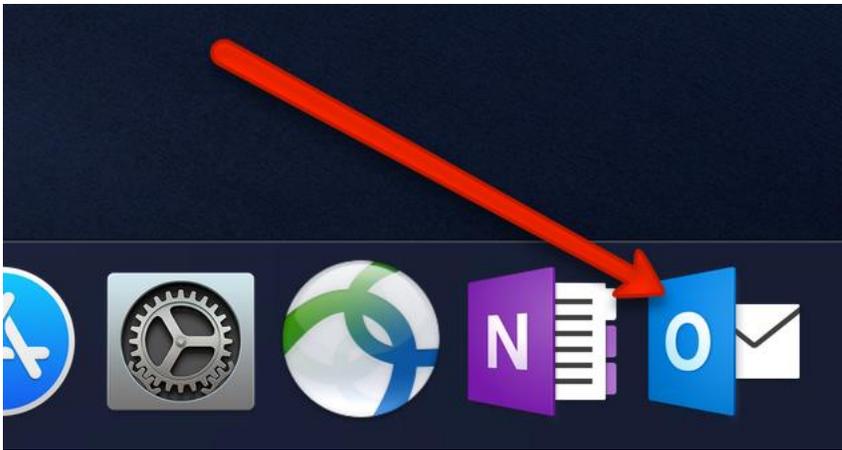
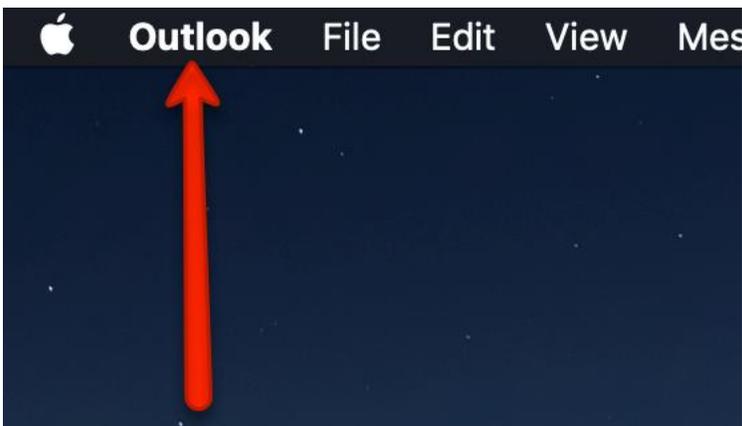

Topic: Setup Instructions for Outlook on Mac with O365

****These instructions apply to Mac Outlook for installation on MacOS for the O365 Email Services**

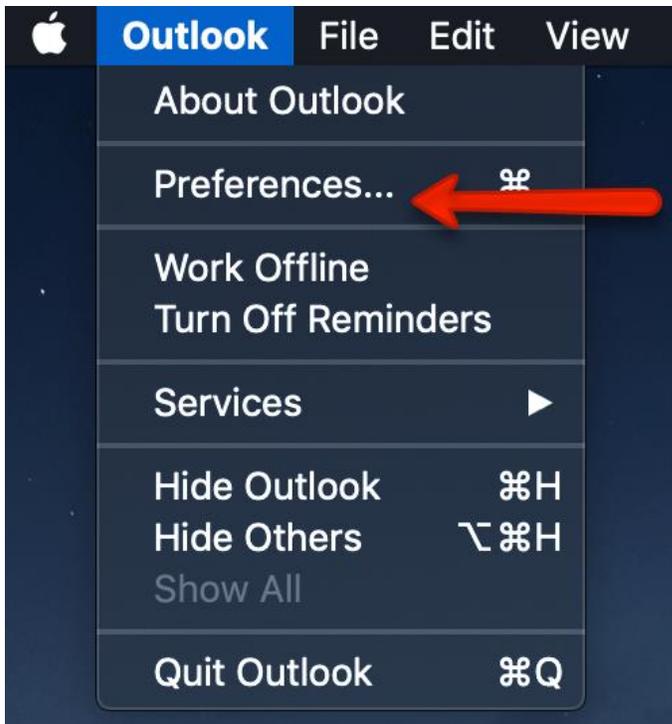
1. Open **Outlook 2016** (previous versions are not supported).



