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.
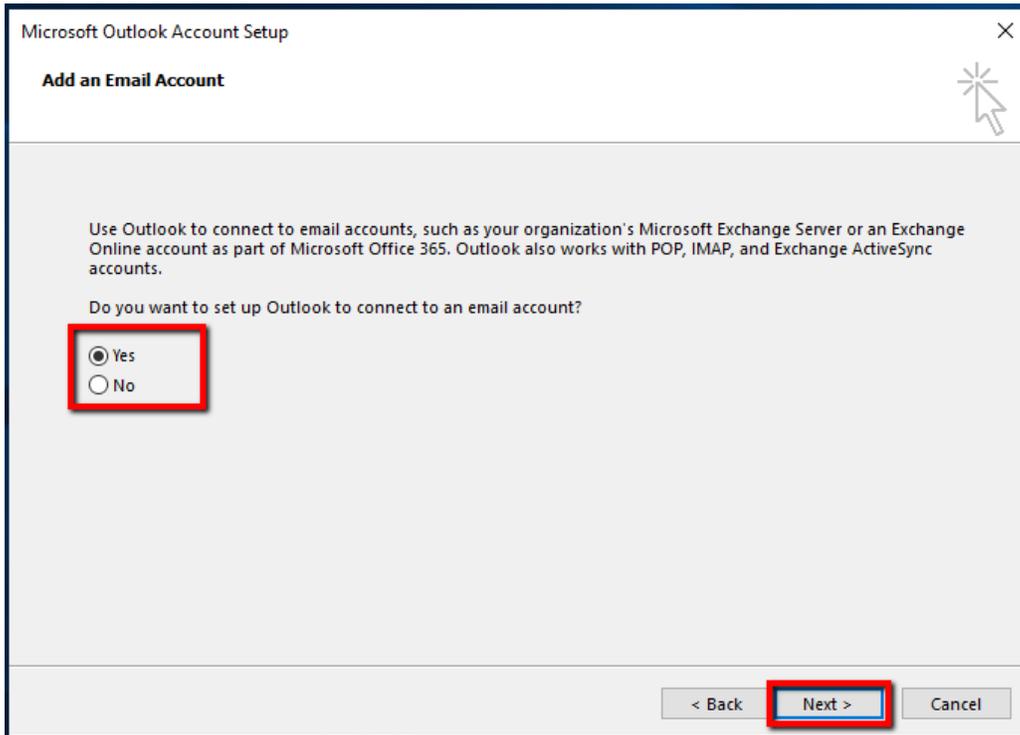
Initial Configuration

If the student is launching Outlook for the first time they can configure their Staff account with the following steps:

