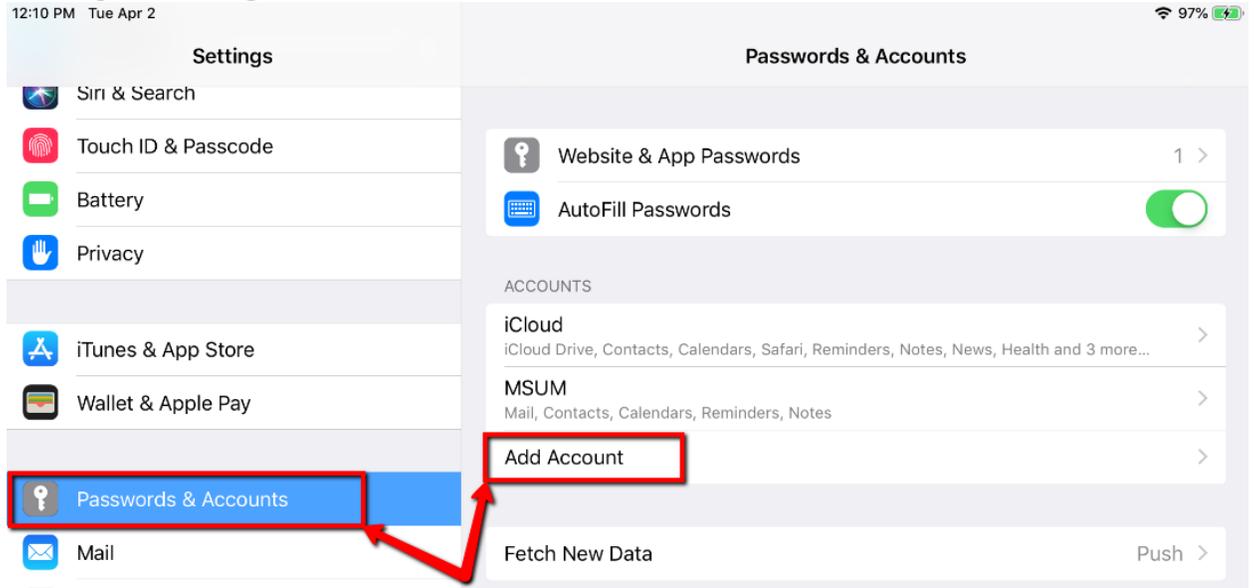
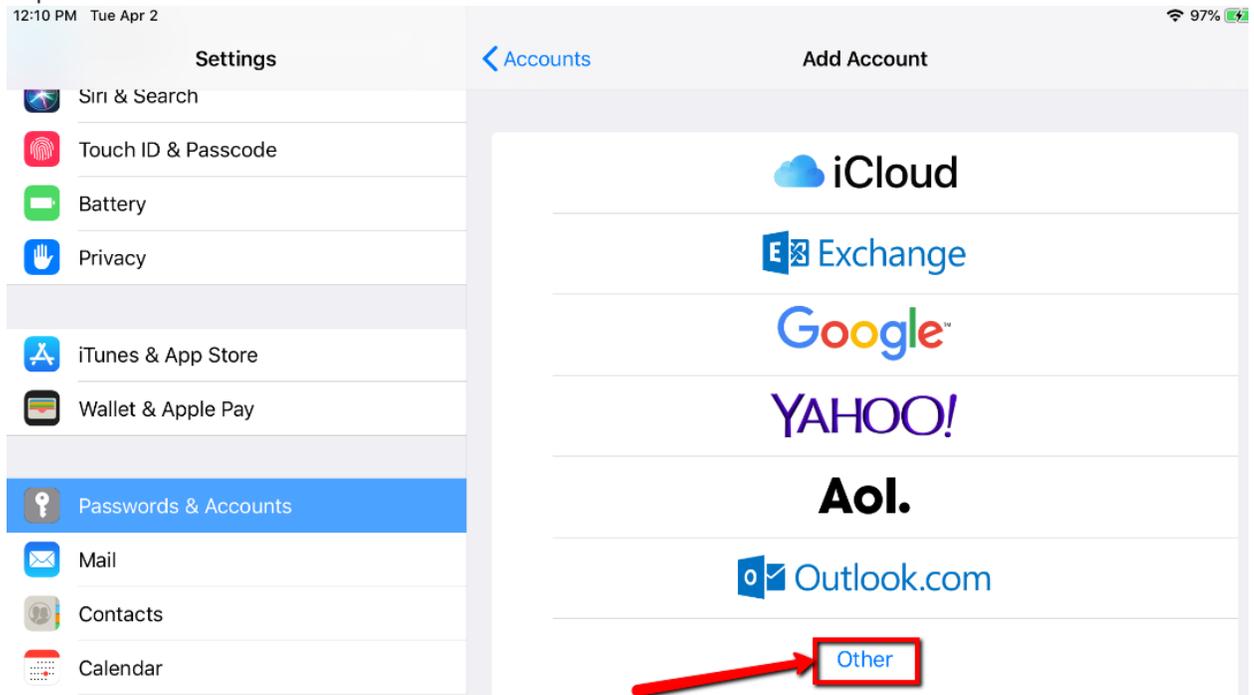


