



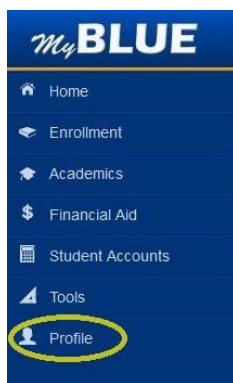
Setting Up Your Office 365 LoperMail Account

Your **UNK Email Address** and your **NU ID#** can be located on your **NSE/Transfer Day Itinerary**. If you do not have one, please contact / talk to a staff member during the day, contact the **Admissions Office** at **308-865-8526** or the **UNK Helpdesk** at **308-865-8363**.

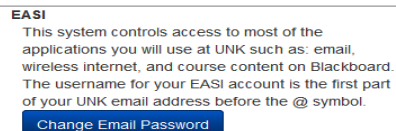
1. Go to **unk.edu** (UNK homepage), click on **MyBLUE** at the bottom of the website. Login.



2. Select **"profile"** on the left hand menu.



3. On the right hand bottom corner of the page you will click: **change my email password.**



Select "Student Password Reset"

#4 In the Identification screen, type in your full Loper Email address, then the **"Captcha" Verification (case sensitive)**. Hit the Continue button.

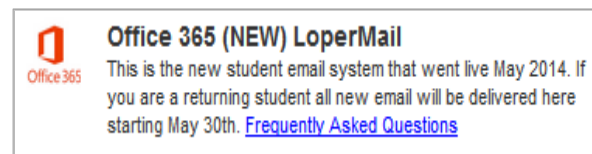
5. Create your new **Lopermail password**.

Follow the instructions on the screen:

6. Go back to **unk.edu**, click on **EASI** at the bottom. Type in your username (everything prior to the @ in your email address) and your new password.



7. Click on **Office 365 (NEW) LoperMail** to access your email account. Login using your



full UNK email address (including the **@lopers.unk.edu**) and your new password.

#8. Set your time zone – **US Central Time** – before accessing your email.

Final Notes: Check your **LoperMail** regularly. This is how UNK will communicate with you from now on!!

If you have any problems with your email account, please contact the **UNK Helpdesk** at **308-865-8363** or go to **unk.edu/office365**.

More information about your LoperMail account & the Microsoft Office package available to students can be found at unk.edu/office365.