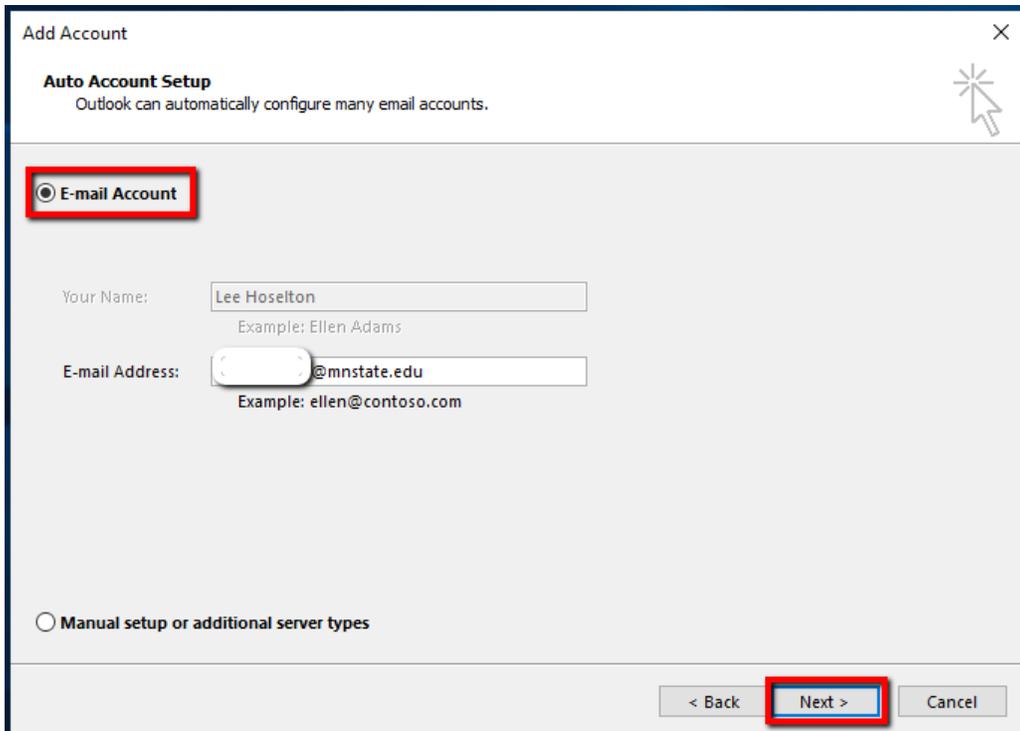1. On the Welcome to Outlook 2016 window, click **Next**
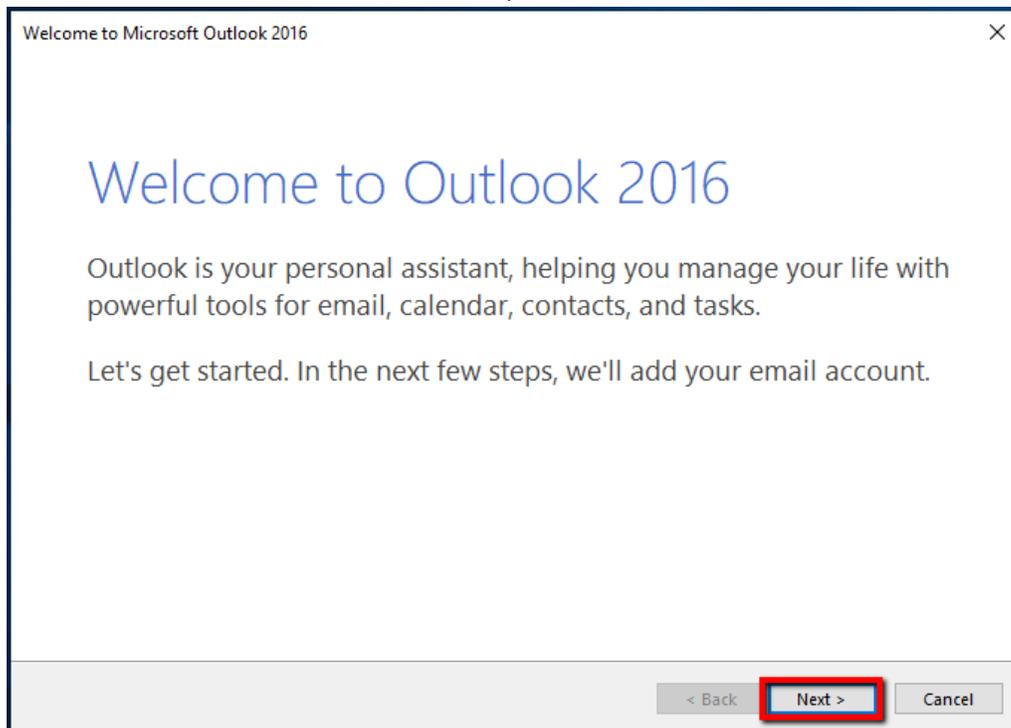
2. Under "Do you want to set up Outlook to connect to an email account?" Select **Yes**. Then click **Next**
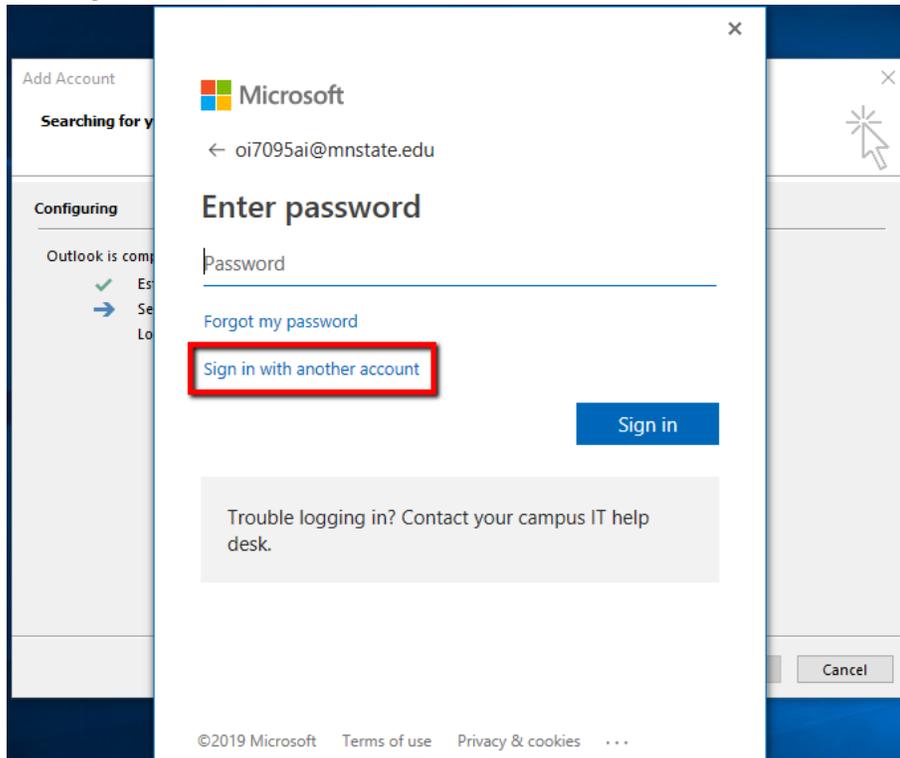

