

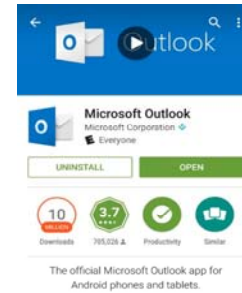


Install Outlook for Android

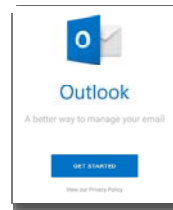
By using the Outlook for Android you can access your email, calendar, contacts, and OneDrive files from within the app rather than having to check separate apps.

- Notes:
- Outlook for Android requires a device running Android 4.0 or later.
 - You cannot access Tasks from the Outlook for Android app.

1. Download the Microsoft Outlook app for Android from the Google Play store.



2. Open the app and select Get Started.



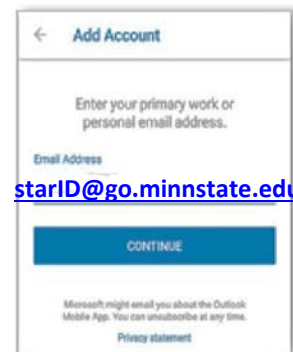
3. On the "Add Account" screen, enter in your Minnstate email address. Examples below:

Employees: starID@minnstate.edu

Students: starID@go.minnstate.edu

Password: StarID password

- Once you enter the correct information above, the app should automatically load the rest of the information needed to set up your mail on your phone.
- If you need: Server is - outlook.office365.com
- **Additional useful Information for Setting up e-Mail on Your Phone:**
Use the Microsoft Exchange Account type
Email Address - Employees: firstname.lastname@northlandcollege.edu
Students: firstname.lastname@go.northlandcollege.edu
Username – Employees: StarID@minnstate.edu
Students: StarID@go.minnstate.edu
Server - outlook.office365.com



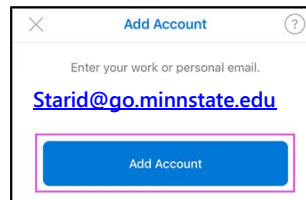


Install Outlook for iOS/iPhone/iPad

By using the Outlook for iOS you can access your email, calendar, contacts, and OneDrive files from within the app rather than having to check separate apps.

Note: - Outlook for iOS requires iOS 8.0 or higher.

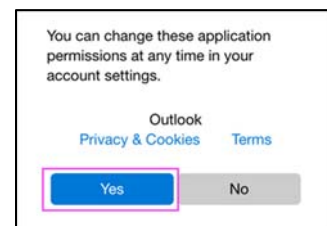
1. Download the Microsoft Outlook app for iOS from the Apple Store.
2. Open the app and tap Getting Started.
3. On the "Add Account" screen, type your email address.
 - **Note:** Students must use: Starid@go.minnstate.edu when setting up your account on a mobile device.
 - Employees use: Starid@minnstate.edu when setting up your account on a mobile device.



4. Type your Starid Password and then tap Sign in.



5. Last, tap Yes to Allow to give Outlook permission to sync Calendar, contacts, etc. **Note: if you sync contacts it will merge your phone contacts to your email contacts.*



- **Additional useful Information for Setting up e-Mail on Your Phone:**

Use the Microsoft Exchange Account type

Email Address - Employees: firstname.lastname@northlandcollege.edu

Students: firstname.lastname@go.northlandcollege.edu

Username – Employees: StarID@minnstate.edu

Students: StarID@go.minnstate.edu

Server - outlook.office365.com