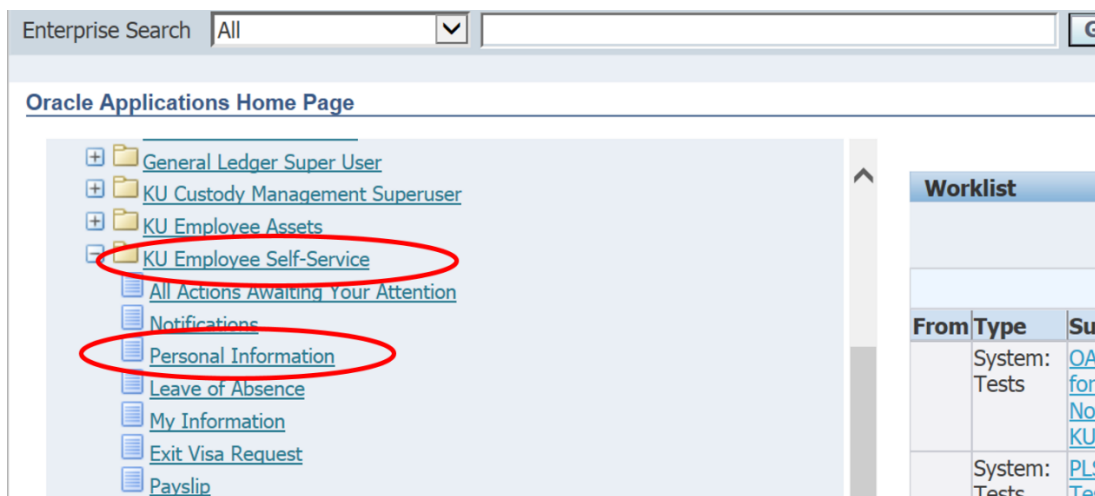
KU offers all its users the new Office 365 Email and Applications Service. Please follow the steps below to activate your Office 365 Account.

Part 1: Validate your personal data:

- 1- Login to KU Self-Service System <http://e.ku.edu.kw>. You can access it from KU website <http://ku.edu.kw> under "Quick Links"



- 2- Click on "KU Employee Self-Service" responsibility and choose "Personal Information"





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

Organization Email Address **asmaa.elsayed@ku.edu.kw**

Phone Numbers

Alternative Email **xctest@hotmail.com**
Enter Personal Email, for example: 'Kuwait.University@gmail.com'

Home **25366659**
Enter Personal Email, for example: 'Kuwait.University@gmail.com'

Close Person Phone Number **78933037**
Enter Personal Email, for example: 'Kuwait.University@gmail.com'

Mobile **+965665544332**
Enter Personal Email, for example: 'Kuwait.University@gmail.com'

Main Address

Update

4- Ensure that the following personal contact information are correct and complete:

- Personal Alternative Email Address (such as Hotmail, Gmail, yahoo, ...etc) that you can log in to it
- Valid Mobile Phone number

Phone Numbers

Alternative Email **xctest@hotmail.com**
Enter Personal Email, for example: 'Kuwait.University@gmail.com'

Home **25366659**
Enter Personal Email, for example: 'Kuwait.University@gmail.com'

Close Person Phone Number **78933037**
Enter Personal Email, for example: 'Kuwait.University@gmail.com'

Mobile **+965665544332**
Enter Personal Email, for example: 'Kuwait.University@gmail.com'

Main Address

Update

5- This data will be used in the 2nd part of the steps. If your personal contact information is incorrect or incomplete, then you need to update the information by pressing **"Update"** to:

- Add Alternative Email or Mobile number by pressing **"Add New Row"** if you don't have them set.
- Change existing data

Then press **"NEXT"**



Type	Number	Delete
Alternative Email	xxtest@hotmail.com	
Home	25366659	
Close Person Phone Number	78933037	
Mobile	+965665544332	

and after confirming the changes press **"SUBMIT"**

	Current	Proposed
Alternative Email	xxtest@hotmail.com	xxtesttt@hotmail.com
Home	25366659	25366659
Close Person Phone Number	78933037	78933037
Mobile	+965665544332	+965665544332

Additional Information

Attachments

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

None

Home Logout Preferences Help

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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 (<http://ku.edu.kw>) under **“Password Management”** in the **“Quick Links”** Section. Enter your Kuwait University ID Number and Click **Next**



Password Reset:

Please enter Kuwait University ID

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.