3. With **E-mail Account** selected, click **Next**
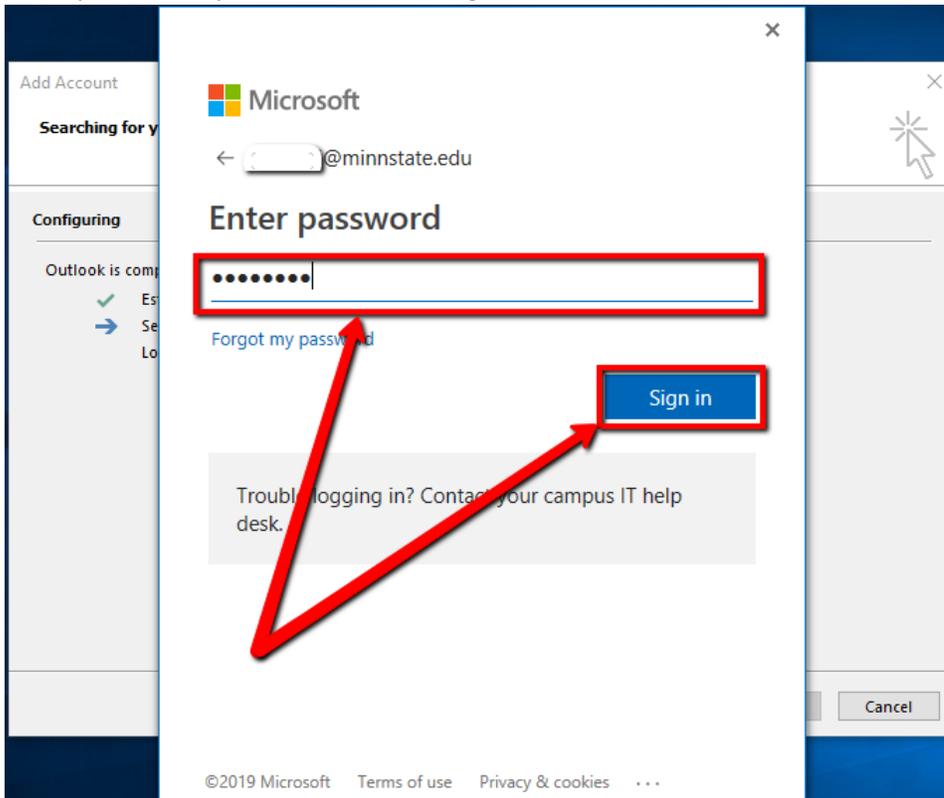
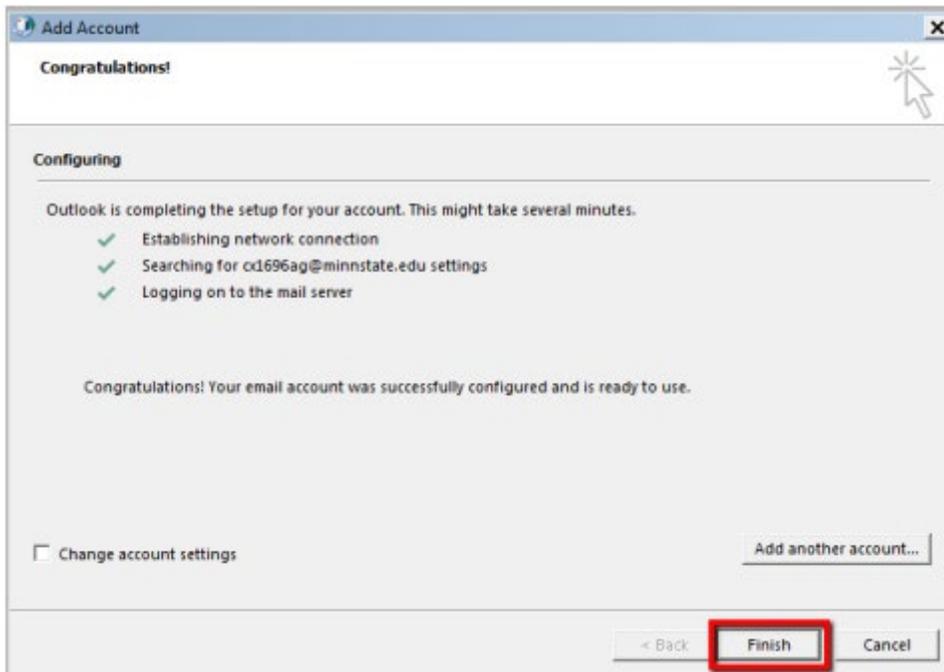4. Click **Sign in with another account**

