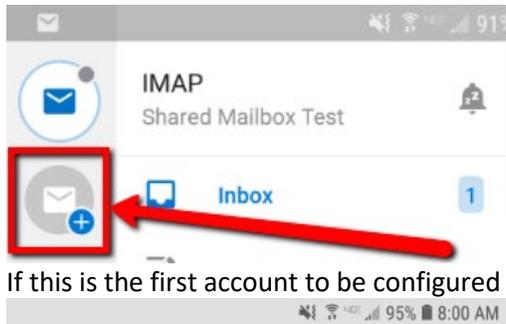




1. Open the Outlook app
2. If there is already an email account configured in Outlook, Tap the **menu icon** > then tap the **New email account icon**.



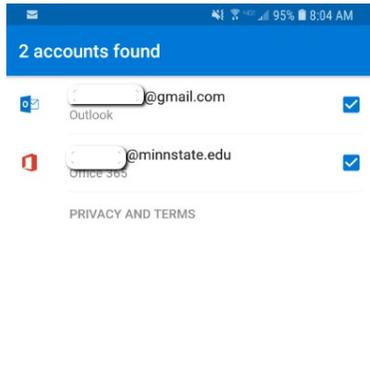
3. If this is the first account to be configured in Outlook Tap **Get Started**



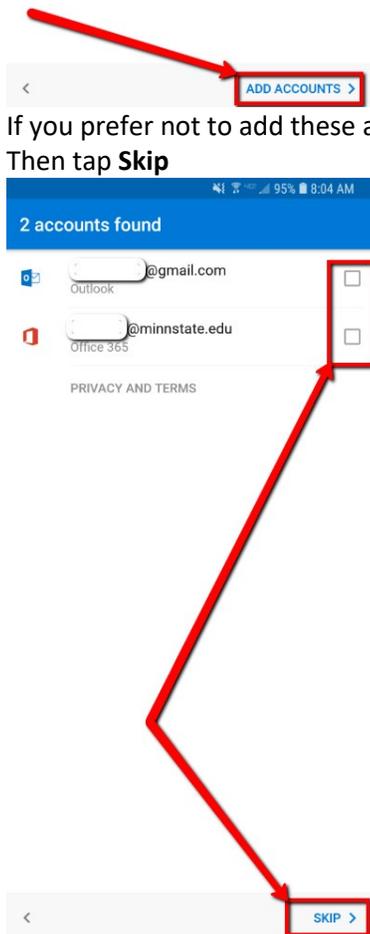
A better way to manage your email.



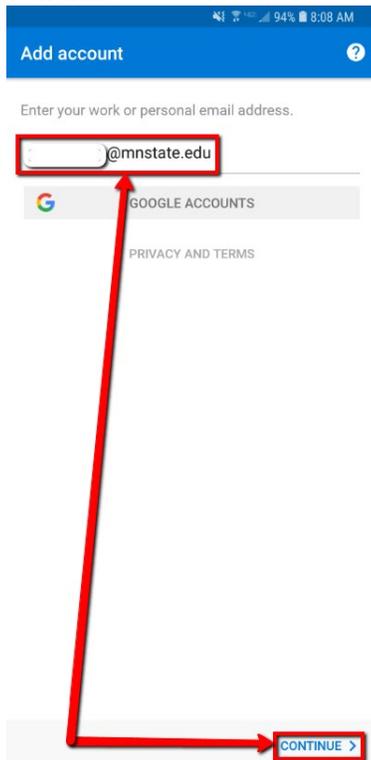
4. Outlook will detect any email accounts already configured on the device. If you would like to also add them to the Outlook app tap **Add Accounts**.



