MINNESOTA STATE UNIVERSITY
MOORHEAD™

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

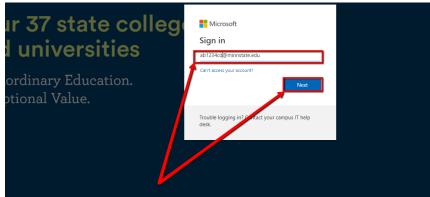Going forward, student workers will have two e-mail logins:

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.
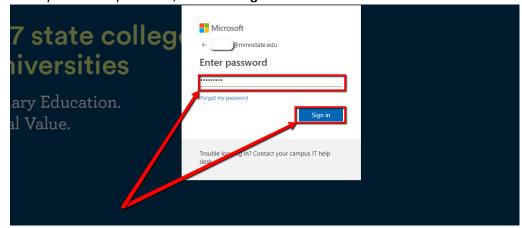
Outlook Web Access (OWA) Shared Email Access

1. Open a web browser and navigate to https://outlook.office.com
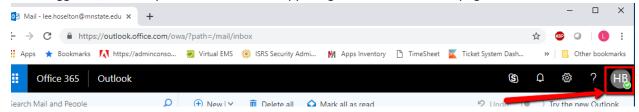2. Enter your < StarID >*@minnstate.edu*, then click Next.
   NOTE: For student club mailboxes students will use <starid>*@go.minnstate.edu*
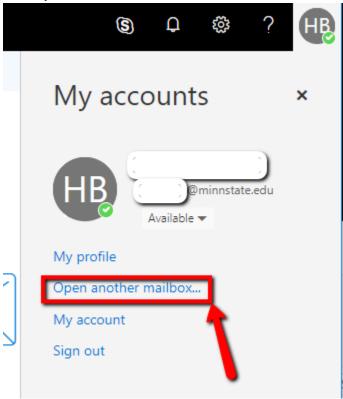

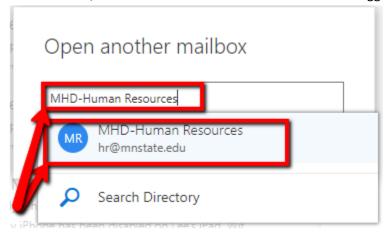3. Enter your StarID password, then click **Sign in**.

4. Once logged in, click on your user Icon in the upper right-and corner of the page.
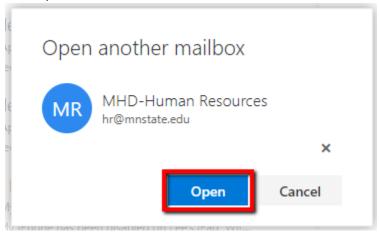

5. Click **Open another mailbox...**
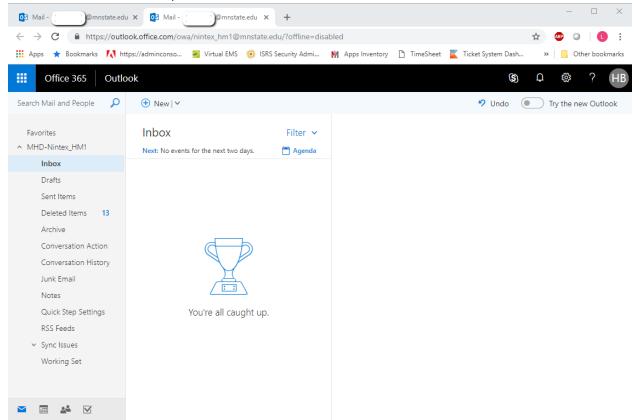

6. In the textbox, enter MHD-*<mailbox name>* then click the suggested name.

7. Click Open.

8. The Shared Email box will open in a new browser tab.

For More Information

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