

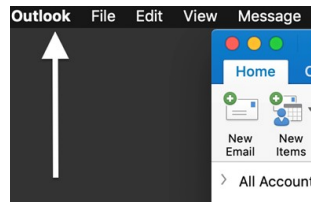


On or after December 19, you will need to delete and recreate your account in Outlook on your Mac/Apple devices. **Note:** Illustrations and instructions may vary depending on the version of the application you are using.

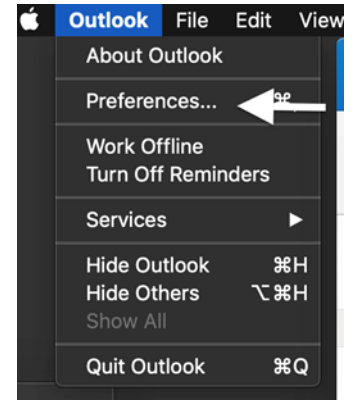
**1** Open Outlook 2016



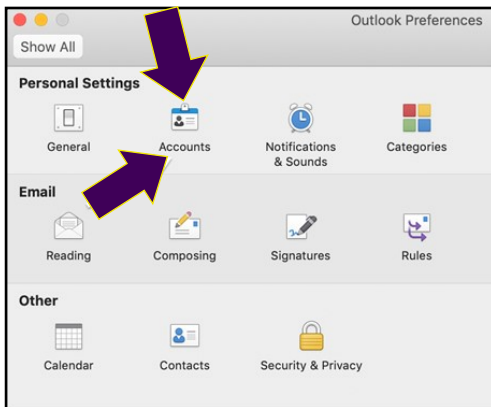
**2** Once Microsoft Outlook is open. Click on the "Outlook" tab.



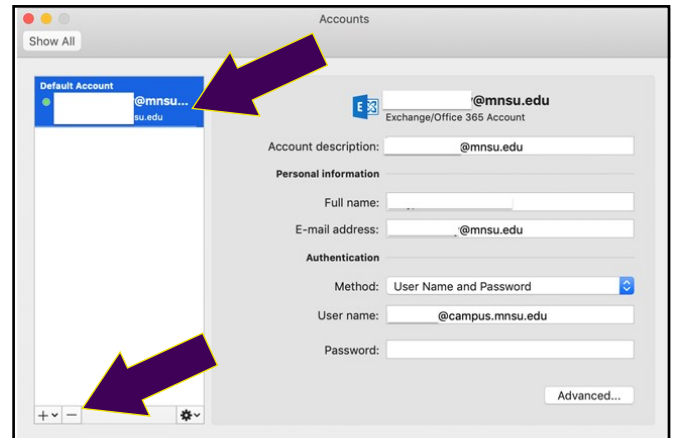
**3** Click on Preferences.



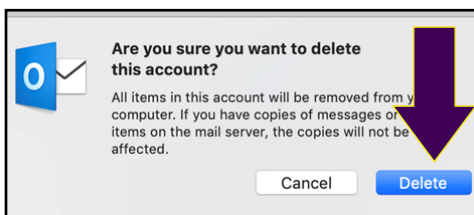
**4** Click on the "Accounts" icon.



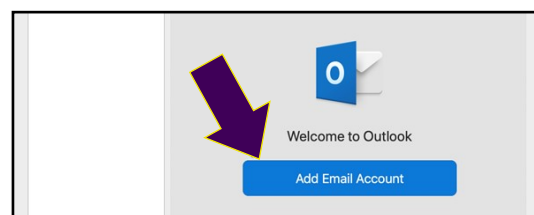
**5** Click on your default/main account to highlight it. Then click on the minus sign at the bottom ("-") to delete your old account.



