**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

<table>
<thead>
<tr>
<th>STEP</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tap to open the Outlook app</td>
</tr>
</tbody>
</table>

**Start from Outlook**

NOTE: Deleting the account from within the Outlook app will automagically 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.

| 2    | Tap **Settings**  
|      | Tap **account name** |
3. **Tap DELETE ACCOUNT**

   **Tap DELETE**

4. After deleting the account, the app will prompt you to add an account

   **Tap GET STARTED**

5. **Tap** in the email address area, then use the keyboard to enter your primary email address

   **Tap CONTINUE**

   Enter your new user name:

   Employees/Guest: YourStarID@minnstate.edu
   Students: YourStarID@go.minnstate.edu

   Enter your StarID Password

   Click Sign in

6. Your Inbox will display
### Download the app from the Google Play Store

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<td>If the Outlook app is not already on the device, open the Google Play store</td>
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| 2    | Search for the **Microsoft Outlook** app  
Open/Install |

### Add an Account

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| 2    | After deleting the account, the app will prompt you to add an account  
*Tap GET STARTED* |
3  Tap in the email address area, then use the keyboard to enter your primary email address

Tap CONTINUE

Enter your user name. If your email address is already in the field, change it to your user name

Employees/Guest: YourStarID@minnstate.edu
Students: YourStarID@go.minnstate.edu

Enter your StarID Password

Tap Sign in

4  Tap MAYBE LATER, unless you have another account to add

Your Inbox will display