

IT Services

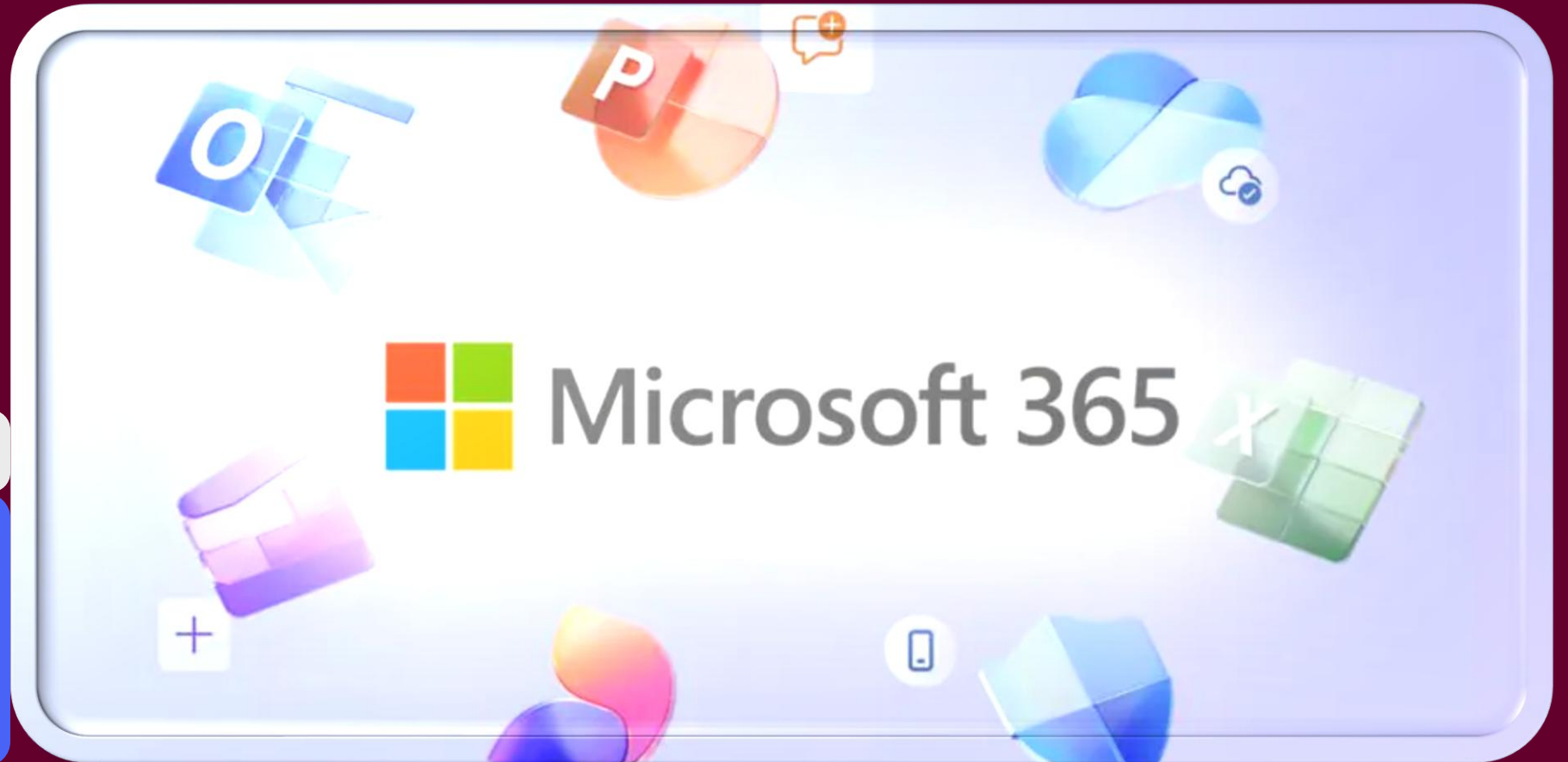
24.07.2025

M365

KLU

KÜHNE
LOGISTICS
UNIVERSITY

Leading with an
Operations Mindset



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Your student account is your Microsoft account and let's you use all the Microsoft products. (At least the products covered by your student license)

You can explore your options directly at office.com.

