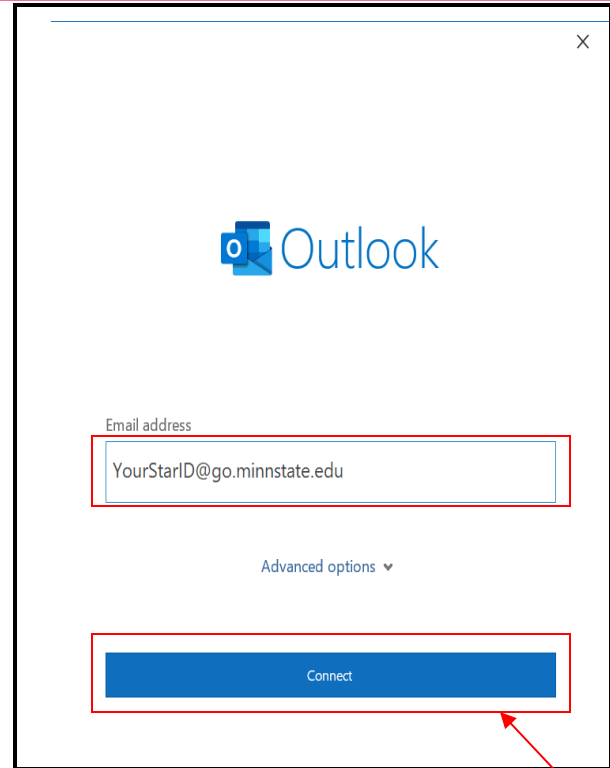




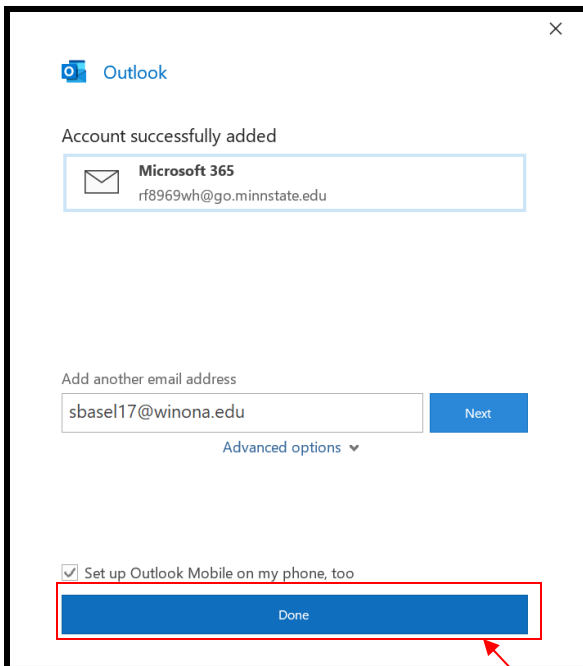
# SETTING UP THE OUTLOOK DESKTOP APP (PC)



1. Click the **Start** menu and click the **"Outlook"** tile.



2. For this step delete the auto-filled text on **email address box** and type [YourStarID@go.minnstate.edu](mailto:YourStarID@go.minnstate.edu) as your **email address**. After typing the correct email address, click **Connect**.



3. Click **"Done"** to finish setup.  
**NOTE:** Leave "Setup Outlook for Mobile" unchecked. If you would like to set this up, you can grab a handout from the front of the room!

Note: Now you can test if your outlook is working. Go to Outlook App and send E-mail to your own email. If you receive an email, you are good to go to next page.