5. Enter your <starid>@minnstate.edu, then click **Next**
   NOTE: For <u>student club mailboxes</u> students will use <starid>@go.minnstate.edu
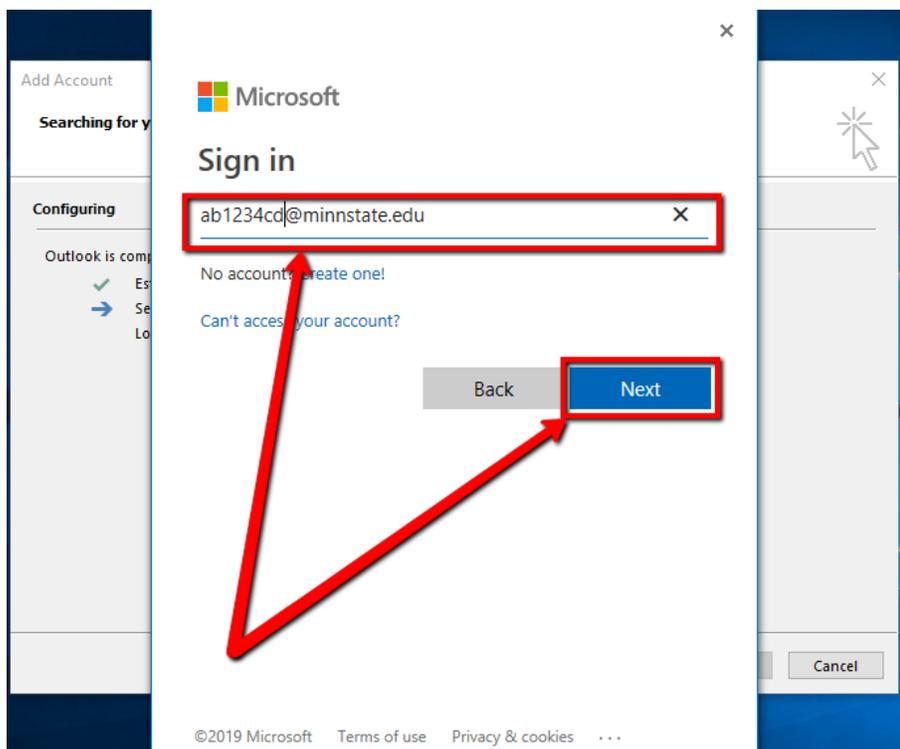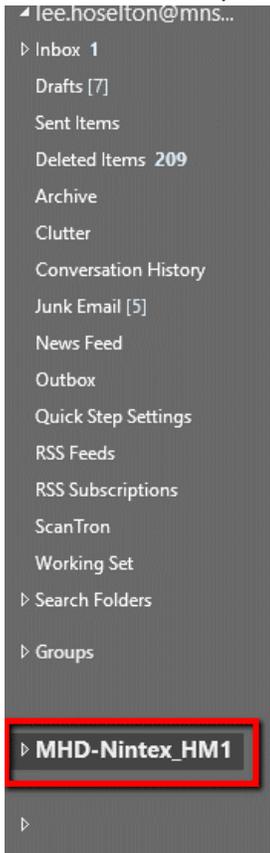
6. Enter your StarID password and click **Sign in**

