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-hand 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.