Minnesota West Student Email is hosted by Microsoft Office 365. This guide is intended to assist you in accessing your account for the first time. If you encounter any issues or have questions please direct them to our Minnesota West Communication Center at 800.658.2330 or visit our IT Help Desk page for hours and phone information [www.mnwest.edu/larc/help-desk](http://www.mnwest.edu/larc/help-desk)

To access student email you can either follow the links on our website or enter [https://outlook.com/live.mnwest.edu](https://outlook.com/live.mnwest.edu) in your browser’s URL.

Your Minnesota West student email address is: [firstname.lastname@live.mnwest.edu](mailto:firstname.lastname@live.mnwest.edu)

This is the address people will use to send you email.

Your login credentials to access your email account are tied to your StarID. In order to login to your account you will need to use StarID@GO.minnstate.edu (e.g., ab1234cd@GO.minnstate.edu) as the user account.

Your password will be your StarID password.

What you need to do if you haven’t activated your StarID:
1. Visit the activation site at [https://starid.minnstate.edu](https://starid.minnstate.edu)
2. Click on Activate StarID and follow the instructions on the page.
   a. If you have a social security number you will need to click on TechID (i.e. Student ID) and follow instructions.
   b. If you do not have a social security number you need to click on Verification Code and follow instructions.

*Note: It may be necessary to use a browser such as Firefox or Google Chrome.*
1) Enter your login email address: **StarID@go.minnstate.edu**  
   *Note: (make sure you use .edu and not .com)*

2) Enter your StarID password.

3) Click on the “Sign In” button.

**The first time you login** you will need to do the following:

1) select your time zone and then click on the “OK” button

2) set up “MFA” or multi-factor authentication
What is MFA or multi-factor authentication?
Your passwords can be easily compromised. MFA immediately increases your account security by requiring multiple forms of verification to prove your identity when signing into an application. Minnesota West is taking extra steps to make sure you are who you say you are when you sign in. Two-factor verification can help stop malicious hackers from pretending to be you.

Additional information on MFA set up is available at: https://docs.microsoft.com/en-us/azure/active-directory/user-help/multi-factor-authentication-end-user-signin

Congratulations! You are now ready to start using your student email account!