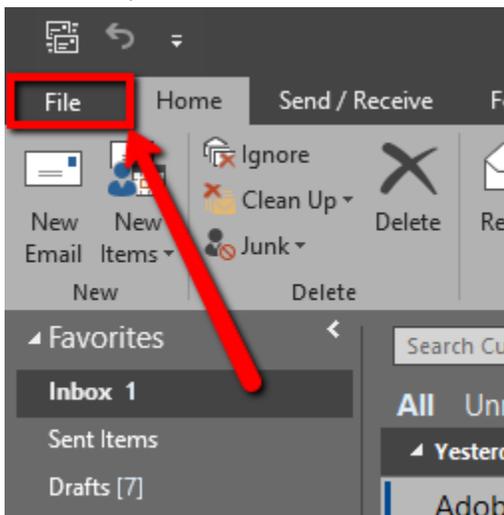7. You should be congratulated with the following screen. Click **Finish**

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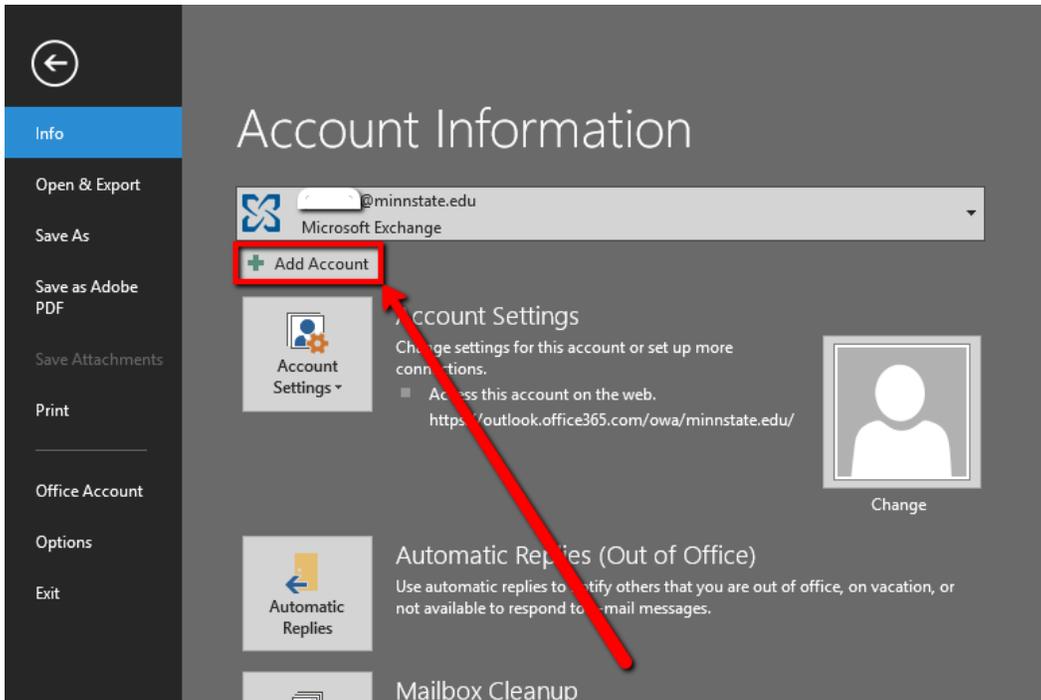