**6** Click "Delete."



**7** Click "Add New Account."



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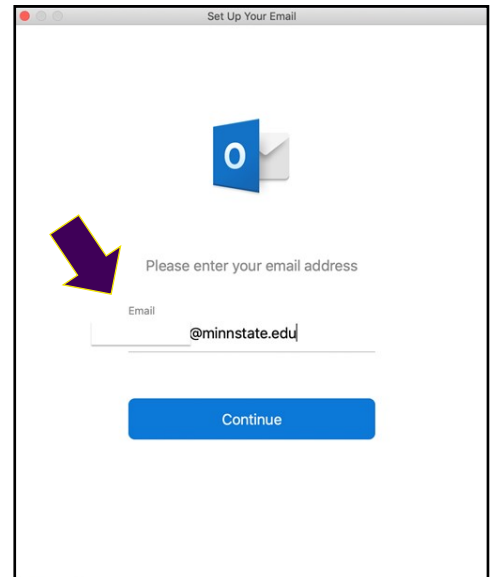
Enter your StarID email address:

**Students:**

<StarID>@go.minnstate.edu

**Faculty and Staff:**

<StarID>@minnstate.edu



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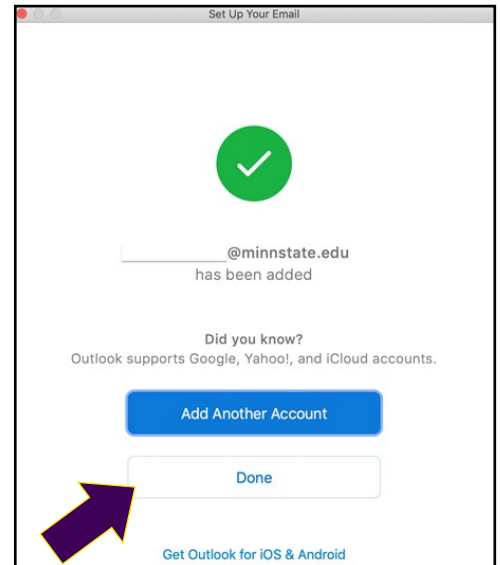
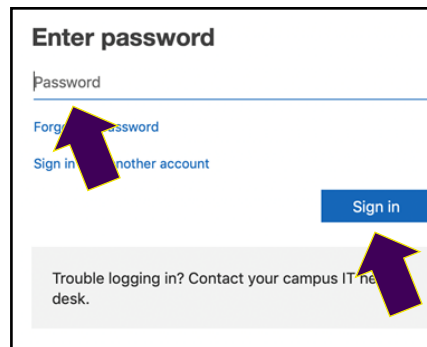
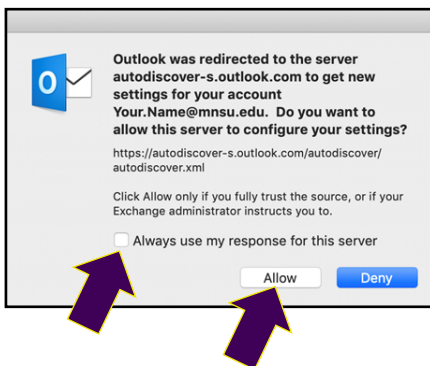
Check the "Always use my response for this server" box and click "Allow."

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Enter your StarID password and click "Sign in."

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Click "Done." It may take a few hours to sync all of your email messages.



### Need Additional Assistance?

[www.mnsu.edu/its/](http://www.mnsu.edu/its/)

Search our knowledge articles in the IT Solutions Center Portal

Submit a service request ticket

Send us your question in an email to [itsolutionscenter@mnsu.edu](mailto:itsolutionscenter@mnsu.edu)

Call or visit the **IT Solutions Center**

Get help by calling the IT Solutions Center at **507-389-6654**.

Visit the IT Solutions Center for walk-in support in the Academic Computer Center (ACC) at **Wissink Hall 121**.

Visit the IT Solutions Center Kiosk behind the Campus Hub in Wigley Administration Building,

Monday-Friday 10:00 a.m. – 2:00 p.m.