



# O365 | User name change for Microsoft Outlook (2013 & 2016) desktop application

Once your user name has been updated it may take up to 24 hours for it to take effect across all Office 365 (O365) Services. After the change has taken effect, you will have to sign into Outlook, Skype for Business, OneDrive for Business and other O365 services with the updated user name. Following are directions for changing your user name within desktop applications.

## Outlook User Name Change

STEP	DESCRIPTION	EXAMPLE
1a	If starting your PC for the first time after your user name has changed, and Outlook is in your Start Menu you will be prompted for credentials automatically. Skip to step 2	
1b	<p><b>If working in Outlook</b>, continue to work in Outlook until the Send/Receive connection breaks. The connection status is located at the bottom-right of the Outlook window.</p> <p>Exit and re-open Outlook to be prompted for your new user name credential</p>	
2	<p>1. <b>Enter your new user name</b></p> <p>Employees/Guest: <a href="mailto:yourStarID@minnstate.edu">yourStarID@minnstate.edu</a>            Students: <a href="mailto:yourStarID@go.minnstate.edu">yourStarID@go.minnstate.edu</a></p> <p>2. <b>Enter your StarID password</b></p> <p>OPTIONAL: Check <b>Remember my credentials</b> to save credentials</p> <p>Click <b>OK</b> to sign in</p>	