Adding Student Staff account as a secondary account

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.
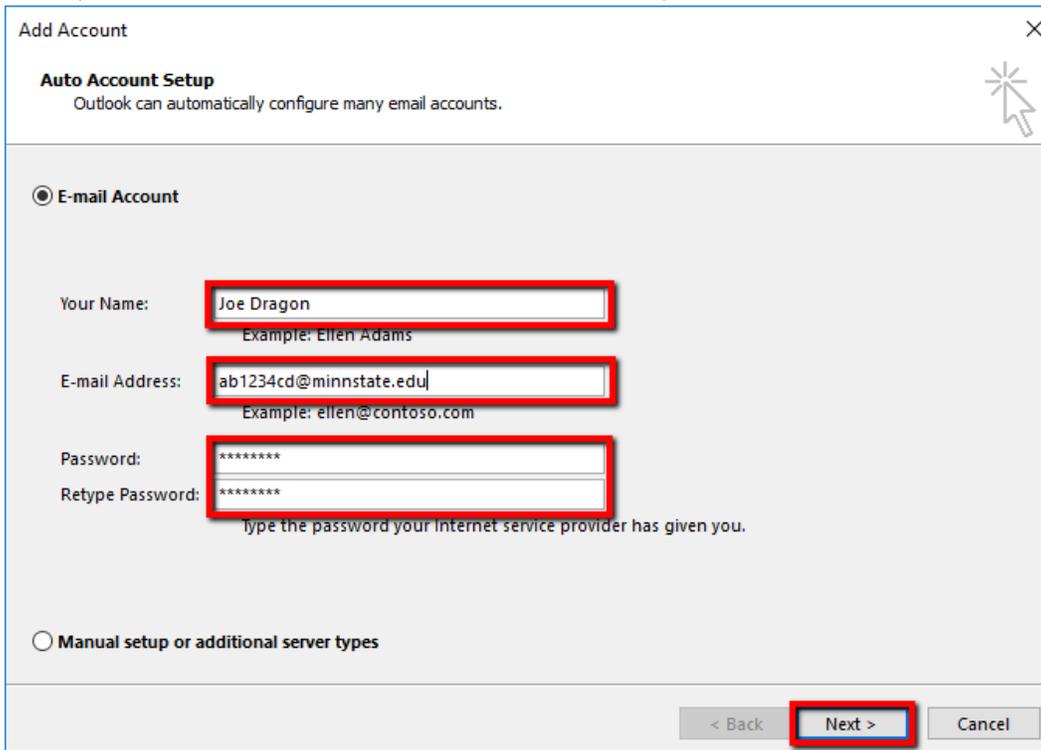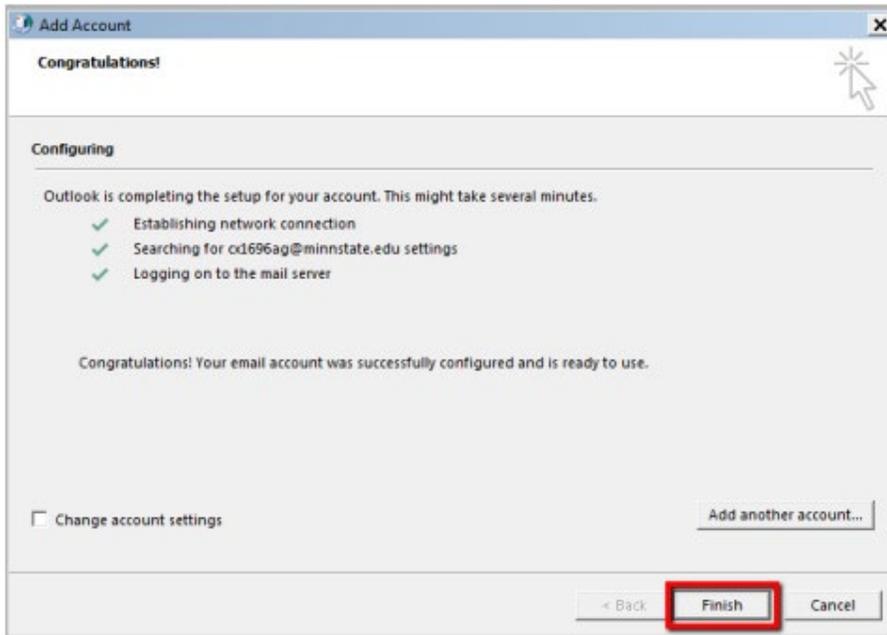
1. In Outlook, click the **File** tab
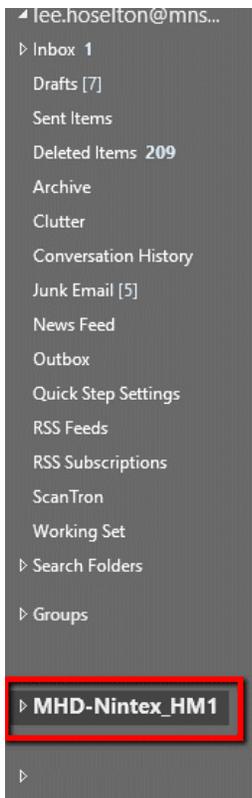
2. Click **Add Account**

