

STUDENTS' GUIDE USING SCHOOL EMAIL

STUDENT EMAIL CREDENTIALS

- Your student email is your first-lastname@model.eku.edu.
- Your password is the letters "Ky" + your student ID number + !

EXAMPLE

Login: Casey-Smith@model.eku.edu
Password: Ky2120989898!

USING THE MICROSOFT OUTLOOK APP

1. Log in to your Apple ID with your Model credentials on the iPad by clicking "Settings" and then clicking the first option at the top. Use your Model credentials.
2. Access the Self Service store on the iPad to download the Microsoft Office app. If you did the previous step of logging into your Apple ID, then Microsoft Outlook app will connect to your account. The Outlook app will ask if you would like to set up additional mailboxes, but just 'Skip' for now.

USING A WEB BROWSER

1. With your Model student account information you can access your Microsoft Office 365 account, which includes all of the Microsoft Office 365 apps such as Word, PowerPoint, Excel, OneDrive, Outlook, etc. via a web browser by going to the following URL: <https://www.office.com>. Outlook is the app you will use to get your email.
2. When signing into your Office 365 account, after you enter your account information. You will be asked if the account is a Personal or Organization account upon entering your information. Choose "Organization".
3. Once logged in, open the Outlook app.

REACH OUT FOR HELP!

If you have forgotten your student ID, please contact the Counseling Office.

If you have technological issues, please contact Tim Hoover at 859-622-6816 or Tim.Hoover@eku.edu.