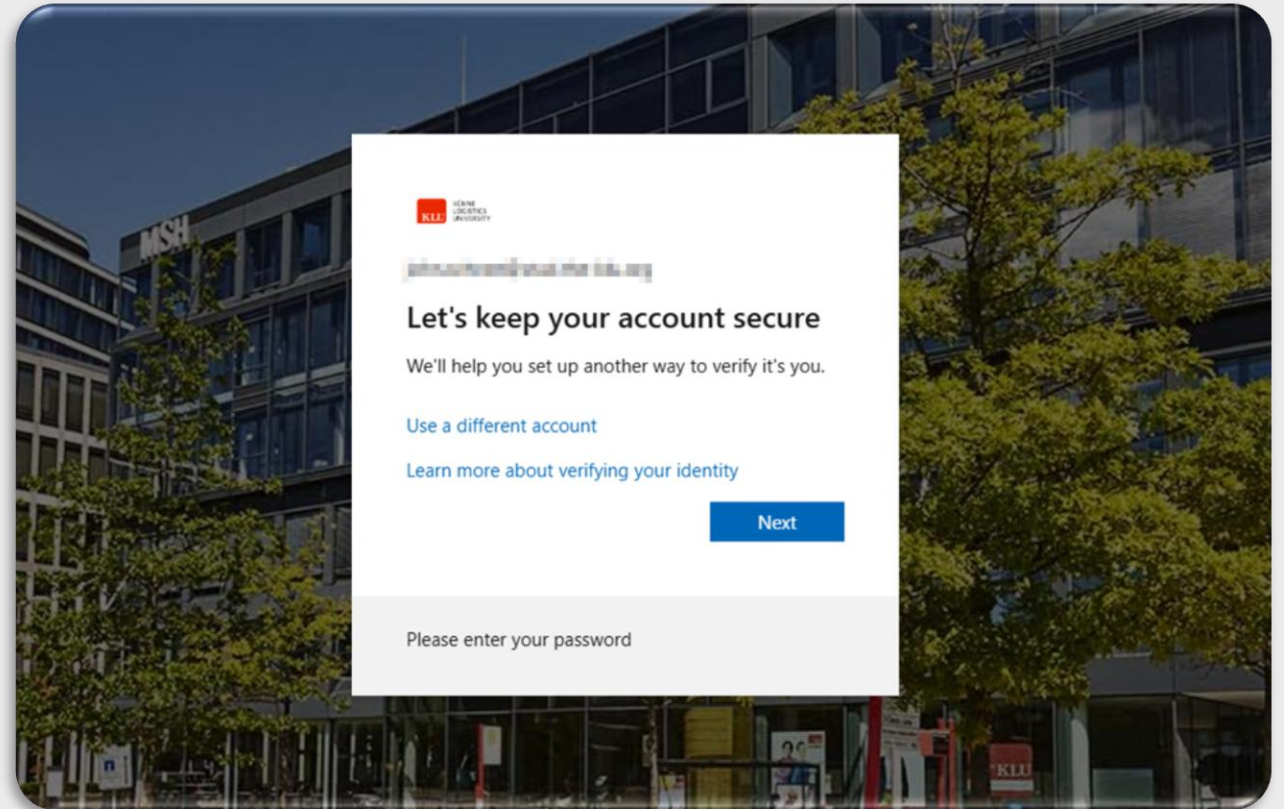


This screenshot shows the official "sign in" in your browser.

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We recommend to set up your account with account security measurements such as the authenticator app and/or mobile phone number.

