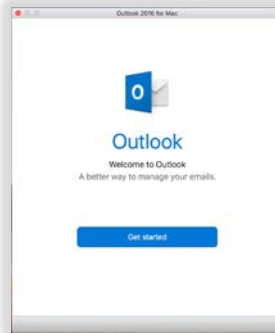




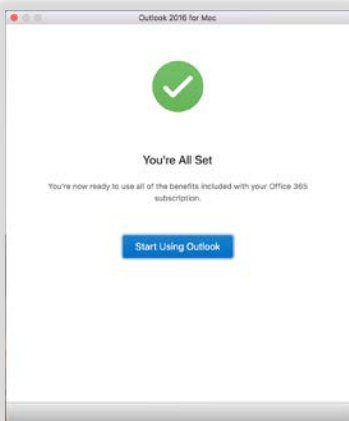
SETTING UP THE OUTLOOK DESKTOP APP (MAC)



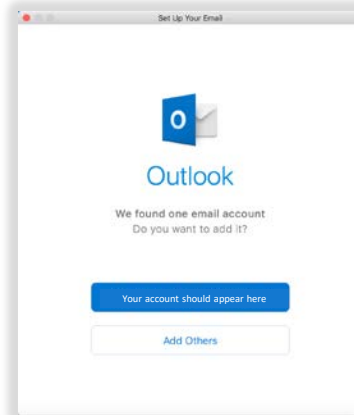
1. Click the Outlook icon in the Dock at the bottom of your screen.



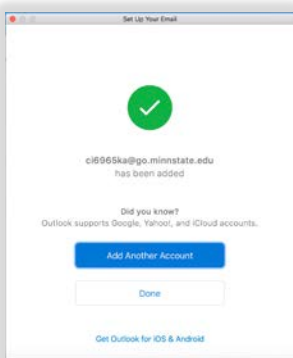
2. Click “**Get started**” to begin setup.
Note: Outlook may ask you to upgrade. If so, click “Quit and upgrade”.



3. Click “**Start Using Outlook**” to finish setup.



4. 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 user name.
Students: **YourStarID@go.minnstate.edu**
Employees: **YourStarID@minnstate.edu**



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



Finished! You will now receive email notifications right on your laptop.