
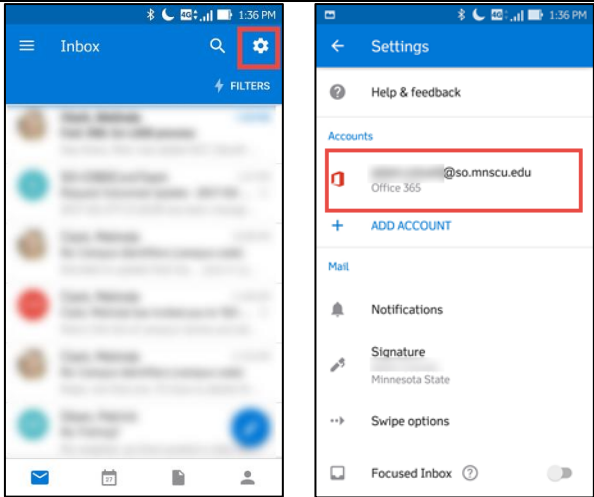


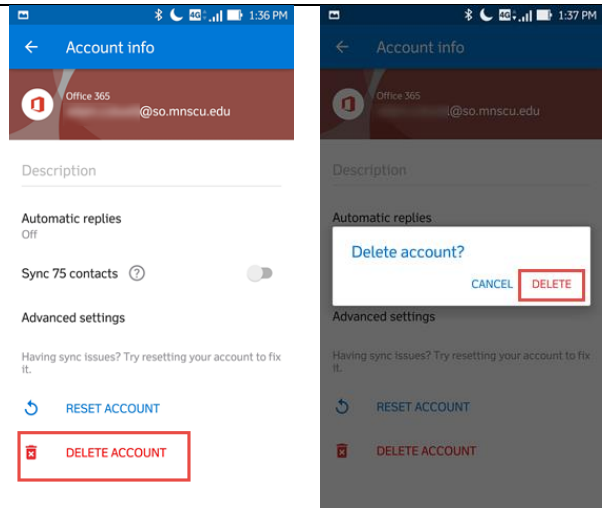
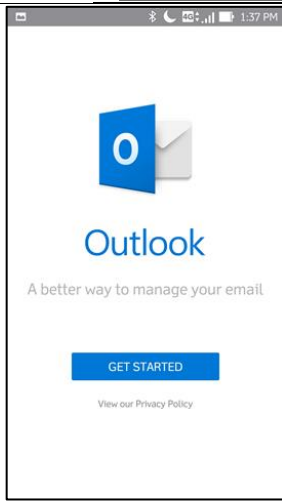
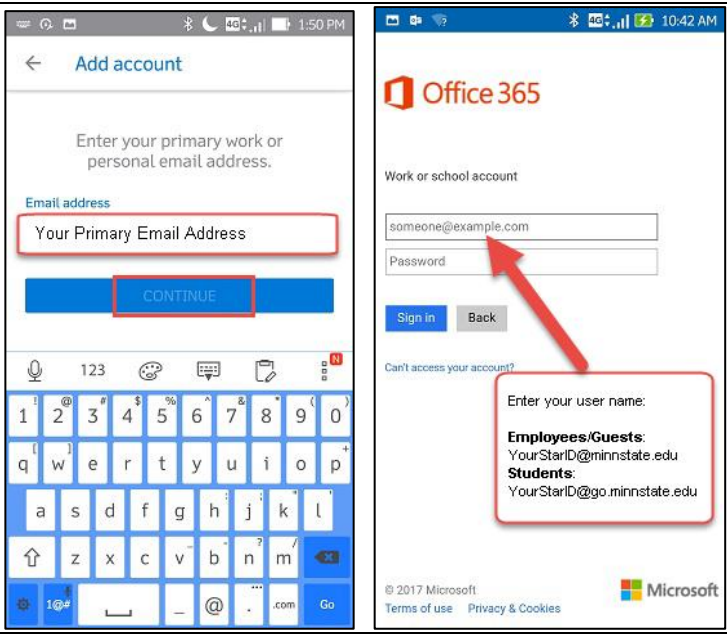
# O365 | User name change for Android – Outlook App

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 your account has been updated for each service (Outlook, Skype for Business, OneDrive for Business and other O365 apps) you will need to sign in to the service with the updated user name. Below are directions for changing your user name within the Outlook app for Android.