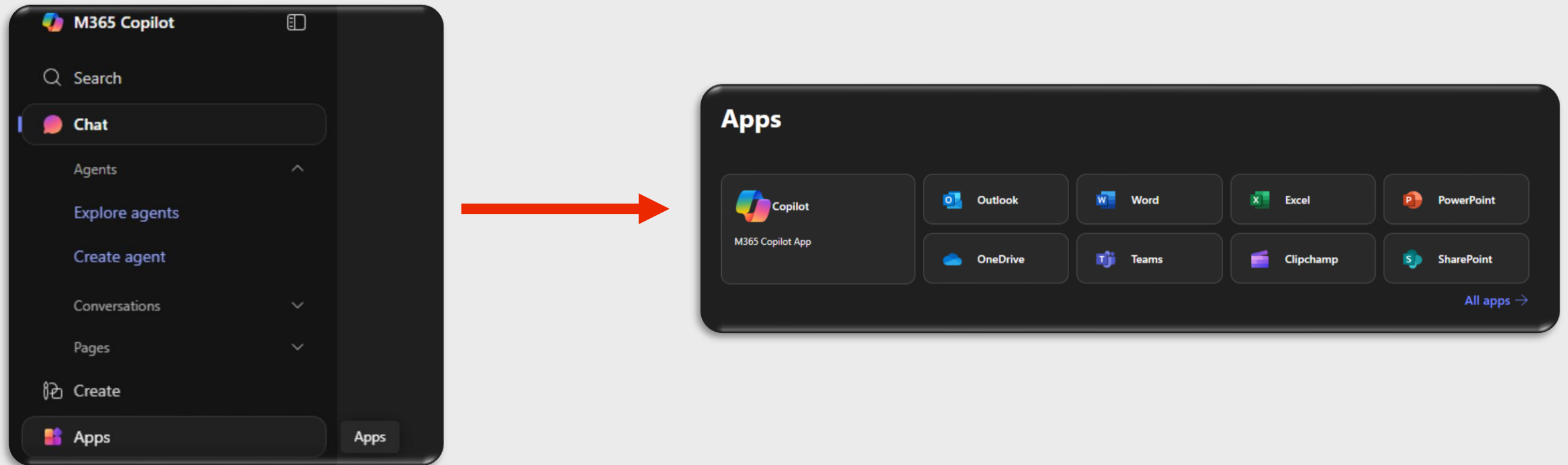
Proceed with the login.



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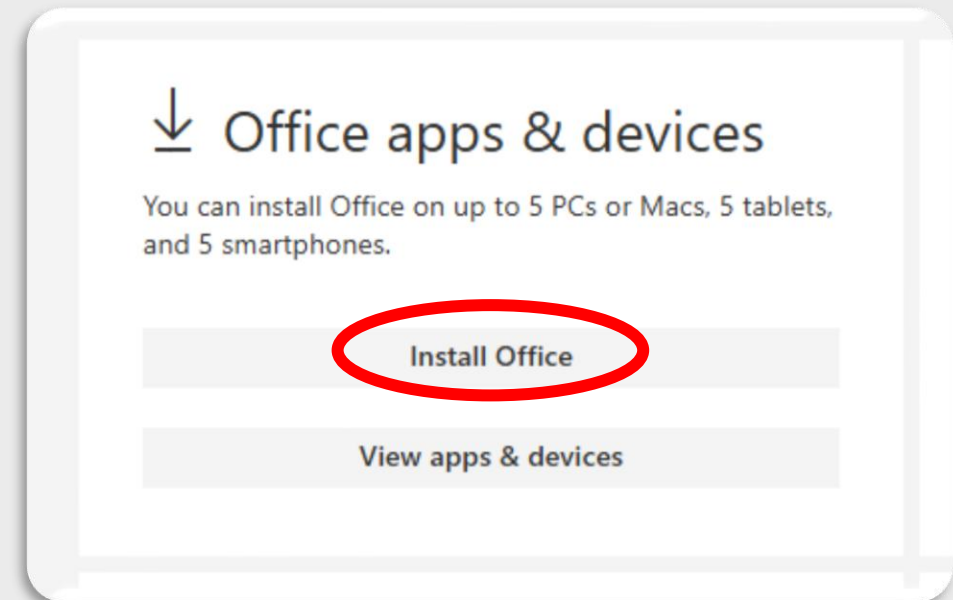
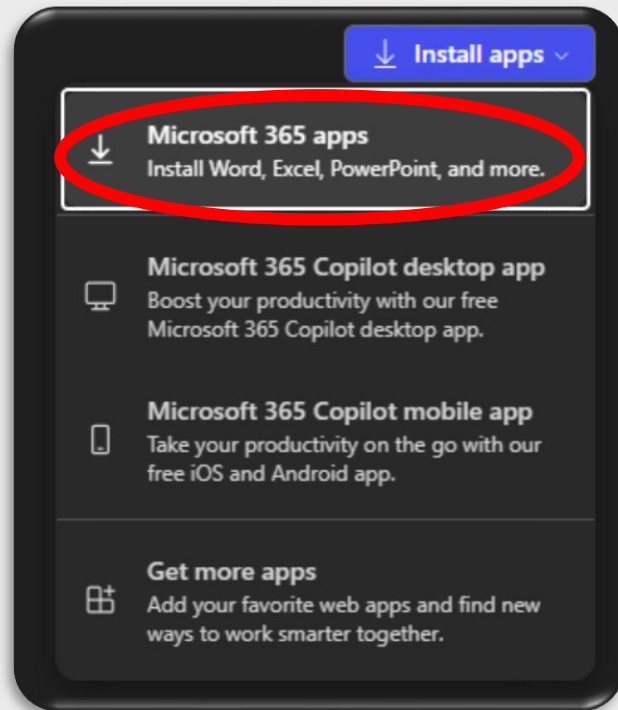
Microsoft will greet you with the chat window for their AI companion “Copilot“. (It is based on ChatGPT)

To check for available Microsoft tools, click “Apps“.