Verify Your Identity: Submit Your Answers

You must answer 1 of the following 1 questions.

Please enter your personal email address (abc@hotmail.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.**)



Verify Your Identity: Email Verification

Enter your security code below. A security code was sent to your personal email address.

Security Code:

Next

Cancel

4 Enter the new password according to the following password policy:

- Only English
- 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:


Next

Cancel

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

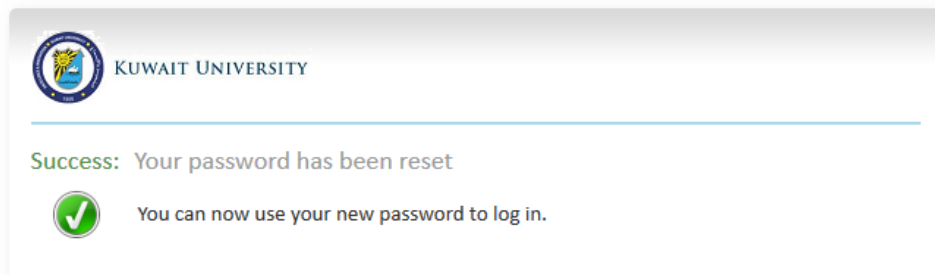
 The password should meet following guidances: - The Password does not contain the account name - The password is at least 8 characters long - The password contains characters from three of following four categories: - Latin uppercase letters (A - Z) - Latin lowercase letters (a - z) - Base digits (0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

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

Enter a new password:

Re-enter the password:

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



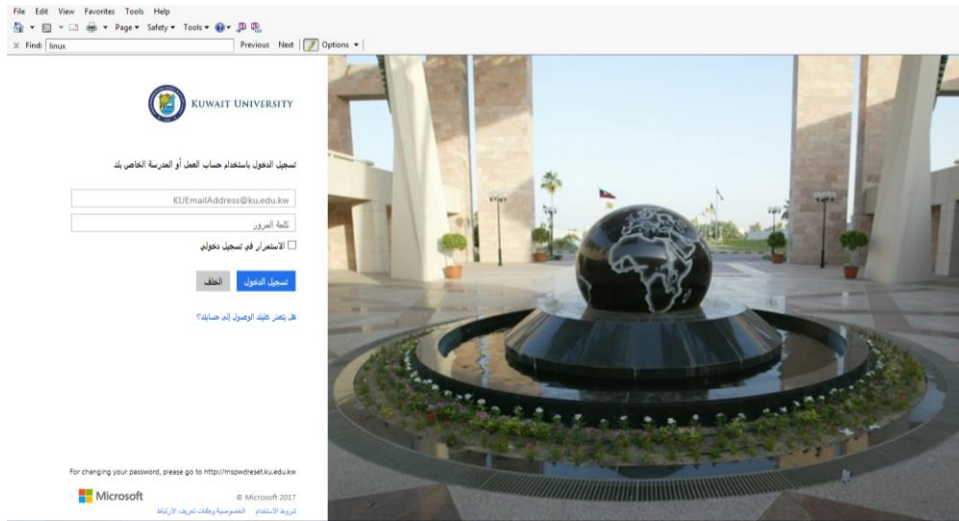
Please Note you will use this **password to login to all KU applications** such as :

- **KU Office 365** <http://365.ku.edu.kw>
- **online Self-Service** <http://e.ku.edu.kw>
- **Online Grading System** <http://portal.ku.edu.kw/faculty>

