

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.

Show All	Accounts	
+ - *	Welcome to Outlook	

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

Set Up Your Email	
0	
Please enter your email address	
Email	
<starid>@minnstate.edu</starid>	
	•
Continue	

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

Microsoft
cx1696ag@minnstate.edu
Enter password
Password
Forgormy password
Sign in who another account
Trouble logging in? Contact your campus IT help desk.

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.