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To download the whole Office package, you can click on “Install apps”->“Microsoft 365 apps” and on the following page “Install Office“. You will then have to open your Downloads folder and execute the setup file.



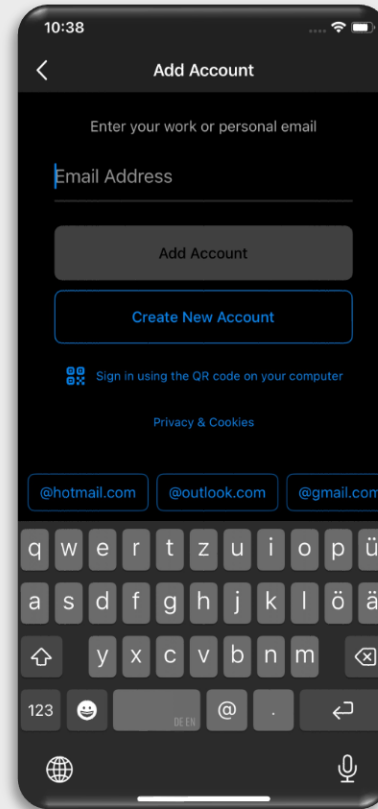
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We highly recommend to use Outlook and Teams on your mobile phone.

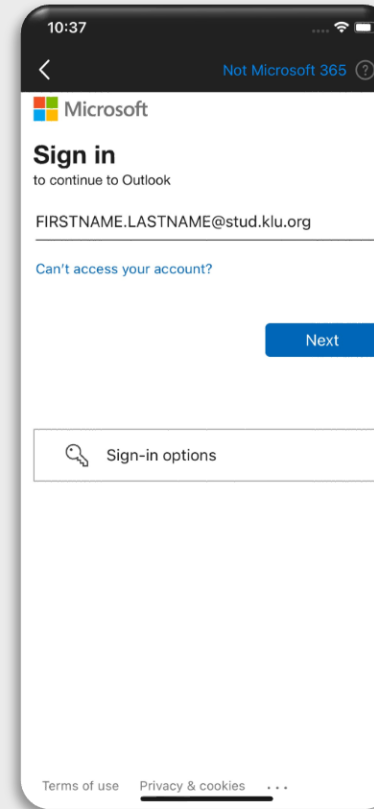
Simply download each app from the appstore, install the app and sign in. (In this example: Outlook on iPhone)



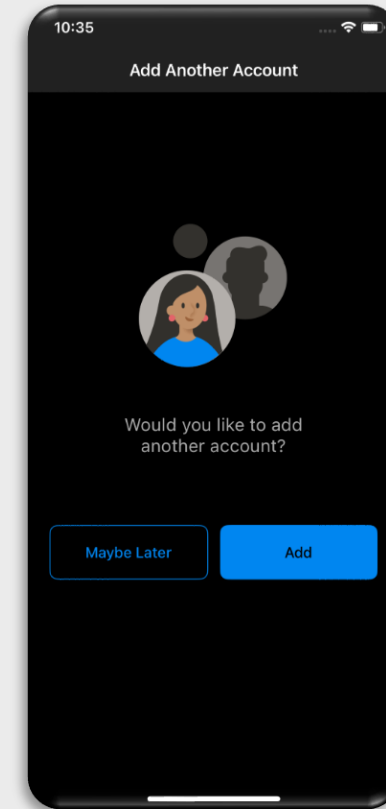
Download the app



Add your KLU student account and sign in



Possibility to add more accounts



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If you had trouble along the way you can always reach out to us via servicedesk@klu.org.

Troubleshooting

If the mobile phone apps are malfunctioning, most of the time a simple reinstallation can fix them.

Note: If you change your mobile phone number but Microsoft Authentication asks for your previous number, you will have to contact IT via servicedesk@klu.org.