Follow these simple directions to join KU-ST

- In a browser, navigate to ‘outlook.com/live.kutztown.edu’.
- Log in using your Kutztown University provided username and password.
- Once you have logged into your mailbox use the instructions below to join the KU-ST@live.kutztown.edu distribution group.
- Use Join or Leave a distribution group to see and manage the distribution groups of which you are a member.

To join KU-ST (or any other distribution group):

1. Select Settings > Options > Other > Go to the earlier version > Groups > Distribution groups I belong to.
2. Select Join.
3. In the dialog box, select the group you want to join. You can search for a group by typing all or part of its name in the search window, and then selecting the search icon. To clear the search results, select Clear.
4. Select the group you want to join.
5. Select Join.

To leave KU-ST (or any other distribution group):

1. Select Settings > Options > Other > Go to the earlier version > Groups > Distribution groups I belong to.
2. Select the distribution group you want to leave.
3. Select Leave.