GETTING STARTED WITH KSUMAIL

UIT’S LEARNING TECHNOLOGIES’, TRAINING, & AUDIO-VISUAL OUTREACH
Training documentation and videos will be available at the KSUmail deployment website:

- http://uits.kennesaw.edu/ksumail/documentation.php

Documentation will also be available at the UITS Documentation Center

- http://uits.kennesaw.edu/cdoc
ONLINE TRAINING

Learn at your own pace with online trainings (self-paced courses and e-books) through OwlTrain:

http://uits.kennesaw.edu/support/owltrain.php
ONE-ON-ONE SESSION

Schedule a One-on-One session in OwlSupport:
http://uits.kennesaw.edu/support/owlsupport.php
CLASSROOM WORKSHOPS

Find the latest UITS workshop schedule at the following website:
http://uits.kennesaw.edu/support/training.php
SERVICE DESK

Walk-in Counter Kennesaw Campus:
Tech Annex Building #361

Walk-in Counter Marietta Campus:
Building H Lower Level, East Side

Phone: 470-578-6999
Email: service@kennesaw.edu
Learn More: uits.kennesaw.edu
FIRST FRIDAYS

Get technology assistance from UITS Learning Technologies, Training, Audiovisual, and Outreach on the First Friday of each month!

- Pilcher Building
- Room 106
- [http://uits.kennesaw.edu/support/firstfridays.php](http://uits.kennesaw.edu/support/firstfridays.php)
THIRD THURSDAYS

Get technology assistance from UITS Learning Technologies, Training, Audiovisual, and Outreach on the Third Thursday of each month!

- Norton Hall (R2)
- Room 059
- http://uits.kennesaw.edu/support/thirdthursdays.php
QUIT LEARNING TECHNOLOGIES,
TRAINING, AUDIOVISUAL & OUTREACH

Visit Our Department Website:

http://uits.kennesaw.edu/support/training.php
CONNECT WITH US ON SOCIAL MEDIA

Facebook: https://www.facebook.com/ksu.infotech
UITS Twitter: https://twitter.com/KSU_UITS
UITS LTAO Twitter: https://www.twitter.com/odlt
LEARNING OBJECTIVES

• Information about the deployment & UITS support
• Key features of KSUmail
• The Outlook Web layout
• Sending mail and creating folders
• Adjusting settings and views
• Using the calendar
• Accessing and using contacts
DEPLOYMENT INFORMATION

- KSUmail will go live on August 4th
- Zimbra will become “Read-Only”
- You may sign up for appointments for UITS assistance and walkthroughs of your preferred client
WHAT TO EXPECT

- Emails, folders, contacts, & calendar items will transfer
- Shares (calendar/folder), signatures, rules, contact lists/groups will have to be recreated.
- It may take a couple of days for all mail to appear
- UITS will be on hand for support and assistance with settings and preferences
- You will not have to wait until an appointment to begin using KSUmail via the web or mobile device
- Visit [http://uits.kennesaw.edu/ksumail/transition/index.php](http://uits.kennesaw.edu/ksumail/transition/index.php) for information on the transition
UITS SUPPORT APPOINTMENTS

UITS staff will provide on the ground support and assistance during the migration. This includes:

• Assisting in recording filters, shares, & signatures
• Assistance with connecting your mobile device to KSUmail
• A walkthrough of the Microsoft Outlook clients
• Assistance with creating shares, rules, preferences & signatures
KEY FEATURES

• 50 gigabyte email limit
• Integration with Office 365
• The ability to attach files as OneDrive files
• 5 terabytes of storage with OneDrive
• Improved Student Collaboration
KEY FEATURES

• Automatic Reply Alert
• Email Attachment Reminder
• Undo Send Feature (Web)
• Collaborative attachment editing (Web)
Options for accessing KSUmail include:

- Microsoft Outlook for the PC
- Microsoft Outlook for the Mac
- Outlook Web
- Mac Mail
OUTLOOK (DESKTOP CLIENT) VS. OWA

OUTLOOK FOR THE PC
- Most robust feature set
- Custom/advanced searches
- Ability to create multiple signatures
- Delivery & Read Receipts

OUTLOOK FOR THE MAC
- Differences in navigation and functionality from PC client
- Allows for advanced searches (like the PC client)
- Delivery/read receipt and message recall features not available

OUTLOOK WEB
- Quick & easy Access anywhere
- Streamlined functionality
- Easier for setting calendar shares
- Seamless access to all Office 365 features, including OneDrive
LET’S GET STARTED!
THANK YOU FOR ATTENDING

http://uits.kennesaw.edu/evaluation/

Course: Getting Started with KSUmail
Trainer: Kay Prater
Classroom: Atrium (J)
Room – 262