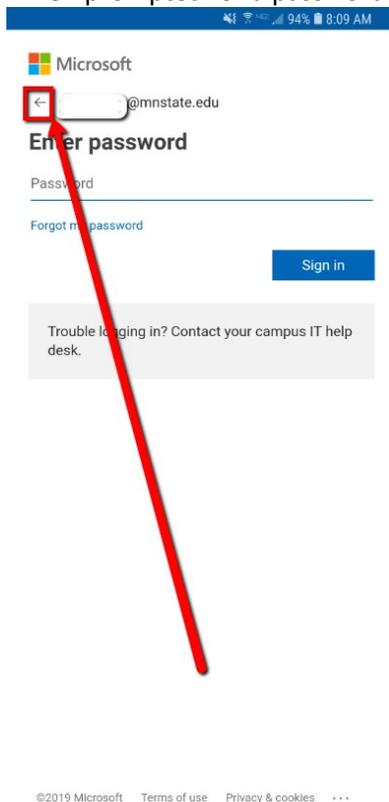
5. If you prefer not to add these accounts to Outlook, uncheck the boxes next to each account. Then tap **Skip**



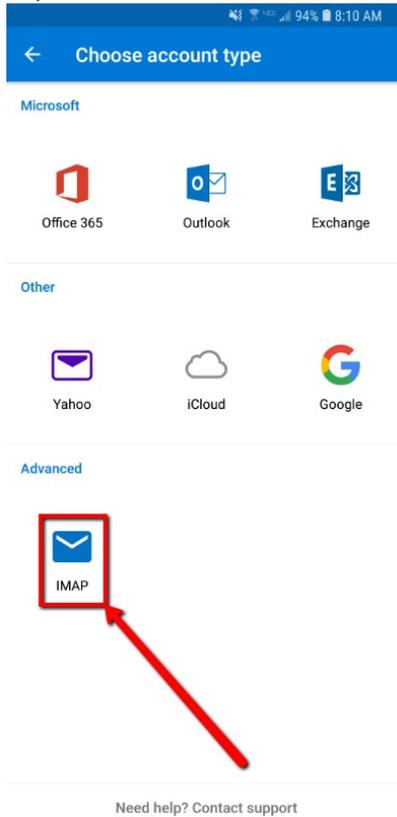
6. Enter in the email address of the Shared Mailbox that you would like to add, then tap **Continue**



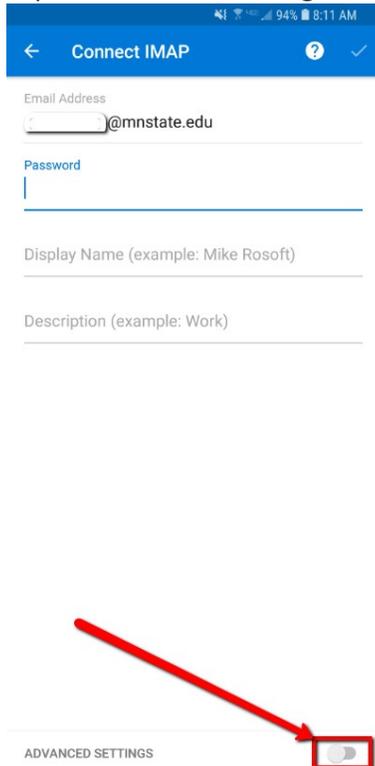
7. When prompted for a password tap the **back arrow**