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

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

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.
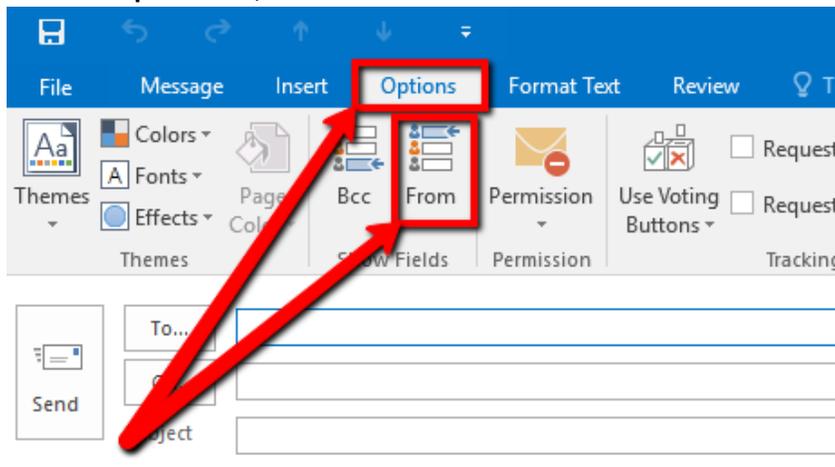
Sending Email from a Shared Mailbox

