Email

What it is

Klaipėda State University of Applied Sciences provides every community member with a **college email inbox**.

This address is used for college- and study-related information, system notifications, and messages from the administration and teachers. College email must be **checked and used regularly**.

Email runs in the **Microsoft Outlook** environment (Microsoft 365).

Links
https://www.office.com/
https://outlook.cloud.microsoft/

Who this guide is for

This guide helps you:

- open college email in a browser;
- sign in with your college account;
- find extra Outlook instructions;
- see how to add a signature in Outlook on the web.

How to sign in to Outlook in a browser

Step 1. Open Microsoft 365

Open a browser. Go to https://www.office.com/ and click **Sign in**.



Step 2. Enter your sign-in details

Enter your **college email address** and click **Next**. Then enter your password and click **Sign in**.

Examples:

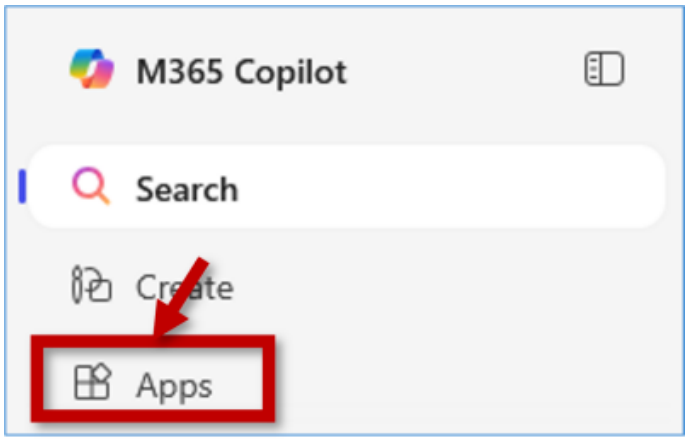
- students: `stu.studentaitis@kvkedu.lt`
- staff / teachers: `d.destytojaitis@kvk.lt`

The password is **the same** as for college computers and other systems (e.g. Moodle, Microsoft Teams).



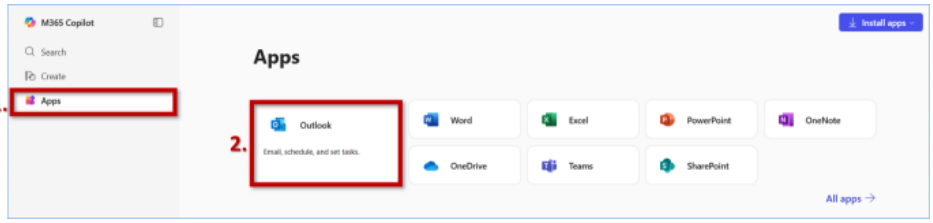
Step 3. Open the Apps menu

On the left side of the window, click **Apps**.



Step 4. Select Outlook

In the Apps menu, select **Outlook**.



Another way

You can also go directly to:

- https://outlook.cloud.microsoft/

Instructions and useful links

- Sign in and create a signature for Outlook on the web
- Add an email account to Outlook
- Office cheat sheets
- Outlook Quick Start Guide (EN)
- Learn more about Outlook on the web

Adding a signature in Outlook on the web



Contacts

If you cannot sign in or have other issues, contact ITC:

- College contacts: www.kvk.lt/en/contacts
- ITC unit: Information Technology Centre
- You can also register a request: Technical Support Centre

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