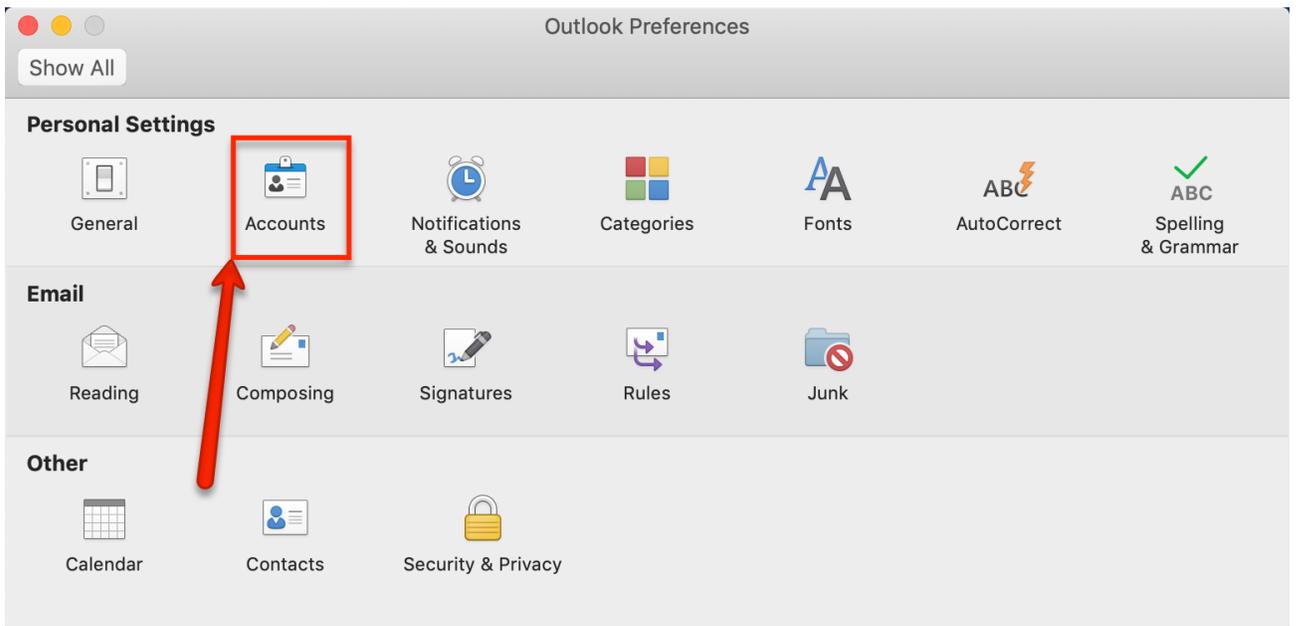
2. Once Microsoft Outlook is open. Click on the **Outlook** menu.



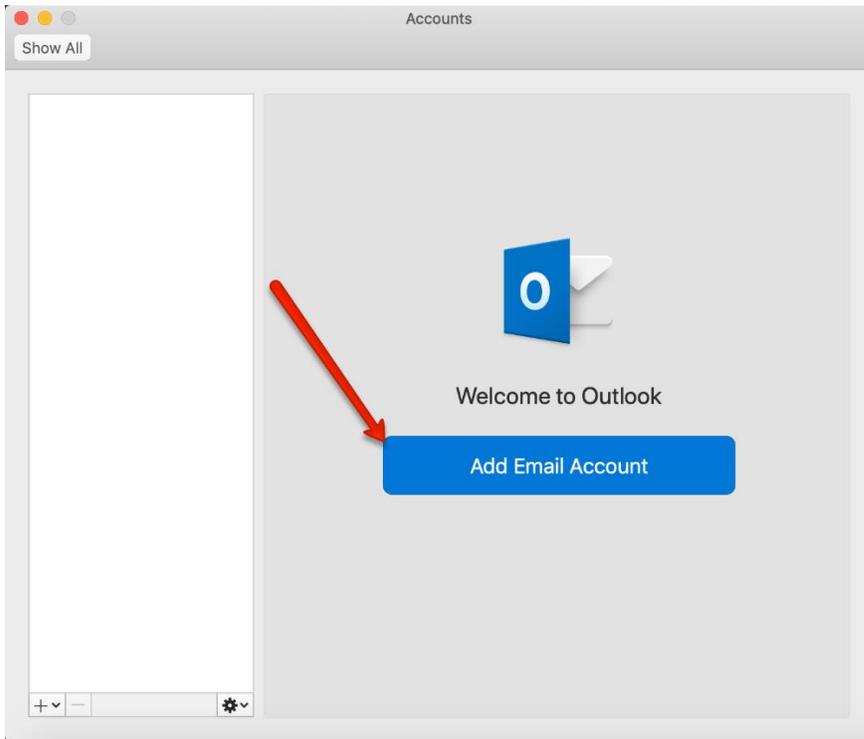
3. Click on **Preferences**.



