

Topic: Post-O365 Migration instructions for Student Worker Shared Mailbox access

Going forward, student workers will have two e-mail logins:

Student Login: <starid>@go.minnstate.edu Staff Login: <starid>@minnstate.edu

Having a separate staff account makes it easier to ensure that access is removed once the student is no longer employed at MSUM.

Outlook Client Shared Email Access

For a student worker to access a shared mailbox they have rights to, they will need to configure outlook using their **<StarID>@minnstate.edu account** and their StarID password.

Initial Configuration

If the s nt with the followi

tudent is launching Outlook for the first time they can configure their Staff accou ng steps:
On the Welcome to Outlook 2016 window, click Next
Welcome to Microsoft Outlook 2016
Welcome to Outlook 2016
Outlook is your personal assistant, helping you manage your life with powerful tools for email, calendar, contacts, and tasks.
Let's get started. In the next few steps, we'll add your email account.
< Back Next > Car

×

2. Under "Do you want to set up Outlook to connect to an email account?" Select Yes. Then click Next

Microsoft Outlook Account Setup	×
Add an Email Account	×
Use Outlook to connect to email accounts, such as your organization's Microsoft Exchange Server or an Exc Online account as part of Microsoft Office 365. Outlook also works with POP, IMAP, and Exchange ActiveSy accounts. Do you want to set up Outlook to connect to an email account? Image: Server or an Exc O you want to set up Outlook to connect to an email account? Image: Server or an Exc O you want to set up Outlook to connect to an email account?	hange nc
< Back Next >	Cancel

3. With E-mail Account selected, click Next

Add Account		×
Auto Account Setu Outlook can auto	up matically configure many email accounts.	× ×
• E-mail Account		
Your Name:	Lee Hoselton Example: Ellen Adams	
E-mail Address:	@mnstate.edu	
	Example: ellen@contoso.com	
O Manual setup or a	additional server types	
	< 1	Back Next > Cancel

4. Click Sign in with another account

	×	
Add Account Searching for y	← oi7095ai@mnstate.edu	×
Configuring	Enter password	
Outlook is com	Password	
→ Se Lo	Forgot my password Sign in with another account	
	Trouble logging in? Contact your campus IT help desk.	
	©2019 Microsoft Terms of use Privacy & cookies ····	Cancel

Enter your <starid>@minnstate.edu, then click Next
NOTE: For <u>student club mailboxes</u> students will use <starid>@go.minnstate.edu

	×	
Add Account Searching for y	Microsoft	× 米
	Sign in	4
Configuring	ab1234cd@minnstate.edu X	
Outlook is com; ✓ Es	No accounte areate one!	
→ Se Lo	Can't acces your account? Back Next	Cancel
	©2019 Microsoft Terms of use Privacy & cookies ····	



6. Enter your StarID password and click Sign in

7. You should be congratulated with the following screen. Click Finish

Add Accou	int			×
Congratula	ations!			长
Configuring				
Outlook is	completing the setup for your account. This might take several	minutes.		
~	Establishing network connection			
~	Searching for cx1696ag@minnstate.edu settings			
Cong	ratulations! Your email account was successfully configured and	d is ready to use.		
Change	account settings		Add anoth	er account
		< Back	Finish	Cancel

8. Outlook will launch automatically. In the sub-folders on the left-hand pane, you should see any shared mailboxes you have access to.



Adding Student Staff account as a secondary account

If the student worker already has Outlook configured with their student account. They can add their staff account as a secondary email with the following steps.

1. In Outlook, click the File tab



2. Click Add Account



3. Enter your Name, <starId>@minnstate.edu, and StarID password, then click Next

Add Account		×
Auto Account Setu Outlook can autor	p natically configure many email accounts.	×
E-mail Account		
Your Name:	Joe Dragon Example: Ellen Adams	
E-mail Address:	ab1234cd@minnstate.edu Example: ellen@contoso.com	
Password: Retype Password:	******** ******** Type the password your Internet service provider has given you.	
O Manual setup or a	dditional server types	
	< Back Next >	Cancel

4. You should be congratulated with the following screen. Click Finish

🕖 Add Accou	nt			×
Congratula	tions!			崧
Configuring				
Outlook is	completing the setup for your account. This might take several minut	tes.		
~	Establishing network connection			
~	Searching for cd696ag@minnstate.edu settings			
~	Logging on to the mail server			
Cong	atulations! Your email account was successfully configured and is re	ady to use.		
Change a	ccount settings		Add anoth	ner account
		< Back	Finish	Cancel

Once they open outlook, any Shared Mailboxes that they are granted access to will be automatically mapped and be listed as another mailbox under their staff email on the left hand pane of Outlook.



Sending Email from a Shared Mailbox

When sending email from a Shared Mailbox, you must ensure that you are sending from the correct address:

1. In Outlook, click New Email



2. Click the **Options** tab, then click the **From** button



3. Click on the From dropdown arrow, then click Other E-mail Address...



4. Start typing MHD-<Mailbox Name>, click on the appropriate mailbox once it appears in suggestions



5. You can see that now the email will be sent from the address you selected

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File	Message	e Insert	Options	Format Te	xt Review 🛛 🖓 Tell me what you	wan	t to do	
Aa Themes	Colors *	Page Color ▼	Bcc From	Permission	Use Voting Request a Read Receipt Buttons *	pt	Save Sent Delay Direct Item To * Delivery Replies To	
	Themes		Show Fields	Permission	Tracking	E.	More Options 🕞	
ت = ا Send	From - To Cc	hr@m	nstate.edu					
	Subject							

6. From now on, the email address you selected will appear in the From dropdown list, but will require you to choose it every time you send an email.

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File	Message	Insert	Options	Forma
Paste	Cut Copy Format Pair pboard	iter B	- 11 I <u>⊔</u> ª⊻	A A A A A A A A A A A A A A A A A A A
= -	From +	lee.hose	elton@mnstate	e.edu
Send	hr@mnsta	te.edu	×	
	Other E-ma	ail Address	•	

For More Information

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