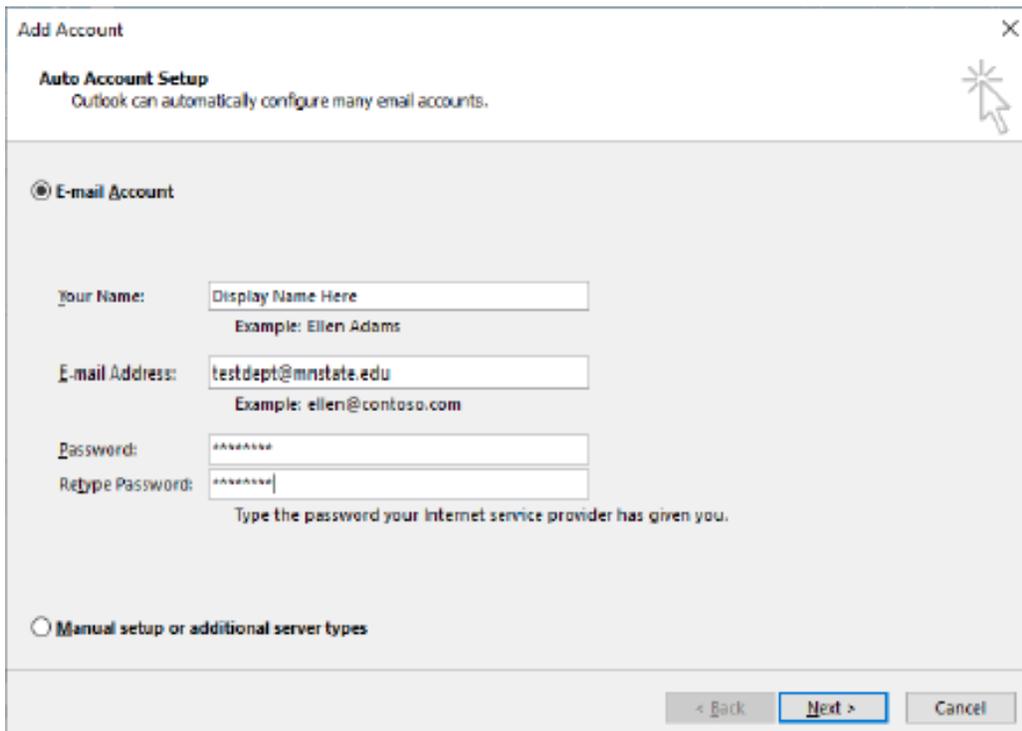


Topic: Installation instructions for Microsoft Outlook

Adding only a Department email account to Outlook

1. Click on the Windows Start button in the lower left hand of your screen and type in "Control Panel" and click on Mail (32 bit) icon.
2. Choose Add to start a new profile
3. Choose the Auto Account set up
4. It will automatically fill in your email address, remove it and in its place type in the email address of the department account.
5. Enter in YOUR Starid password two times as shown below and click Next.



Add Account [Close]

Auto Account Setup
Outlook can automatically configure many email accounts.

E-mail Account

Your Name:
Example: Ellen Adams

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

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

Manual setup or additional server types

< Back **Next >** Cancel

6. It will then run through an Auto discover

 Add Account

Searching for your mail server settings...

Configuring

Outlook is completing the setup for your account. This might take several minutes.

- ✓ Establishing network connection
- **Searching for testkayko@mnstate.edu settings**
Logging on to the mail server

7. Another window prompt will appear for you to authenticate. You will need to click on the link "Sign in with another account" and then enter in the user name in the format of Starid@Minnstate.edu and your starid password. Even if you are a student, to access a department account you must do it this way leaving out the 'go'.

×

 Microsoft

← testkayko@mnstate.edu

Enter password

Password

[Forgot my password](#)

[Sign in with another account](#)

[Sign in](#)

Trouble logging in? Contact your campus IT help desk.

The email account will finalize it's creation. Once it is done you may hit ok or any other prompts to save the information to close out the windows.

Launch outlook to access the account.

Optional Audio Alerts:

<https://www.technipages.com/outlook-turn-mail-notification-sound-onoff>

It may be easiest to simply make a rule for all messages either To or CC you in them to play a sound. This link gives good fixes for any troubleshooting as well for audio alerts.

For More Information

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