Student email
Office 365 email
For undergraduates and taught postgraduates, alumni and former staff

Contents
Log into Office 365 to access your email ............................................. 2
Email software ..................................................................................... 2
Phones and tablets ............................................................................. 3
Forward your mail ............................................................................. 4
Student society services ................................................................... 4
Regulations ......................................................................................... 5
Email safety ........................................................................................ 5
Help and support ................................................................................ 5
Log into Office 365

https://live.kent.ac.uk

• **Username:** Your Kent IT Account *username* (eg abc1)
• **Password:** your Kent IT Account password

Problems logging in?
Search for *account login* on the Kent website for help.

Sign out when done
Sign out to end your session: in the top right of the screen click your name then **Sign out**.

Email software

To set up access to your mail using email software you can use these **IMAP settings** or the detailed instructions for iOS, Android and Windows Phones that follow below.

**IMAP settings**

<table>
<thead>
<tr>
<th>Username</th>
<th>Your Kent IT Account <em>username</em> like this: <em><a href="mailto:username@kent.ac.uk">username@kent.ac.uk</a></em> (if your username is abc1, enter <a href="mailto:abc1@kent.ac.uk">abc1@kent.ac.uk</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Office 365</td>
</tr>
<tr>
<td>Account type</td>
<td>IMAP or IMAP4</td>
</tr>
<tr>
<td>Incoming mail</td>
<td>outlook.office365.com</td>
</tr>
<tr>
<td>Port</td>
<td>993</td>
</tr>
<tr>
<td>Encryption method</td>
<td>SSL</td>
</tr>
<tr>
<td>Outgoing mail</td>
<td>smtp.office365.com</td>
</tr>
<tr>
<td>Port</td>
<td>587</td>
</tr>
<tr>
<td>Encryption method</td>
<td>TLS</td>
</tr>
</tbody>
</table>
Phones and tablets

Android email settings
These steps may vary between Android tablets, Kindle Fire and Android phones:

1. Go to Settings > Accounts > Add Account > Email or Exchange, then tap Add Account (to see this, tap the menu button in the bottom left on your handset)
   • or instead try opening Email then choose Settings, then Add account
2. Enter your Kent email address and IT account password, then tap manual setup
3. Select Microsoft Exchange/Exchange/Exchange account
4. Delete any text in domain username, and enter your Kent IT account username like this: username@kent.ac.uk
   (eg, if your username is abc1, enter abc1@kent.ac.uk)
5. Exchange server: outlook.office365.com
6. Tick the box to use SSL, and to Accept all SSL Certificates; Client Certificate: None
7. Press Next and click OK to the Remote security administration warning that pops up
8. Edit the Account Options if you wish and tap Next, name your account and tap Done
9. You need to activate the device administrator. It makes your email more secure by giving us the ability to remote wipe your device if it’s lost or stolen. This would mean losing all data on the device. We need this option to make sure University data isn’t compromised.

iOS email settings
If you have an Exchange account already on your device, you can’t set up another one. The steps may very depending on your version of iOS.

1. Tap Settings then Mail (or Mail, Accounts, Calendars depending on your iOS version)
2. Tap Accounts (iOS 10) > Add Account
3. Choose Exchange or MS Exchange/Microsoft Exchange depending on your iOS version)
4. Enter your Kent email address, password and a description, then tap Next
5. Server: outlook.office365.com
6. Domain: leave blank
7. Enter your Kent IT Account username and password then tap Next:
   • your username format needs to be like this: username@kent.ac.uk
     (eg, if your username is abc1, enter abc1@kent.ac.uk)
8. Choose what to synchronise – Mail, Calendars, Contacts or Reminders and tap Save.
Windows 10 Phone

1. Go to Settings > All settings (drag from the top to see this)
2. Accounts > Email & app accounts > +Add an account > Exchange
3. Enter your Kent email address > Next
4. You should see our University login screen; log in with your IT Account details
5. On the All finished! screen, click Done. Say no if asked to create a Microsoft account.

Forward your email

To another account like Gmail

Still check your Office 365 account weekly: some emails may be flagged as spam or blocked by your email service (Gmail, Hotmail etc). Log into Office 365 regularly to check you haven’t missed anything: https://live.kent.ac.uk

How to forward your Office 365 email:

6. Login to Office 365: https://live.kent.ac.uk
7. Click Settings (gear icon in the upper right-hand of your screen)
8. Under the Your app settings heading, click Mail (at the bottom of the bar)
9. Select Accounts > Forwarding
10. Under the Forwarding heading select Start Forwarding
11. Tick the option to keep a copy of all forwarded messages
12. Save. That’s it!

If you decide to stop forwarding follow the steps and select Stop forwarding at step 6.

Student society services

- You can apply for a mailing list for your society at www.kent.ac.uk/itservices/forms/student/society.html
- A Shared Mailbox is an email account that more than one person can access:
  - Apply for a Society Shared Mailbox at: www.kent.ac.uk/itservices/forms
  - Access your Mailbox at: http://owa.connect.kent.ac.uk/OWA/mailboxname@kent.ac.uk (replace mailboxname with your mailbox name)
Regulations

By using Kent email you confirm that you have read and agree to abide by the IT regulations at: www.kent.ac.uk/is/regulations

Email safety

- If you suspect an email is not genuine, don’t reply to it or click on any links
- Do not enter account details onto any web site unless you’re confident it is legitimate
- Most organisations, including the University, will not ask for your password by email

Internet and email safety advice: www.kent.ac.uk/itservices/secure

Help and support

To access Office 365’s built-in help, click the (question mark) icon at the top right of the screen.

More about your Kent email account: search for email on the Kent website, or go to:
www.kent.ac.uk/itservices/email

Contact us

Visit the IT & Library Support Desk in the Templeman Library or contact us:

01227 82 4999
helpdesk@kent.ac.uk
Chat to us: www.kent.ac.uk/library/support
UKCLibraryIT
www.kent.ac.uk/itservices/help