When sending email from a Shared Mailbox, you must ensure that you are sending from the correct address:
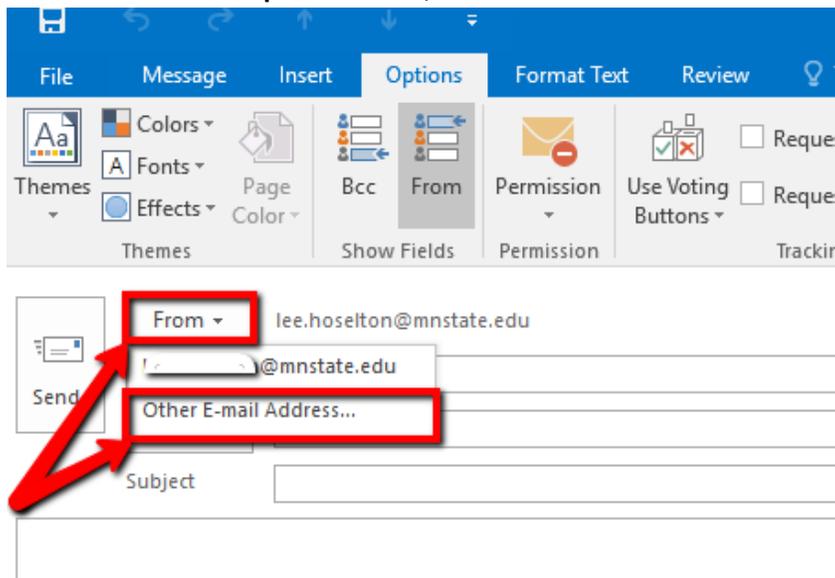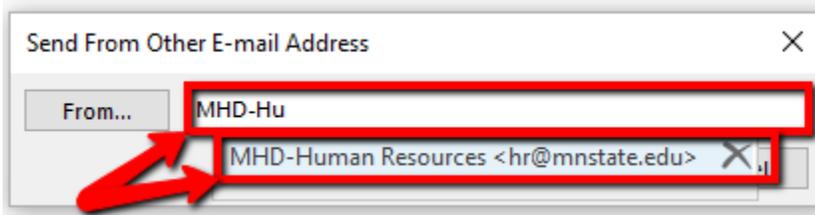
1. In Outlook, click New Email
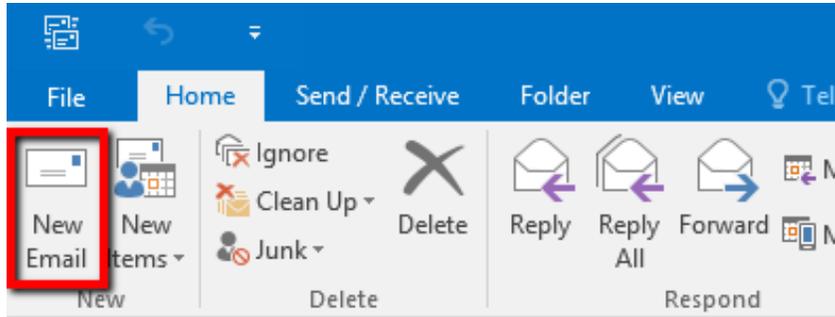
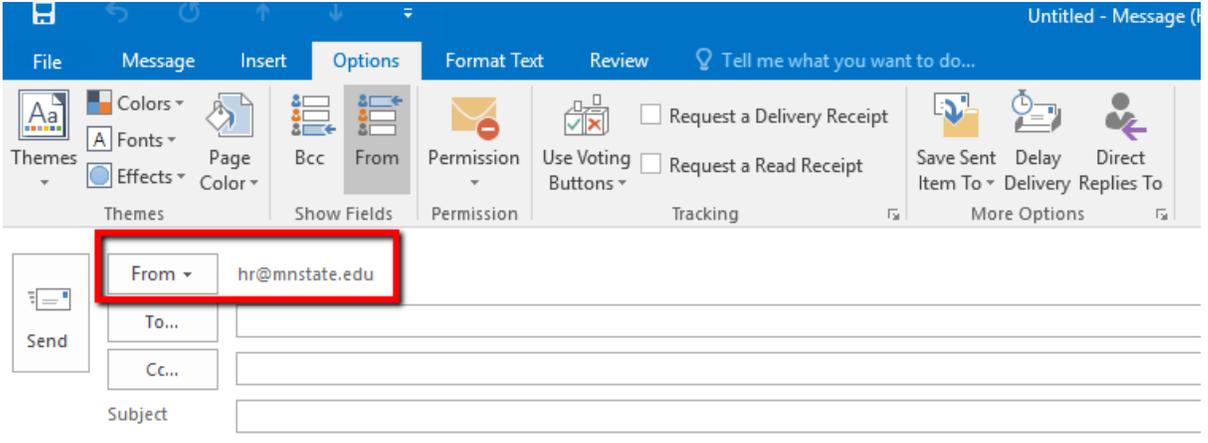2. Click the **Options** tab, then click the **From** button

3. Click on the **From dropdown** arrow, then click **Other E-mail Address…**
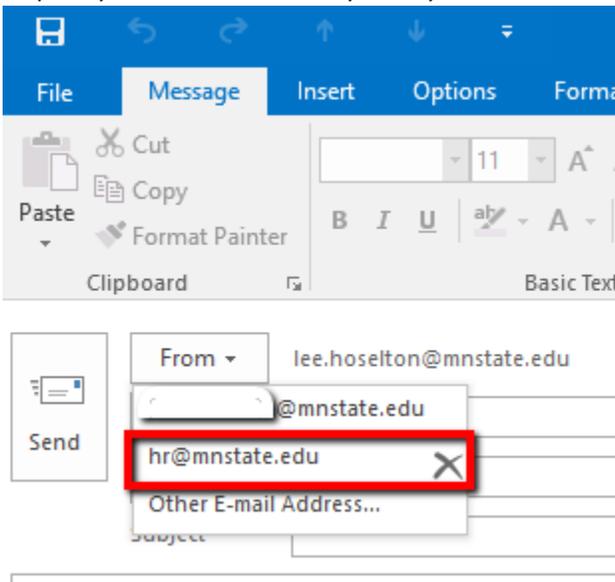
4. Start typing MHD-<Mailbox Name>, click on the appropriate mailbox once it appears in suggestions

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

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.

For More Information

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