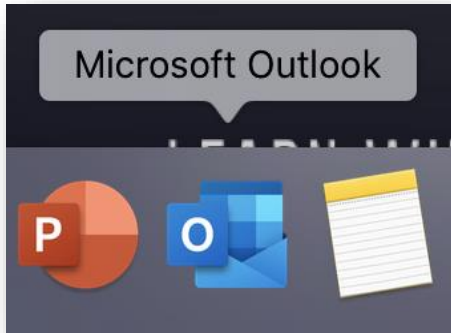
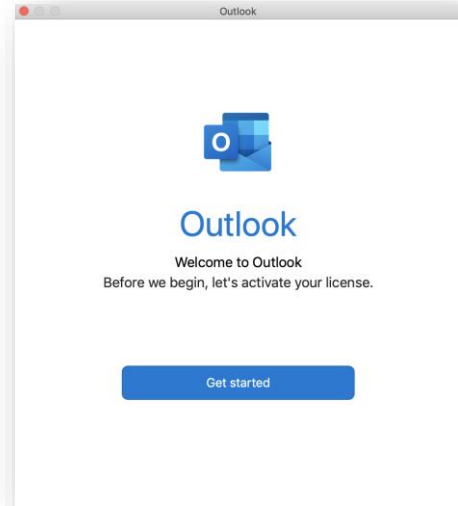




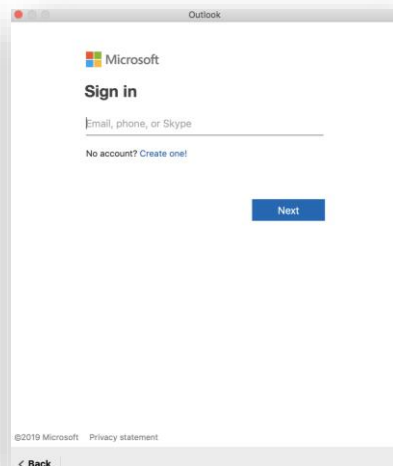
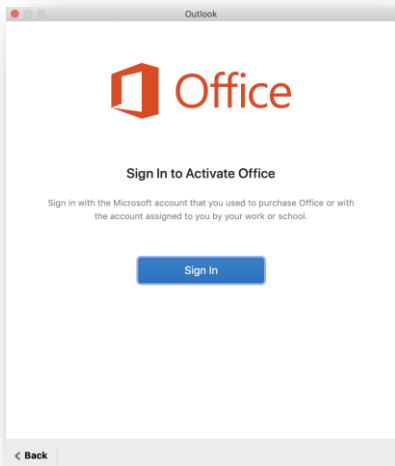
SETTING UP THE OUTLOOK DESKTOP APP (MAC)



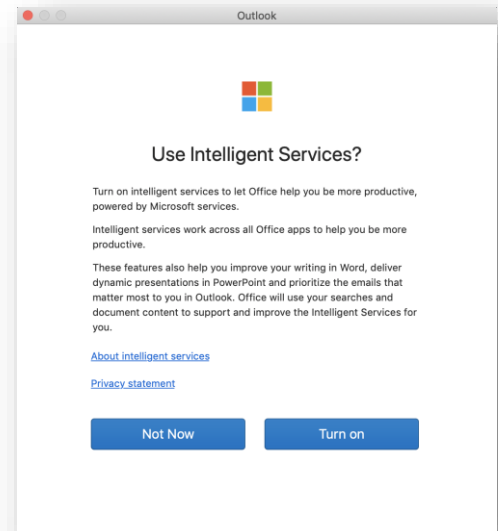
1. Click the Outlook icon in the Dock at the bottom of your screen.



2. Click "Get started" to begin setup.



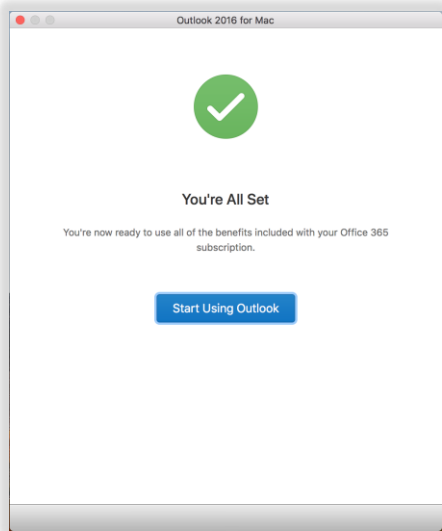
3. You will be prompted to sign into Office365. Sign in with your username:
YourStarID@go.minnstate.edu



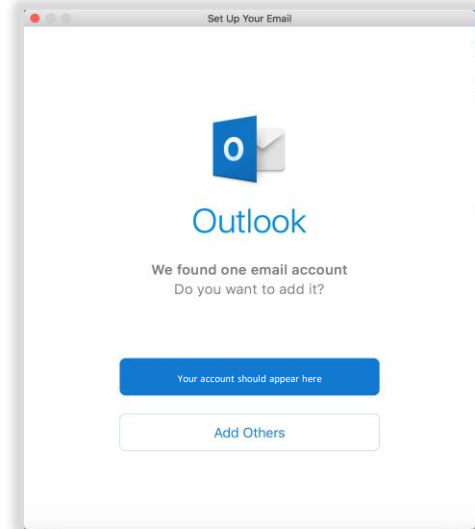
4. If this appears, click either one.



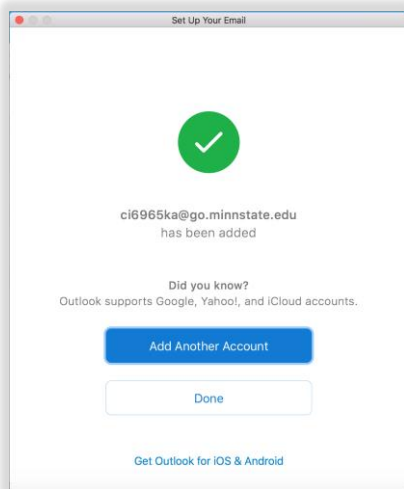
SETTING UP THE OUTLOOK DESKTOP APP (MAC)



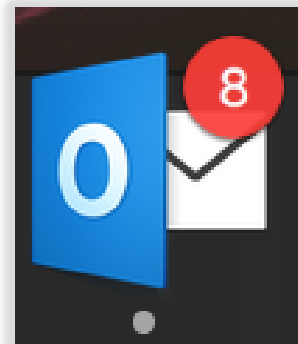
5. Click "**Start Using Outlook**" to finish setup.



6. If you've already set up Office 365, you should see your account here. Click the blue box to add it. If not, sign in with your username:
YourStarID@go.minnstate.edu



7. Here, you can add any other account(s) you would like to access from the Outlook app. When you are finished, click "**Done**".



You will now receive email notifications right on your laptop.