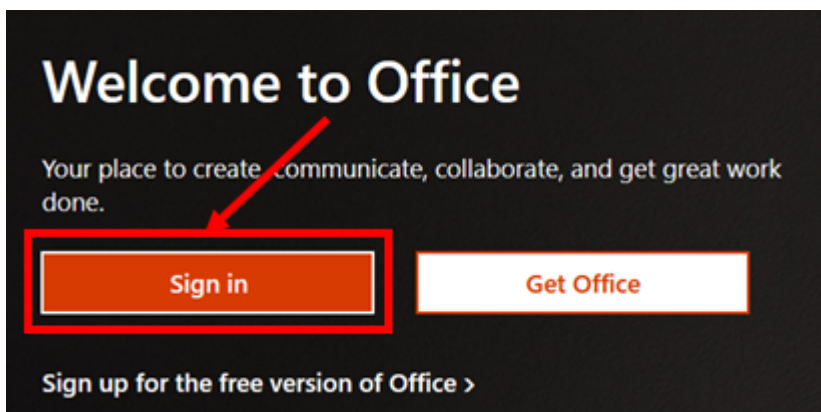


# Email

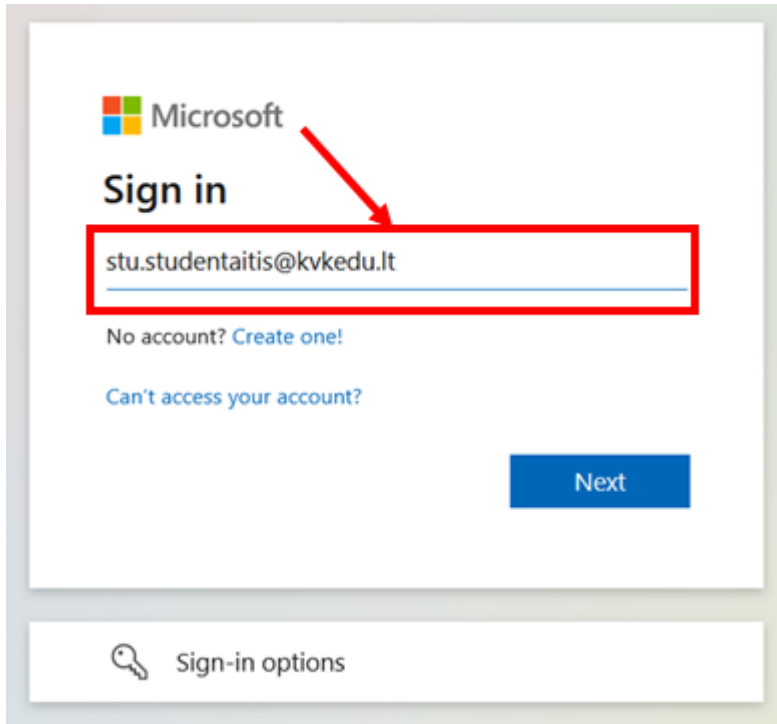
All members of the KVK community are required to regularly check and use the email account provided by the Institution, as information related to the Institution, studies, system notifications, and messages from administration and instructors are sent to this email address. You can access your email account by logging into the **Microsoft 365** environment at <https://www.office.com/> and clicking on the **Outlook** icon in the left menu. Alternatively, you can access the email system directly at <http://mail.kvkedu.lt/>.

## How to log in to your Outlook email account in a web browser?

1. Log in to the Microsoft 365 environment at <https://www.office.com/>.
2. Click on **Sign in**.

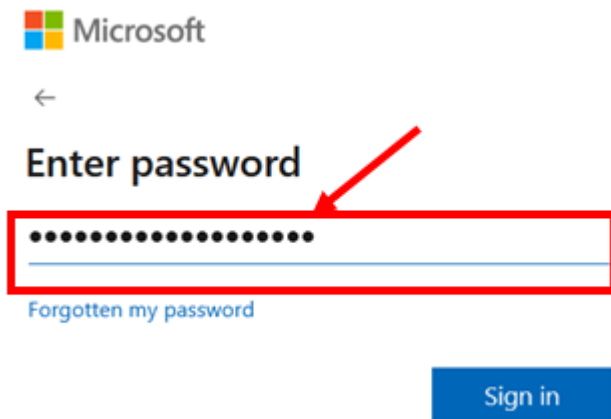


3. Enter your personal college **email address** (e.g., nam.surname@kvkedu.lt, n.surname@kvk.lt) and click **Next**.

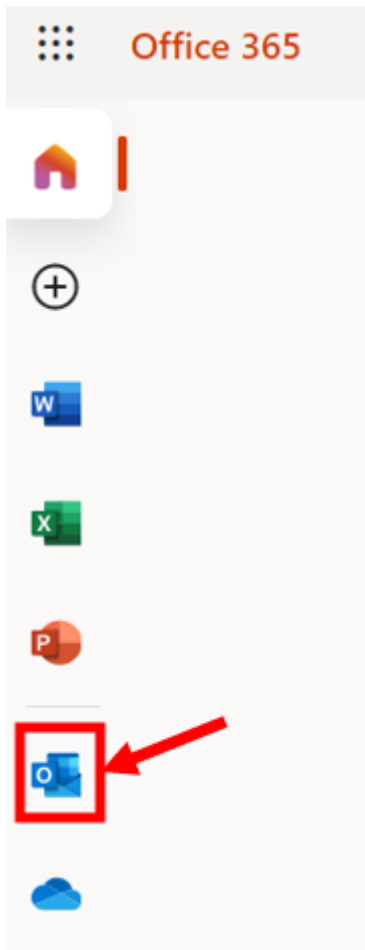


4. Enter your **password** and click „**Sign in**“.

**Password:** This is the same password you use for the KVK computers and other systems, such as Moodle, Microsoft Teams, etc.



5. Click on the Outlook icon in the Microsoft application list on the left side of the screen.



6. Alternatively, you can access **Outlook** directly at [mail.kvkedu.it](mailto:mail.kvkedu.it)

## Instructions

[Outlook Quick Start Guide](#)

[Sign in and create a signature for Outlook on the web](#)

[Add an email account to Outlook](#)

[Office cheat sheets](#)

[Learn more about Outlook on the web](#)

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