




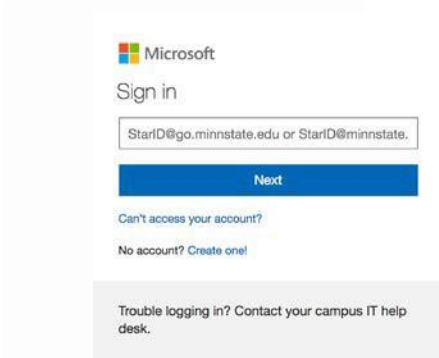
ACCESS YOUR WSU EMAIL & ONE DRIVE

Please follow these instructions to ensure you can access your Email and OneDrive.



Resource tab on the winona.edu website, above.

1. Open up the Chrome  app
Then, go to <https://www.winona.edu>
Click on **Resources** and then **Office365 & Email**.



2. To sign in, enter your username.

User name: StarID@go.minnstate.edu

Click "Next". Enter your **password** and click "Sign in".

When you log in to Office 365 for the first time, your account will begin to set up. If you cannot see any or all of your app tiles now, they should appear within 24 hours. Please log in to your account tomorrow to access your Email and OneDrive, if they did not show up today.

Select this Time Zone, if prompted:

✓ (UTC-06:00) Central Time (US & Canada)

Apps



Explore all your apps →

3. Now you are logged into your Office 365 account. To access your Outlook email, click on the "Outlook" tile.

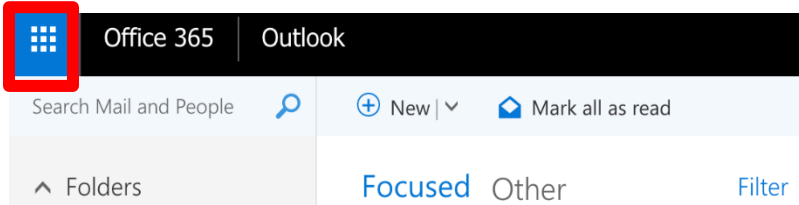
Freshmen and transfer students: please send an email to your WSU email address and make sure you receive it.


Your email address is

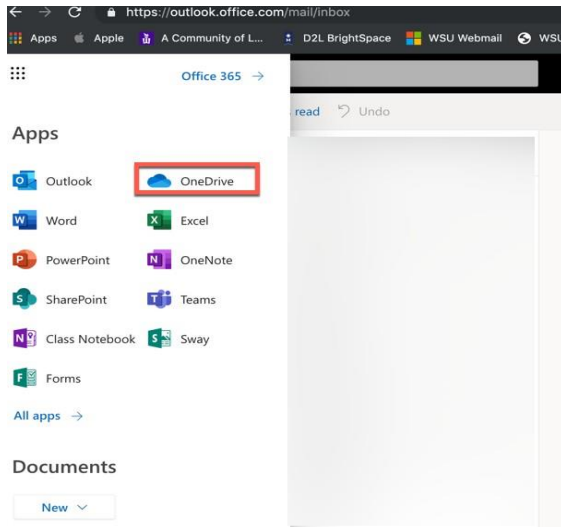
FirstName.LastName@go.winona.edu.



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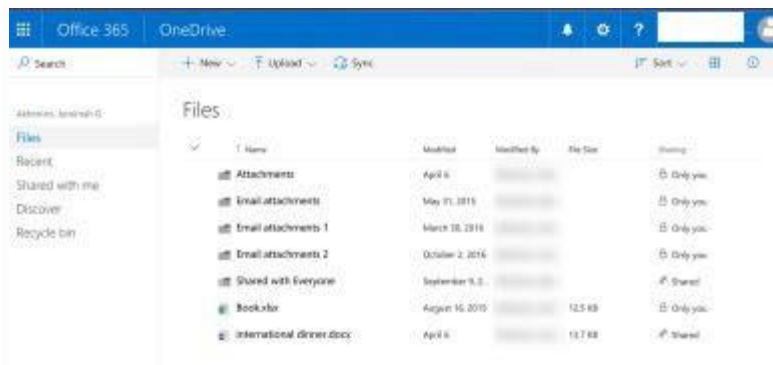


4. To get back to the Office 365, click on the icon. 



5. To get to your OneDrive for Business account, click on the “OneDrive” tile.

If you can't see that tile now, it will appear within 24 hours. Please try again tomorrow.



6. Check out your “OneDrive for Business” space. This is where you can store files, pictures and videos. You can also create and share your folders with others. You have 1TB of cloud storage space. *Wow, that's a lot!!*