

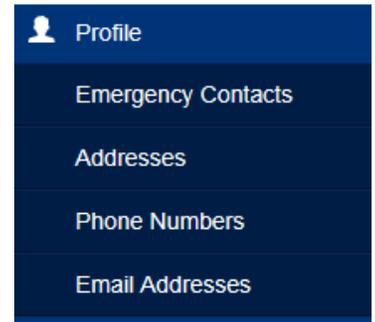


Accessing Office 365 & Canvas

Office 365 is used for campus email. **Canvas** is UNK's online classroom.

UNK uses Outlook services (a component of Office 365) for email. **Once students are enrolled in a class**, an email account is assigned. It may take a day or so after enrollment for an email account to be assigned. **All UNK official notifications are emailed to a student's UNK email account, so it is important to check this account frequently.**

The day after you have enrolled, find your email address by logging into your MyBLUE account <https://myblue.unk.edu> and clicking on the "Email addresses" link located in the "Profile" section in the left menu of your account.



The authentication (log-in credentials) for Email and Canvas (and some additional UNK systems you may learn about later) is your **UNK Username**. The **UNK Username** is the first part of your email address prior to the '@' sign. In the following example `louie123@lopers.unk.edu`, the **UNK Username** is `louie123`.



To set your password for your **UNK Username**, go to: <https://trueyou.nebraska.edu>. Under 'Manage Your Accounts' click on Change Password, then click on the TrueYou Identity Manager Box and log in using your NUID and password. Click the radio button to the left of your UNK username and complete the New Password boxes. Note the parameters that must be followed



to set the password and click Change Password, then log out.

To access your Email or Canvas go to <https://easi.unk.edu/> website and click on the appropriate link.



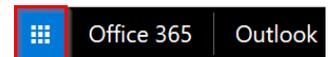
Canvas – Your Online Classroom

Log into Canvas using your **UNK Username**. Once logged in, your enrolled course will show up on your 'dashboard.' Remember, logging into Canvas is like walking into your classroom. Don't expect your course to be available until classes begin.



Email

Students and teachers are eligible for Office 365 for Education, which includes Outlook (email), Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. Office 2016 is now included with Microsoft Office 365. You can learn how to download Office 365 and view tutorials here <http://www.unk.edu/office365>. Use your **UNK Username** to log in. You can click on the square with blue dots in the upper left corner to access the other Office 365 products.



Tutorial

- [How to register for Classes in MyBLUE](#)
- [Create and Manage Guest Accounts](#)
- [Student Degree Audit](#)

Additional Tips:

When enrollment begins you will have a message inside MyBLUE indicating when your enrollment period is. To access a tutorial on how to register for classes, Log into MyBLUE and click on the "Enrollment Tab". The tutorial is located on the right side of the page. Degree-seeking students can also reference their Degree Audit in the "Academics" tab to see their interactive Program of Study.

HELP DESK: UNK's Help desk is available 24 hours a day. Email: unkhelpdesk@unk.edu or Phone: (308) 865-8363