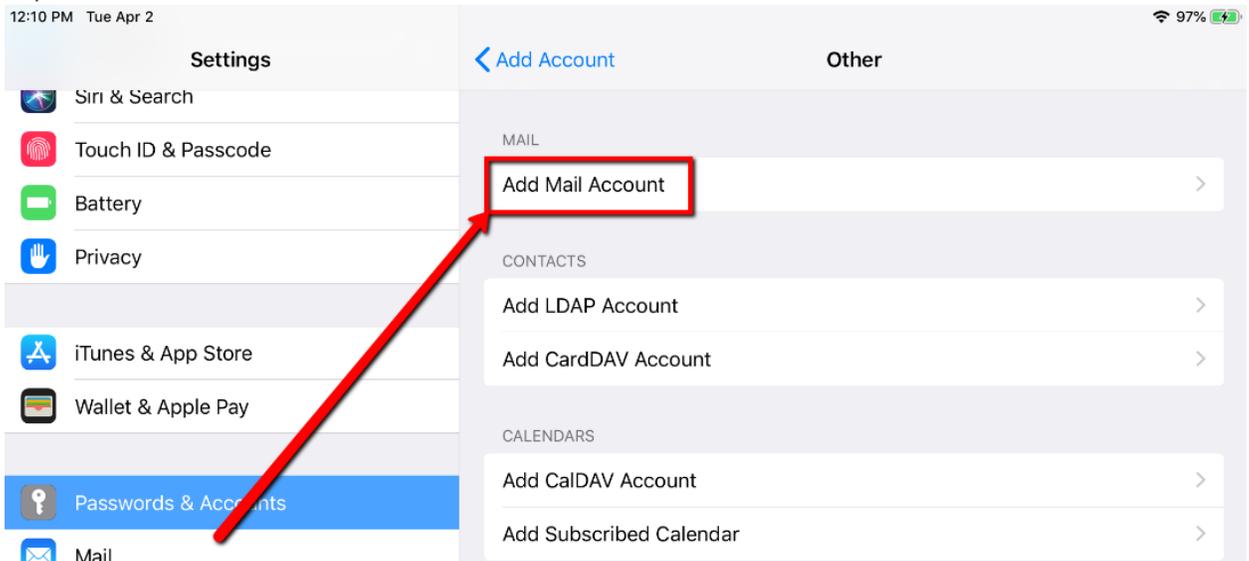
1. In iOS, go to **Settings > Password & Accounts > Add Account**.



2. Tap **Other**



3. Tap **Add Mail Account**



4. Enter the following:

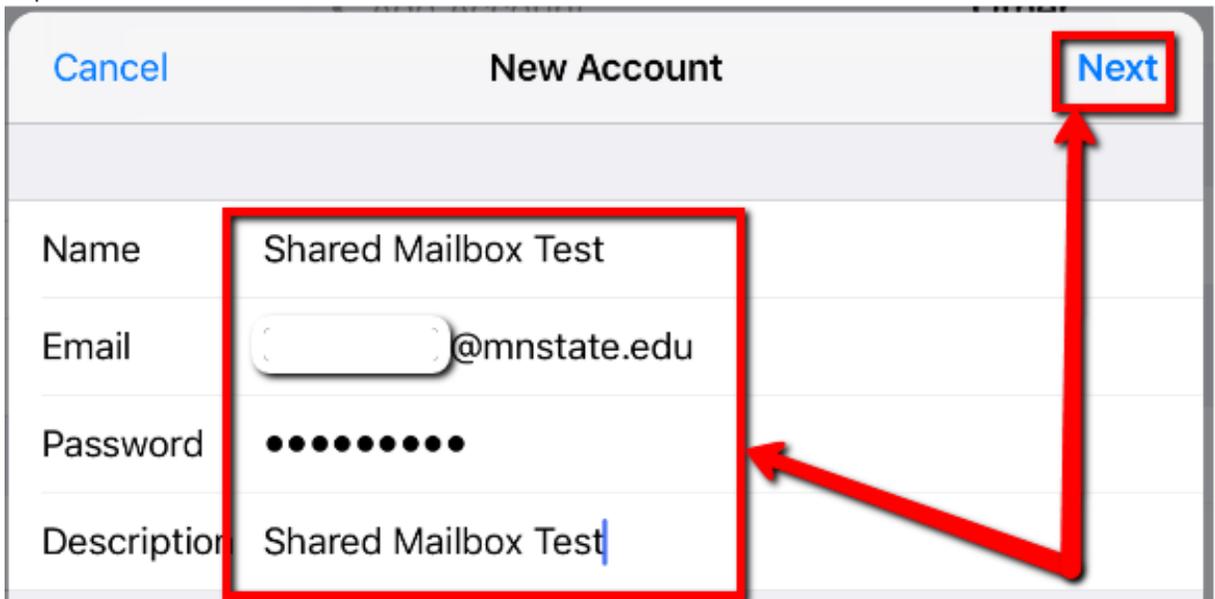
**Name:** Name for shared mailbox

**Email:** Email address of shared mailbox

**Password:** Your StarID password

**Description:** Description for shared mailbox

5. Tap **Next**



6. Tap **IMAP**

7. Fill in the following:  
**Under Incoming Mail Server**  
**Host Name:** outlook.office365.com  
**User Name:** <your starid>@minnstate.edu  
**Password:** StarID Password

