

# GETTING STARTED WITH KSUMAIL

UITS LEARNING TECHNOLOGIES,  
TRAINING, & AUDIO-VISUAL OUTREACH

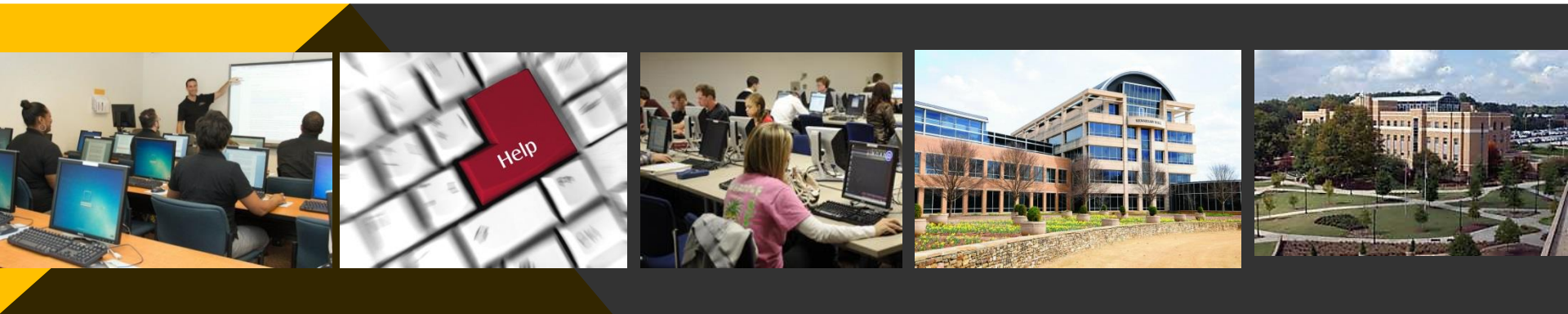
# WORKSHOP BOOKLETS

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

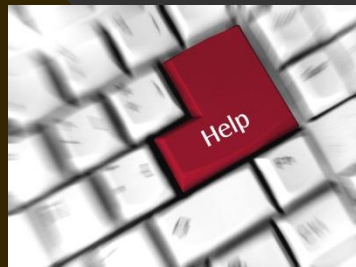
- <http://uits.kennesaw.edu/cdoc>



# ONLINE TRAINING

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

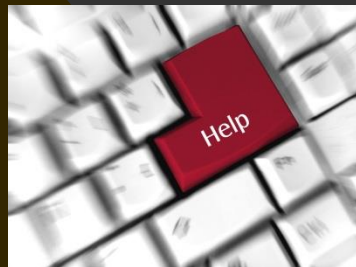
<http://uits.kennesaw.edu/support/owltrain.php>



# ONE-ON-ONE SESSION

Schedule a One-on-One session in OwlSupport:

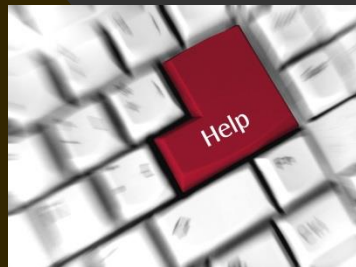
<http://uits.kennesaw.edu/support/owlsupport.php>



# CLASSROOM WORKSHOPS

Find the latest UITS workshop schedule at the following website:

<http://uits.kennesaw.edu/support/training.php>



# SERVICE DESK

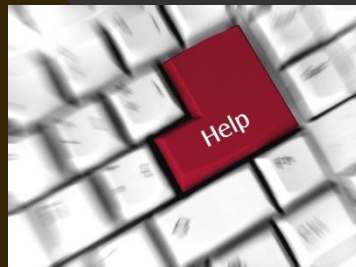
**Walk-in Counter Kennesaw Campus:  
Tech Annex Building #361**

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

**Phone: 470-578-6999**

**Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)**

**Learn More: [uits.kennesaw.edu](http://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>



# 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>

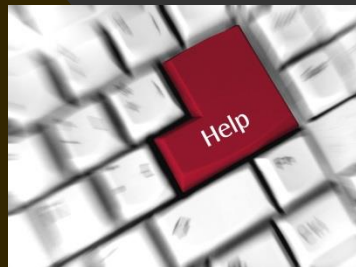




# UITS LEARNING TECHNOLOGIES, TRAINING, AUDIOVISUAL & OUTREACH

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](https://twitter.com/KSU_UITS)

UITS LTAO Twitter: <https://www.twitter.com/odlt>



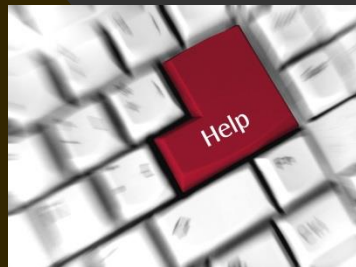
# LEARNING OBJECTIVES

- 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 4<sup>th</sup>
- Zimbra will become “Read-Only”
- You may sign up for appointments for UITS assistance and walkthroughs of your preferred client