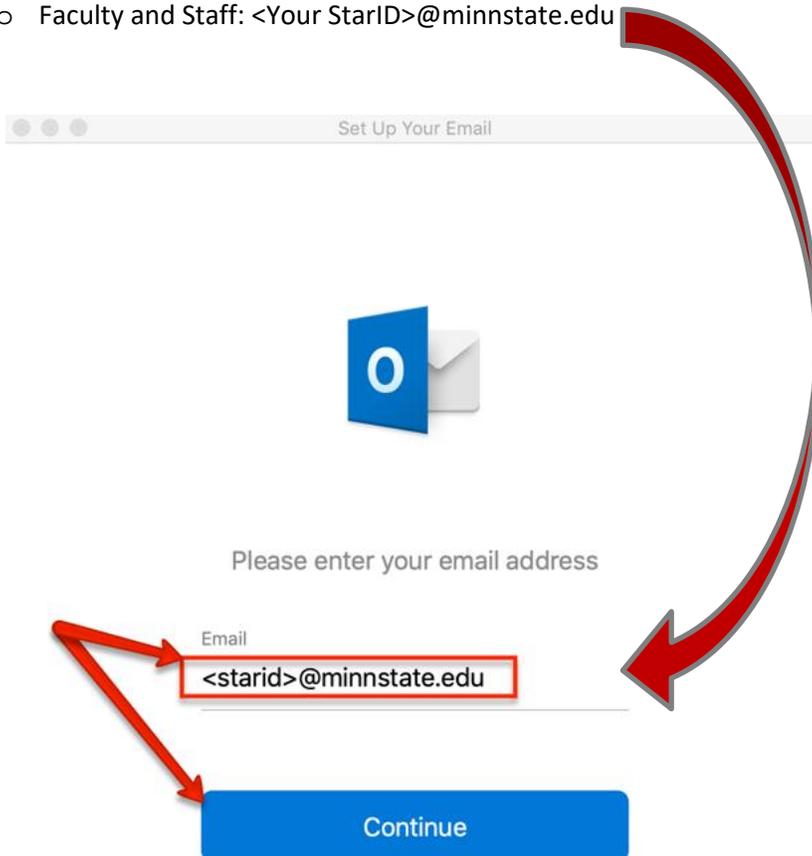
4. Click on **Accounts**.



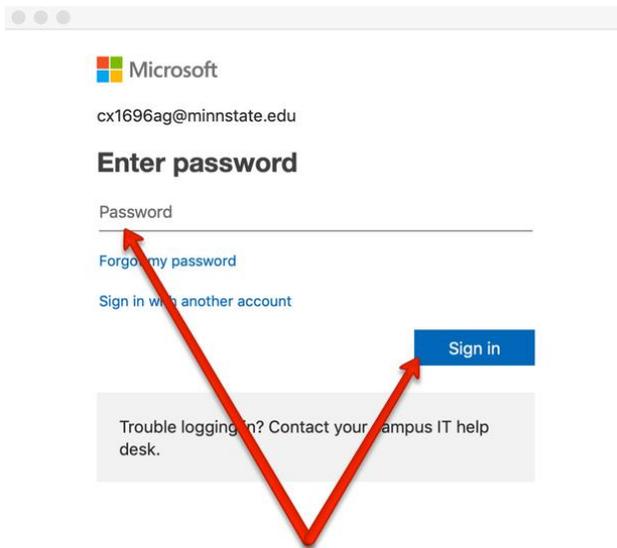
5. Click **Add Email Account**.



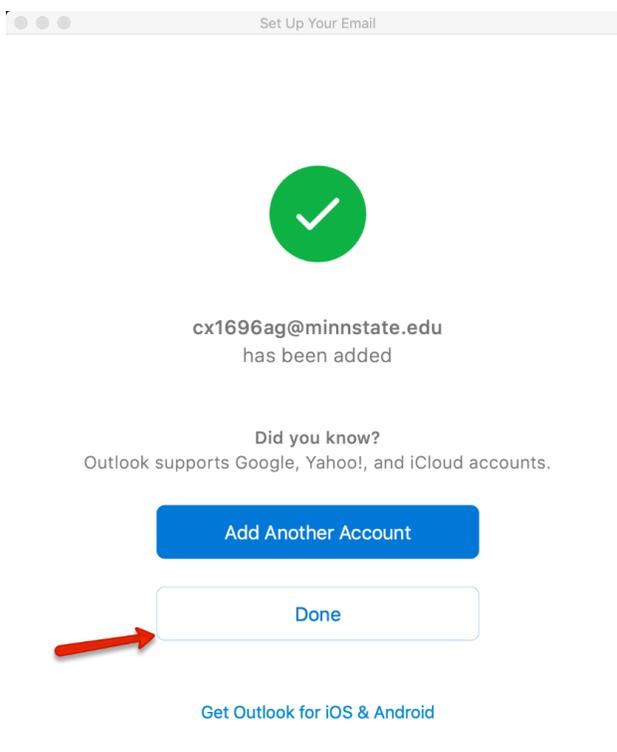
6. In the Email field, enter your appropriate StarID account information, then click Continue.
- o Students: <Your StarID>@go.minnstate.edu
 - o Faculty and Staff: <Your StarID>@minnstate.edu



7. Enter your StarID **password** and click Sign in.



8. Click **Done**.



For More Information

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