**Under Outgoing Mail Server**

**Host Name:** smtp.office365.com  
**Username:** <your starid>@minnstate.edu  
**Password:** StarID Password

8. Tap **Next**,

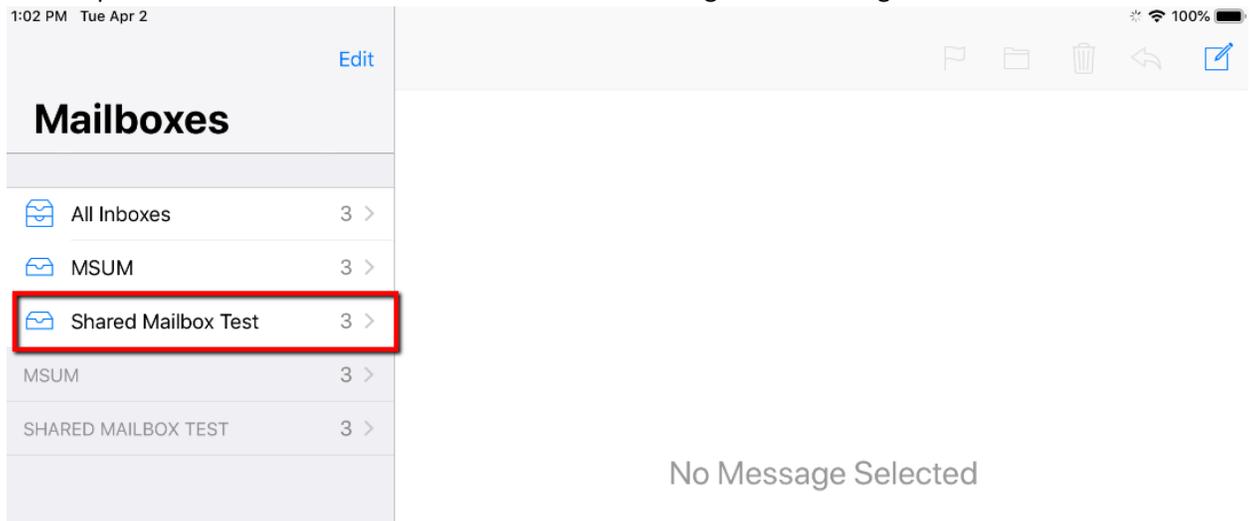
The screenshot shows the 'New Account' setup screen. At the top, there are 'Cancel' and 'Next' buttons. The 'Next' button is highlighted with a red box. Below the buttons, there are several sections for account configuration. A red box highlights the 'Incoming Mail Server' section, which includes fields for Name, Email, Description, Host Name, User Name, and Password. A red arrow points from the bottom of this box to the 'Next' button. The 'Outgoing Mail Server' section is also visible below the incoming server section.

Field	Value
Name	Shared Mailbox Test
Email	<input type="text"/> @mnstate.edu
Description	Shared Mailbox Test
INCOMING MAIL SERVER	
Host Name	outlook.office365.com
User Name	<input type="text"/> @minnstate.edu
Password	●●●●●●●●
OUTGOING MAIL SERVER	
Host Name	smtp.office365.com
User Name	<input type="text"/> @minnstate.edu
Password	●●●●●●●●

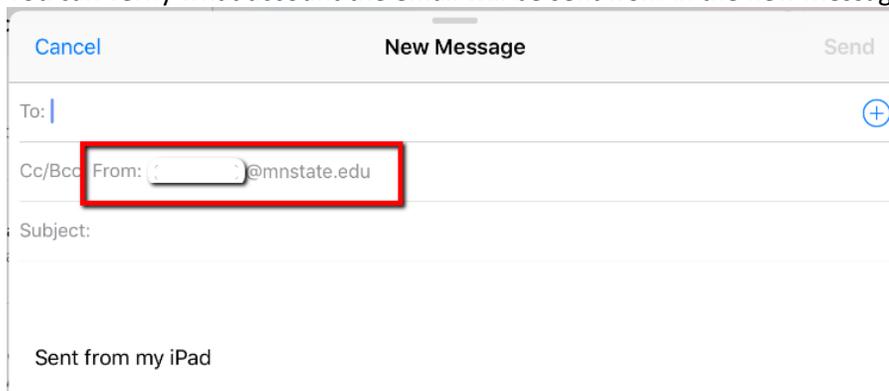
9. Tap **Save**.



10. You will now see the shared mailbox listed in the iOS mail client. To send from the mailbox, you must tap on the mailbox to view its contents before starting a new message.



11. You can verify what account the email will be sent from in the new message window.



## For More Information

Please contact Information Technology Services at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.