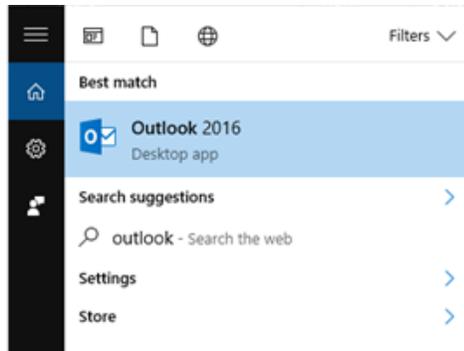# How to Setup Microsoft Outlook on PC

Office 365 ProPlus Version

1. Find and open your Outlook Application, this can be done by using the search function or by finding it in your application list.

2. The first time you open outlook a screen will pop up, read the directions and click next. It will then ask if you want to set up an email account, make sure yes is checked and click next.
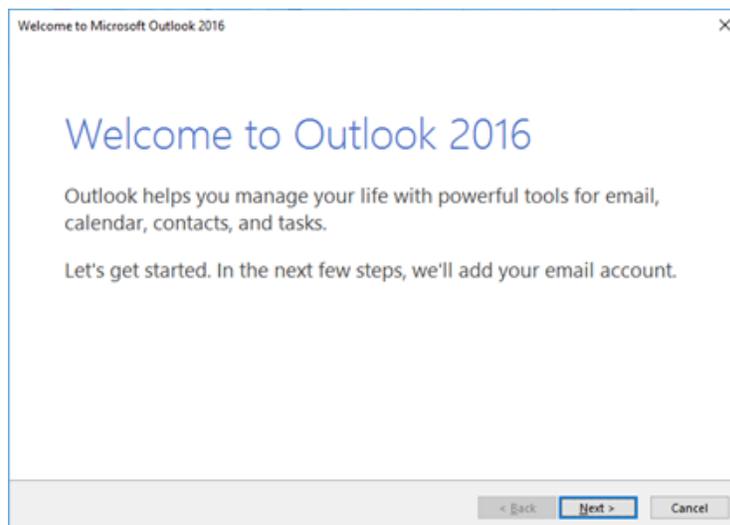
3. Fill in your information, your first and last name, your email address using the format StarID@go.minnstate.edu for students, StarID@minnstate.edu for employees, and then your current password. After your information is filled out, click next and then it will start setting up your account. (Note: this could take a minute or two so be patient)

4. After that your account should be set up, click finish and you are all done.

If you are having any difficulty setting your e-mail up, please contact the Technology Resource Center Helpdesk by e-mail (TRChelpdesk@smsu.edu) or by phone, at 1-507-537-6111.
We are open Monday - Thursday, 7:30am - 11:00pm, Friday 7:30am - 5:00pm, Saturday 10:00am - 6:00pm and Sunday 12:00 - 11:00pm during the school year.
(Holiday and break hours will be posted on our website, and on the TRC front doors.)