# WHAT TO EXPECT

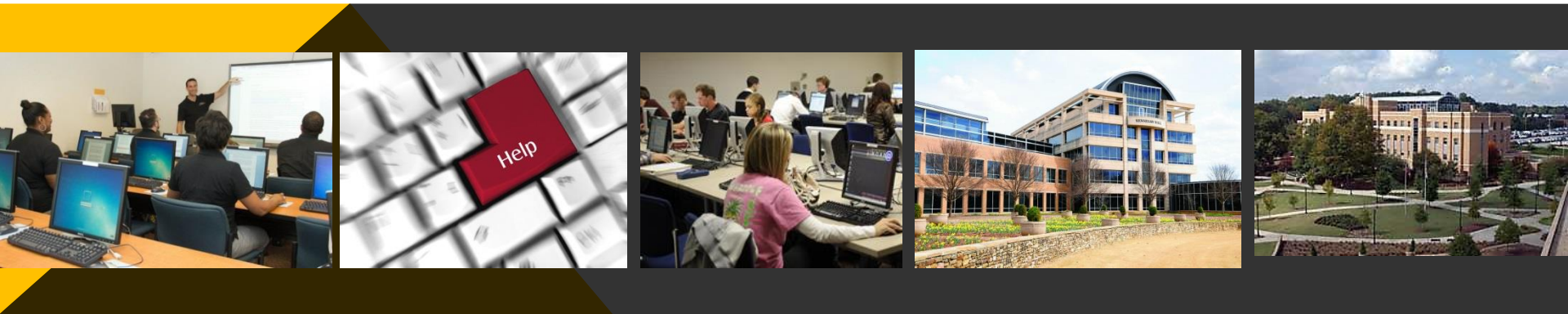
- Emails, folders, contacts, & calendar items will transfer
- Shares (calendar/folder), signatures, rules, contact lists/groups will have to be recreated.
- It may take a couple of days for all mail to appear
- UITS will be on hand for support and assistance with settings and preferences
- You will not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



# UITS SUPPORT APPOINTMENTS

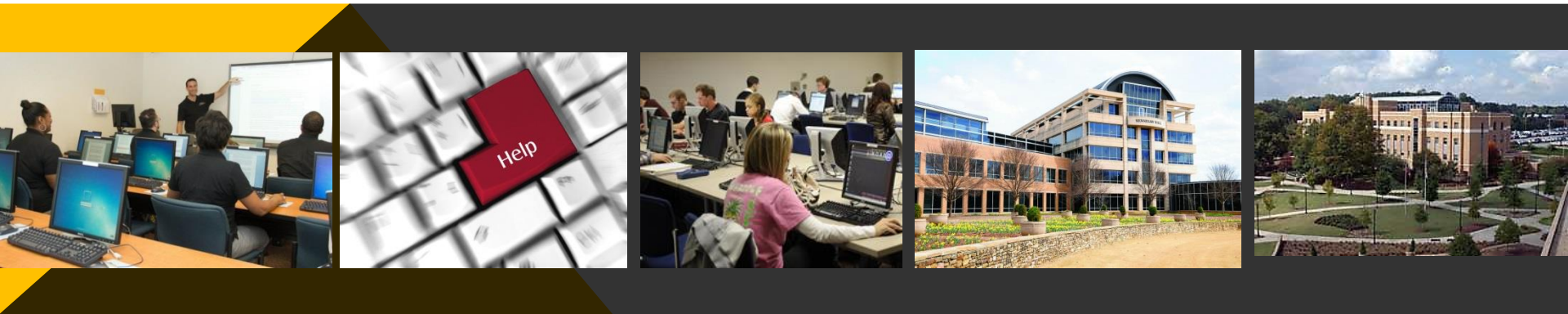
UITS staff will provide on the ground support and assistance during the migration. This includes:

- 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



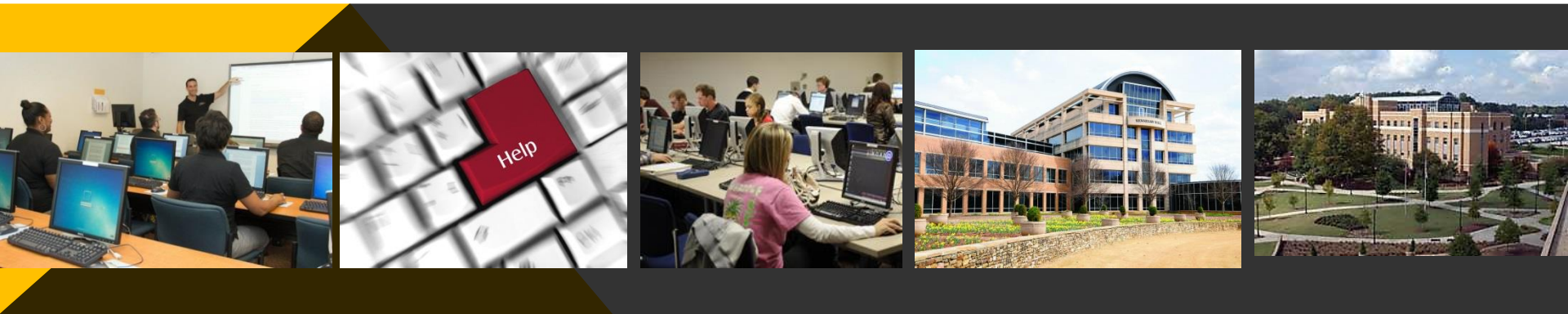
# KEY FEATURES

- 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)

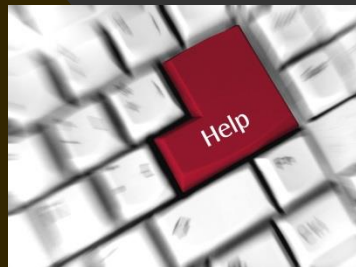




# KSUMAIL ACCESS OPTIONS

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

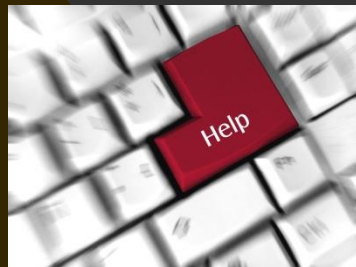
- Quick & easy Access anywhere
- Streamlined functionality
- Easier for setting calendar shares
- Seamless access to all Office 365 features, including OneDrive



# KSUMAIL

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# 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

