

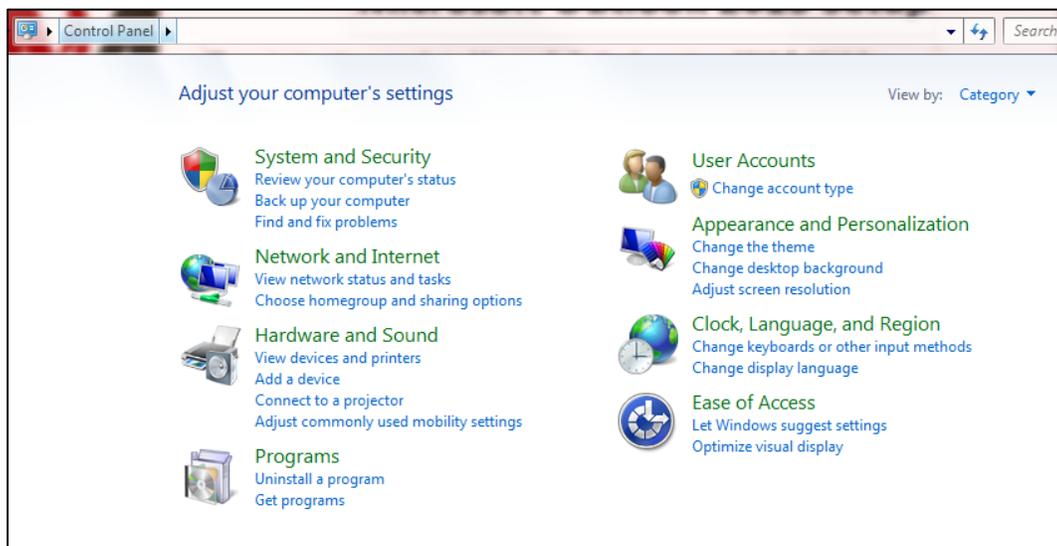
Topic: Installation instructions for Microsoft Outlook

****These instructions apply to Windows Operating Systems for installation of O365 Email Services**

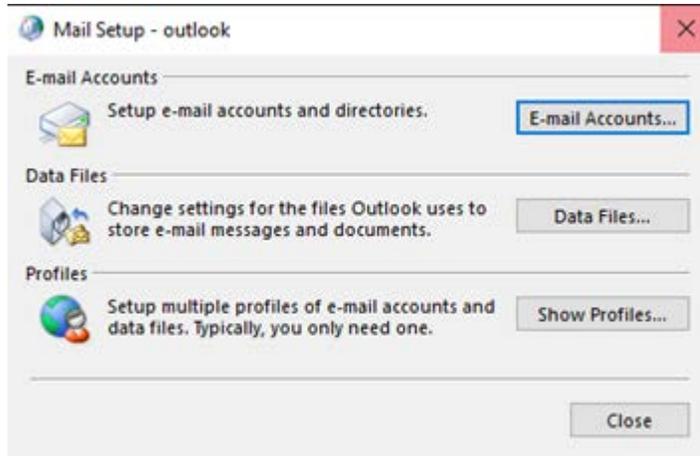
1. If you have Microsoft Outlook open, make sure to close it first. Next, you will then need to access the control panel by typing "Control Panel" (without the quotes) in the windows start search bar (Win 7 and 10 - example below) or from the tile screen (Win 8 and 8.1)