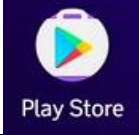

Don't have the Outlook app for Android? [Start with the install](#), and then add a new account

## Change User Name


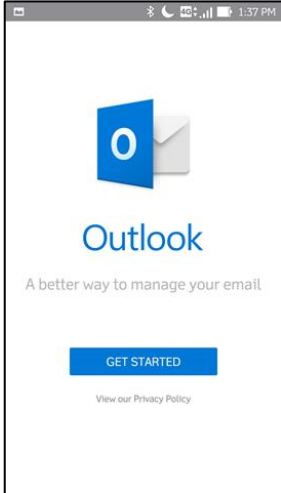
STEP	DESCRIPTION	
	In 2017, the Minnesota Office 365 Single Tenant User Principle Name (UPN), or user name, changes from @mnsu.edu to @minnstate.edu. Staff at the system office using the Android Outlook app will need to reconnect their device(s) and <b>the easiest way to do this is to remove the existing account and add it back with the new user name.</b>	
	<b>Start from Outlook</b> NOTE: Deleting the account from within the Outlook app will automatically prompt you to add the account back with the new user name and retain many settings. Deleting from Android Settings may require you to fully configure the new account.	
1	Tap to open the <b>Outlook</b> app	
2	Tap <b>Settings</b>  Tap <b>account name</b>	

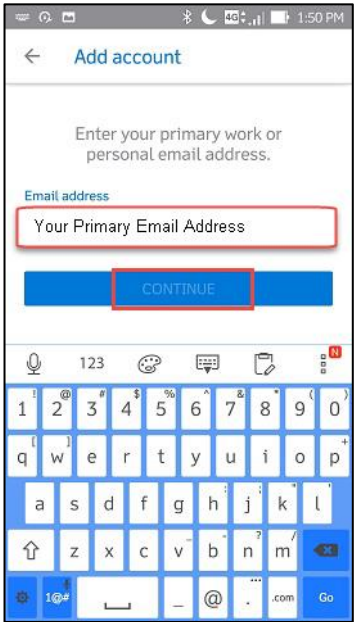
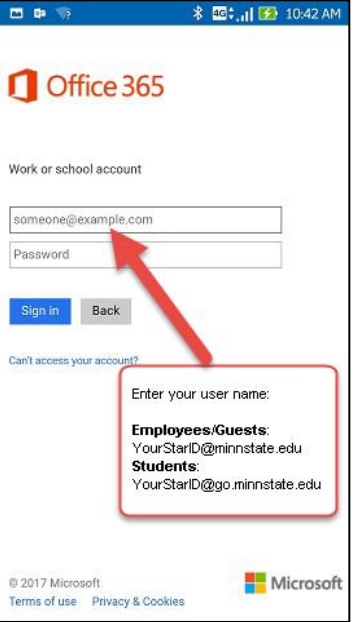
<p>3</p> <p><i>Tap</i> <b>DELETE ACCOUNT</b></p> <p><i>Tap</i> <b>DELETE</b></p>		
<p>4</p> <p>After deleting the account, the app will prompt you to add an account</p> <p><i>Tap</i> <b>GET STARTED</b></p>		
<p>5</p> <p><i>Tap</i> in the email address area, then use the keyboard to <i>enter</i> your primary <b>email address</b></p> <p><i>Tap</i> <b>CONTINUE</b></p> <hr/> <p><i>Enter</i> your <b>new user name</b>:</p> <p>Employees/Guest: YourStarID@minnstate.edu Students: YourStarID@go.minnstate.edu</p> <p><i>Enter</i> your StarID <b>Password</b></p> <p><i>Click</i> <b>Sign in</b></p>		
<p>6</p>	<p>Your Inbox will display</p>	

## Download the app from the Google Play Store

STEP	DESCRIPTION	
1	If the Outlook app is not already on the device, open the Google Play store	
2	Search for the <b>Microsoft Outlook</b> app  Open/Install	

## Add an Account

STEP	DESCRIPTION	
1	Open the Outlook app	
2	After deleting the account, the app will prompt you to add an account  <i>Tap</i> <b>GET STARTED</b>	

<p>3</p> <p>Tap in the email address area, then use the keyboard to <i>enter</i> your primary <b>email address</b></p> <p>Tap <b>CONTINUE</b></p> <hr/> <p>Enter your <b>user name</b>. If your email address is already in the field, change it to your user name</p> <p><b>Employees/Guest:</b> YourStarID@minnstate.edu <b>Students:</b> YourStarID@go.minnstate.edu</p> <p>Enter your StarID <b>Password</b></p> <p>Tap <b>Sign in</b></p>			
<p>4</p> <p>Tap <b>MAYBE LATER</b>, unless you have another account to add</p> <p>Your Inbox will display</p>			