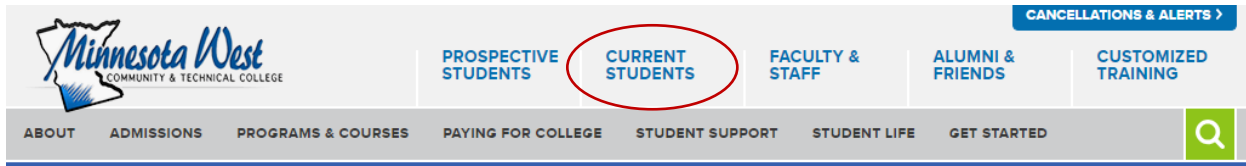




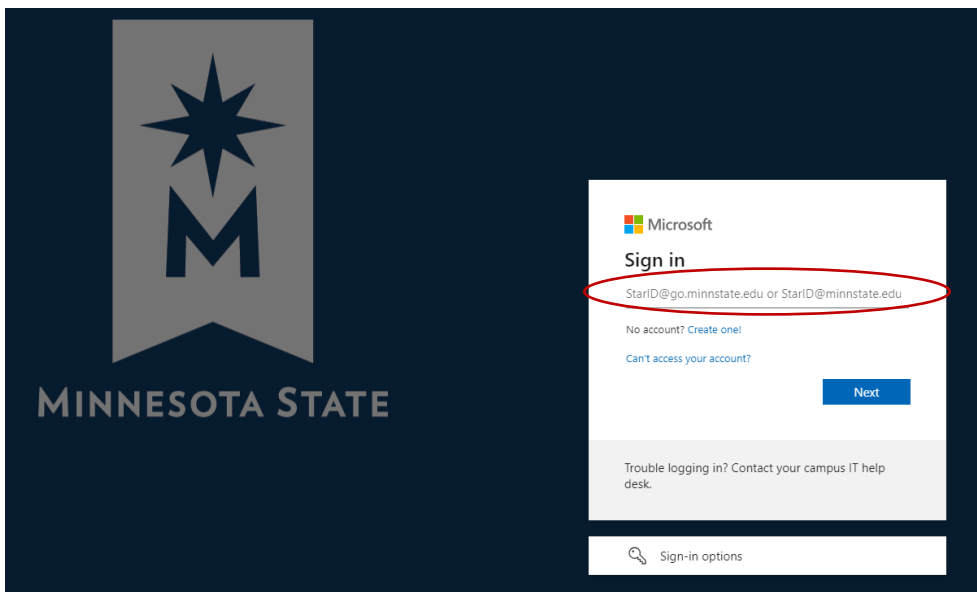
## Getting Started with Student Email at Minnesota West

Minnesota West Student Email is hosted by Microsoft Office 365. Accounts are created after you register for classes. Follow these steps to set up your account.

1. Go to [www.mnwest.edu](http://www.mnwest.edu). Hover your mouse over the words **Current Students** and select **Student Account/Email login**



2. Click on **Login to your Student Email**. This will bring you to the Sign in page for Microsoft.



3. Enter your login in credentials to sign in to your account. Ex. [starid@go.minnstate.edu](mailto:starid@go.minnstate.edu). Then select Next.
4. Enter in your StarID password and select next.
5. If you should get an error message at this time and need to reset your password go to: <https://starid.minnstate.edu/>. For additional assistance please call the Communication Center at 800-658-2330.
6. In order to complete the set up, you will now need to secure your account. You can download the app or select ***I want to set up a different method***. Following are steps to set up a phone method:

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator



#### Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator



#### Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

#### Choose a different method

Which method would you like to use?

Phone

Cancel

Confirm

Next

[I want to set up a different method](#)

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1)

Enter phone number

Text me a code

Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

## Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Phone

We just sent a 6 digit code to +1 320-522-2903. Enter the code below.

Enter code

[Resend code](#)

Back

Next

[I want to set up a different method](#)

7. Select Next after entering in the code. You should get an SMS verified. Your phone was registered successfully. Selected Next and then Done.

**NOTE:** Your Minnesota West student email address is your [firstname.lastname@live.mnwest.edu](mailto:firstname.lastname@live.mnwest.edu)  
**This is the address people will use to send you email.**

Contact the Communication Center at 800-658-2330 for assistance Monday - Friday 8:00 am – 4:00 pm  
or visit our IT Help Desk page at: [www.mnwest.edu/larc/help-desk](http://www.mnwest.edu/larc/help-desk)