8. Tap **IMAP**



9. Tap the **Advanced Settings** slider



10. Enter in the following information:

Email Address: Email Address of the Shared Mailbox

Display Name: Name for the Shared Mailbox

Description: Description for the Shared Mailbox

IMAP Hostname: outlook.office365.com

IMAP Username: <your StarID>@minnstate.edu

IMAP Password: Your StarID password

SMTP Hostname: smtp.office365.com:587

SMTP Username: <your StarID>@minnstate.edu/MHD-<mailbox Name>

SMTP Password: Your StarID password

Tap the **check mark** to save changes

The screenshot shows the 'Connect IMAP' settings screen. At the top, there is a blue header with a back arrow, the title 'Connect IMAP', a question mark icon, and a checkmark icon. Below the header, the 'Email Address' field is filled with a redacted email address followed by '@mnstate.edu'. The 'Display Name' field is filled with 'Shared Mailbox'. The 'Description' field is filled with 'Shared Mailbox'. The 'IMAP Incoming Mail Server' section has a blue header. The 'IMAP Host Name' field is filled with 'outlook.office365.com'. The 'IMAP Username' field is filled with a redacted email address followed by '@minnstate.edu/MHD-' and another redacted field. The 'IMAP Password' field is filled with a series of dots. The 'SMTP Outgoing Mail Server' section has a blue header. The 'SMTP Host Name' field is filled with 'smtp.office365.com:587'. The 'SMTP Username' field is filled with a redacted email address followed by '@minnstate.edu'. The 'SMTP Password' field is filled with a series of dots. At the bottom, there is a toggle switch for 'ADVANCED SETTINGS' which is turned on.

11. The shared mailbox account is added now. Tap **Continue** if you would like to add another account or tap **Skip** to get to the shared mailbox.

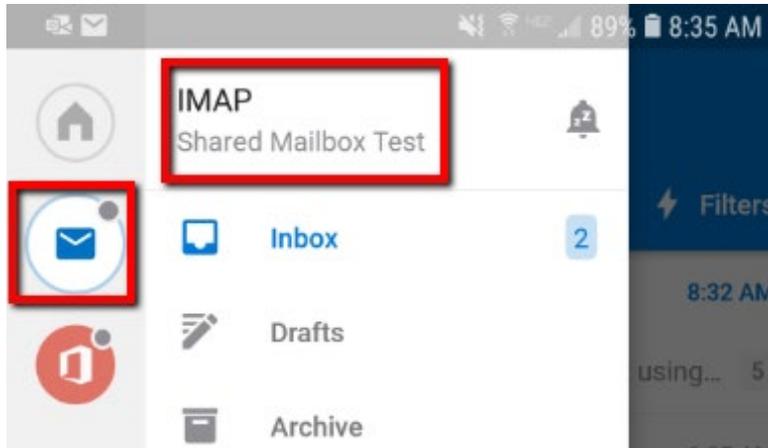


Would you like to add another account now?

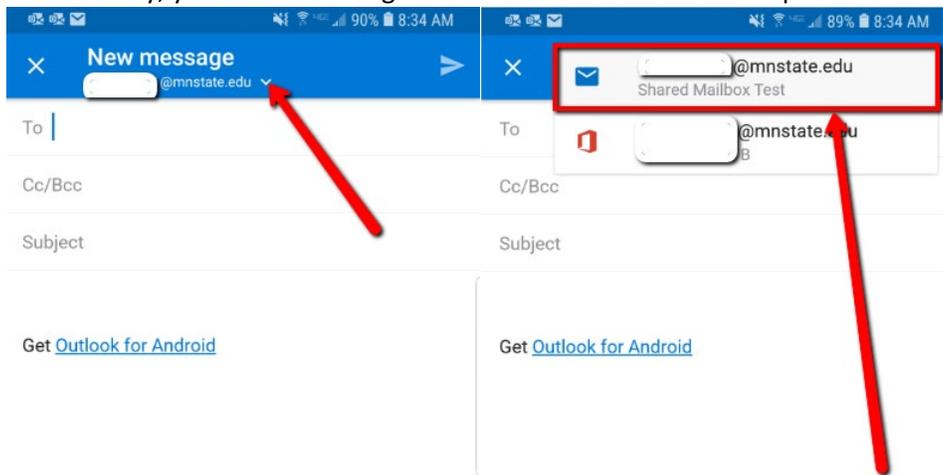
SKIP

CONTINUE >

- Additional Information**
- If this is the only account you have configured in Outlook, any emails sent from the app will always be sent from the Shared Mailbox.
 - If multiple accounts are configured, you will want to make sure to select the shared mailbox from the outlook menu before starting a new message. It will be a blue mail icon by default and show IMAP along with the display name you configured.



- Alternatively, you can also change the From address from the dropdown



For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.