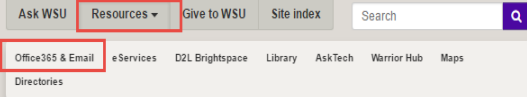
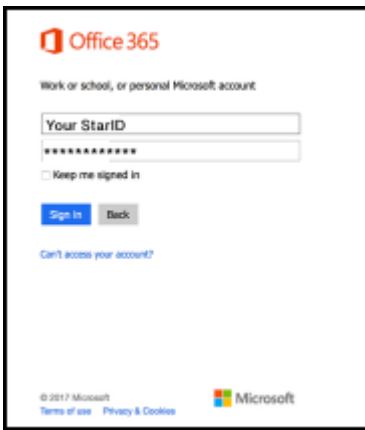


- Please check your Email and OneDrive Accounts
- Make sure you can get into these accounts before you leave today

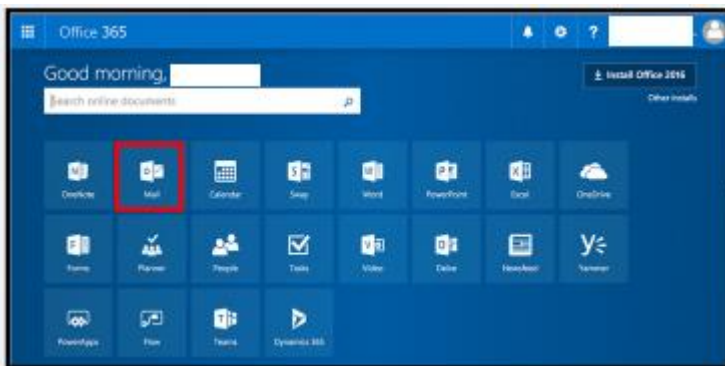


1. Open the browser of your choice and go to <http://www.winona.edu>. Click on **Resources** and then **Office365 & Email**.



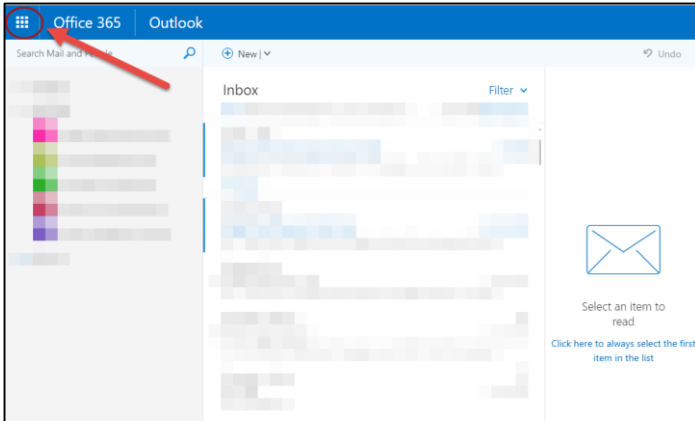
2. To sign in, enter your **StarID@go.minnstate.edu (students)** or **StarID@minnstate.edu (employees)** as the username and your **StarID Password** as the password.

When you login to Office 365 the first time, your account will begin to setup. If you cannot see any or all of your app tiles now, they will appear in 24 hours. Many times you will just see 4 apps. Please login to your account tomorrow to checkout your WSU email, OneDrive and other “Microsoft Office in the Cloud Apps” if they do not show up today.

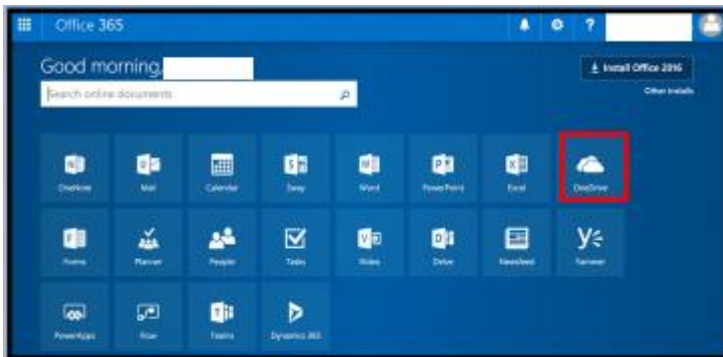


3. Now you are logged into your Office 365 account. To access your Outlook email, click on **“Mail”** in the panel of tiles.

Please send yourself an email to your WSU email address and watch to make sure you receive it. **Your WSU email address is your “friendly” address (MSmith17@winona.edu) – NOT your StarID. You only use your StarID to log in to the account.**

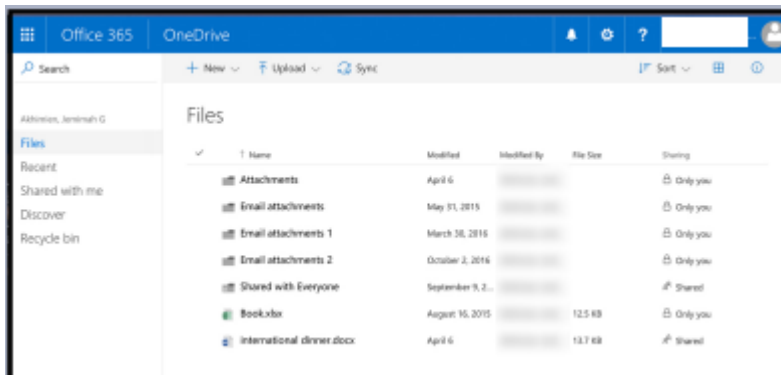


- To get back to the Office 365 home page, click on this icon.



- To get to your OneDrive for Business Account, click on **“OneDrive”** in the panel of tiles.

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



- Checkout your OneDrive for Business space. This is where you can store your files, pictures and videos. You can also create and share your folders with others. You have 1T of cloud storage space and that a lot!!