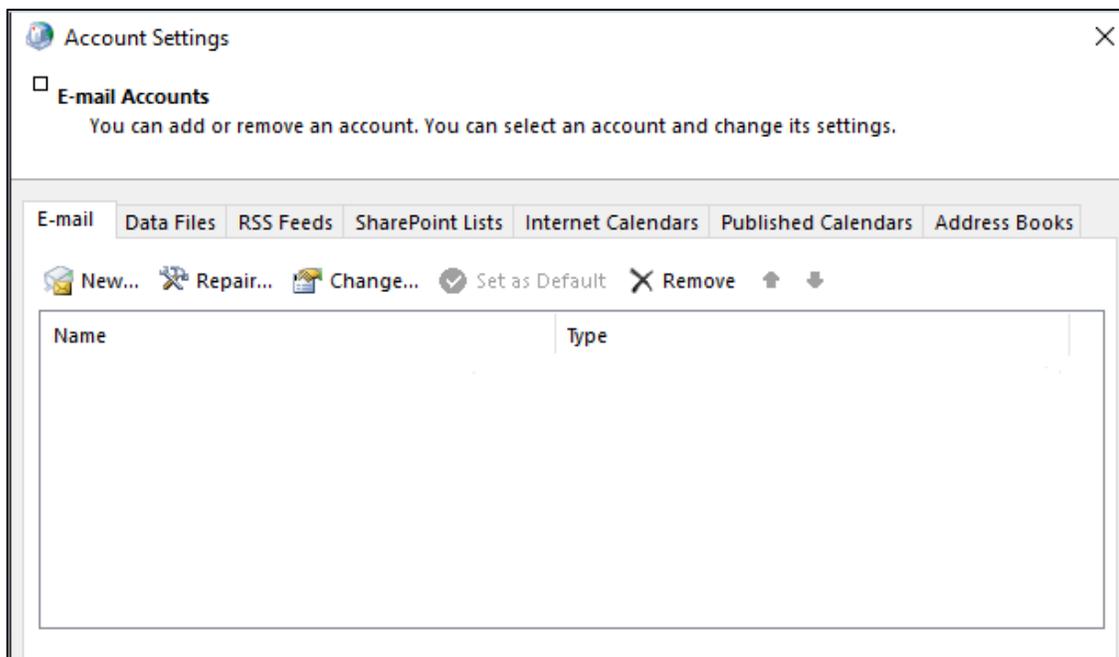
2. Once the control panel is open you will need to change the view. To do so click on the drop down arrow next to 'Category' shown in the upper right corner of the picture below and change it to 'Large Icons'. If it is already in 'Large Icon' view, then go to the next step.



3. Open the 'Mail' Icon in the control panel screen to access the program setup. The following screen will open.



4. Click on 'Email Accounts' to open the page below. Click on 'New' to configure a new email account



5. Start the account setup by entering in your new username first, then Your Name and Password fields in the order illustrated.

- Students: <Your StarID>@go.minnstate.edu
- Faculty and Staff: <Your StarID>@minnstate.edu

Add Account

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name: **2**
Example: Ellen Adams

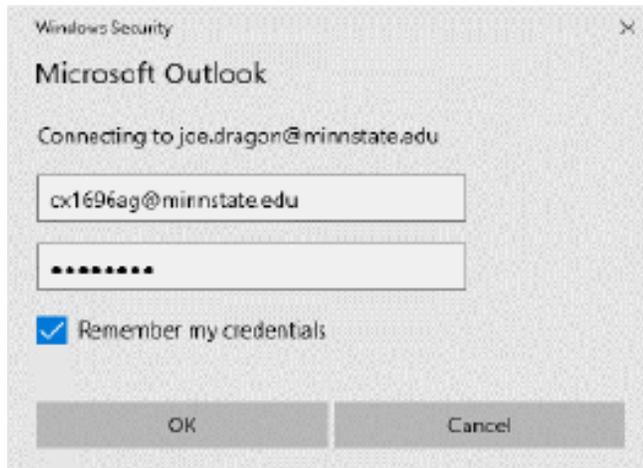
E-mail Address: **1**
Example: ellen@contoso.com

Password: **3**
Retype Password: **3**
Type the password your Internet service provider has given you.

Manual setup or additional server types **4**

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6. It will go through an auto-configuration process and it can take some time, please be patient. Allow process to go through if prompted and click "finish" when it is done.
7. Open Outlook, which may prompt you with the following login screen. Be sure to use your account name as appropriate for you.
 - a. Students: <Your StarID>@go.minnstate.edu
 - b. Faculty and Staff: <Your StarID>@minnstate.edu



8. Your email account is now all setup!

For More Information

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