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**.

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

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.