Email

All members of the KVK community must regularly check and use the email inbox provided by the Institution. This email address is where information related to the Institution and studies, system notifications, as well as messages from the administration and lecturers, are sent.

You can access your email account by logging in to the Microsoft 365 environment at https://www.office.com/ and selecting the **Outlook icon** from the **Apps menu**. You can also connect directly to the email system 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 institutional **email address** (e.g., stu.studentaitis@kvkedu.lt, d.destytojaitis@kvk.lt) and click **Next**. Enter your password and click **Sign In**.

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

Microsoft	кук	
Sign in	← var.pavardenis@kvkedu.lt	
1. var.pavardenis@kvkedu.lt	Enter password	
No account? Create one!	3.	
Can't access your account?	Forgot my password	
2. Next	4 . Sign in	

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



5. In the Apps menu, select Outlook.

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	📸 Apps	Outlook	٦	w	Word		Excel		PowerPoint		OneNote	
		Email, schedule, and set tasks.		-	OneDrive		📫 Teams		SharePoint			
			_								All apps 🗦	→

6. Alternatively, you can access **Outlook** directly at mail.kvkedu.lt.

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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