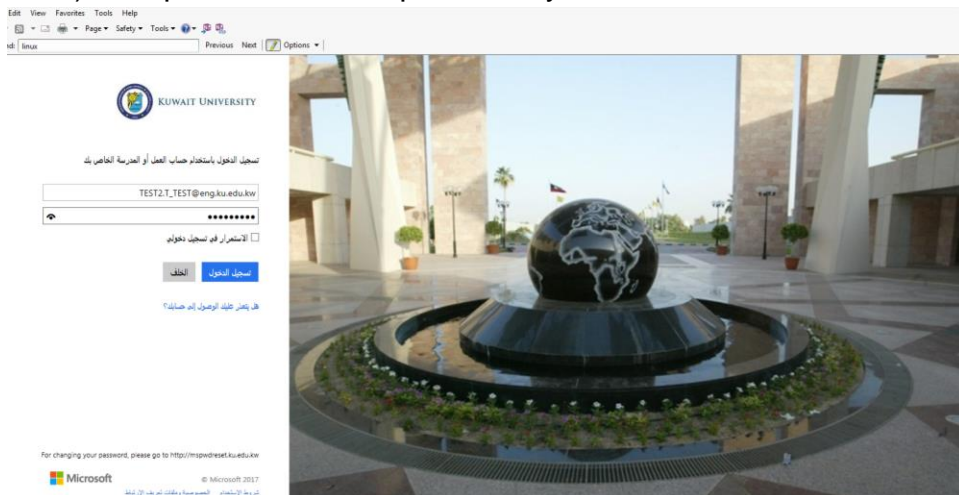


Part 3: Login to Office 365 System

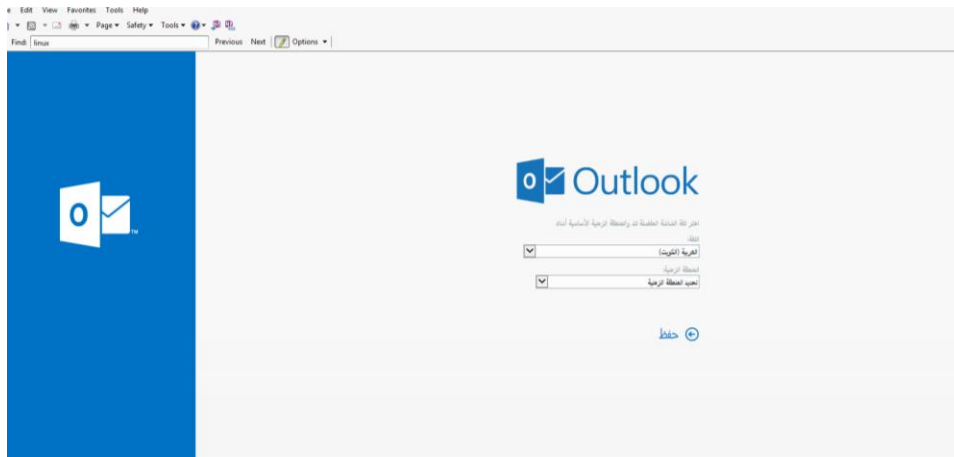
1. Visit KU Office 365 page <http://365.ku.edu.kw> You can find it at KU Website <http://ku.edu.kw>



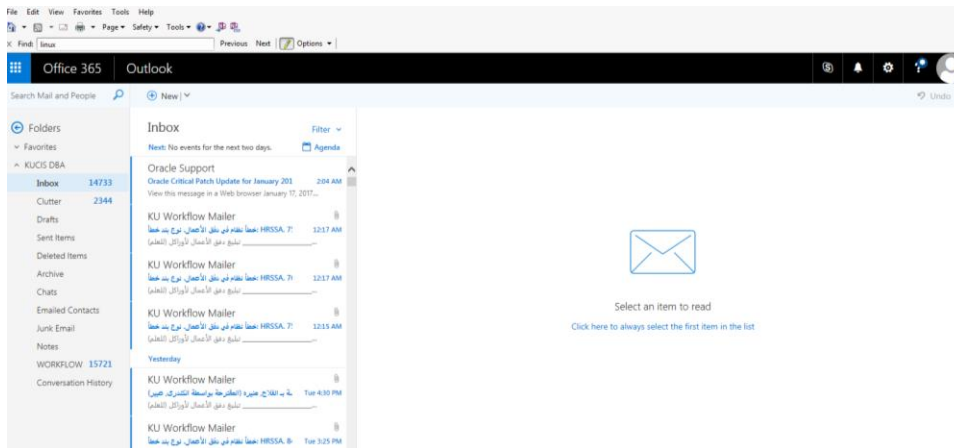
2. Enter your KU Email address which you verified in Part 1(Validate Personal Data) – step 3 and the new password you set in Part 2.



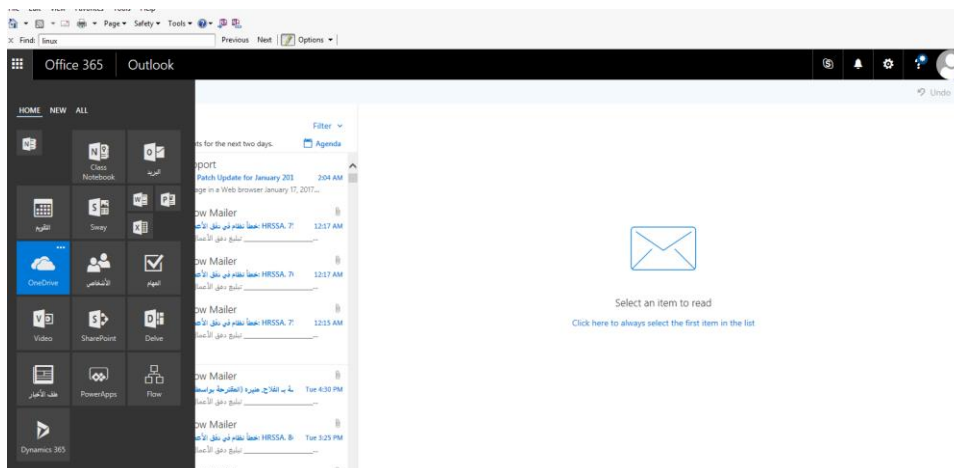
3. When you first login to Office 365 , you will prompted to choose the Interface Language, and Time Zone. Choose the language you prefer and the Time zone is Riyadh, Kuwait. Then Press **"Save"**



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

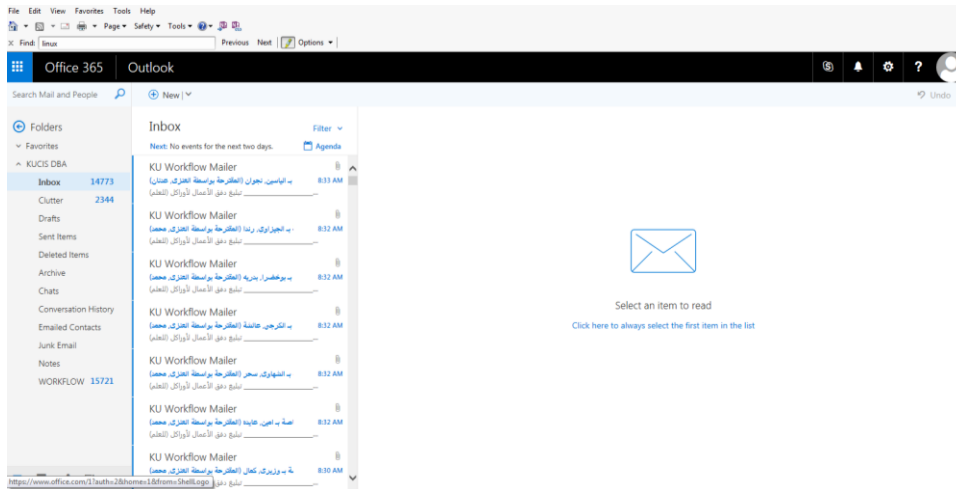


- 5. Choose any of the available applications such as (Word, Excel, Notebook, Sway)





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



7. Then click "Install Office 365"

For inquiries, call Help Desk 84444