

Microsoft 365 on the Web

Due to licensing regulations, emeriti do not have access to the desktop versions of Microsoft products, such as Outlook, Word, Excel, and PowerPoint. But you do have access to all these products online! (If you want the desktop versions, you will have to purchase your own [Microsoft 365 subscription](#).)

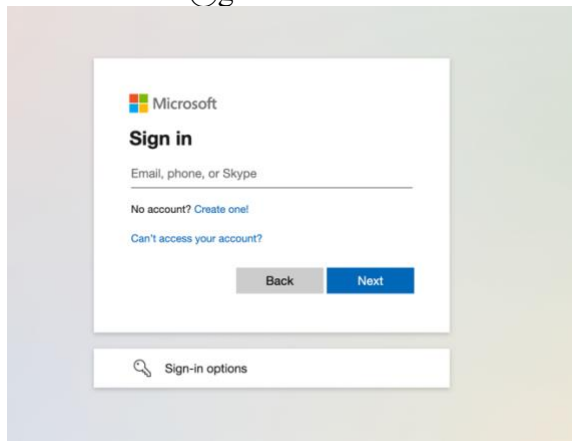
To use the online products, you will need your StarID and password. All emeriti have a StarID and password. If you don't know yours, submit a [ticket](#) to IT Solutions, or call them at 507-389-6654.

To Access Online Microsoft Programs

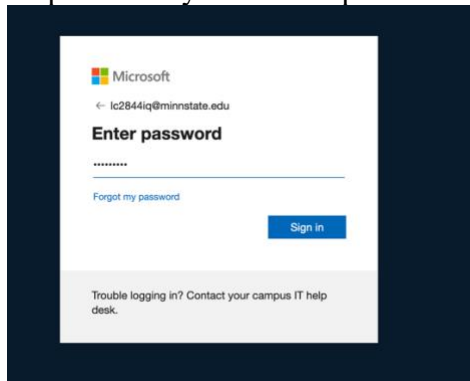
Step 1: Go to <https://outlook.office365.com/mail/>.

Step 2: Click the Sign in button.

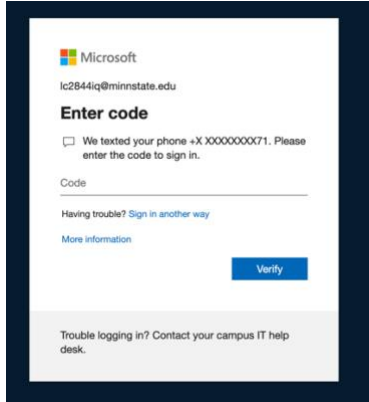
Step 3: Sign in with your emeriti e-mail address, using the format below, and click Next.
StarID@go.minnstate.edu



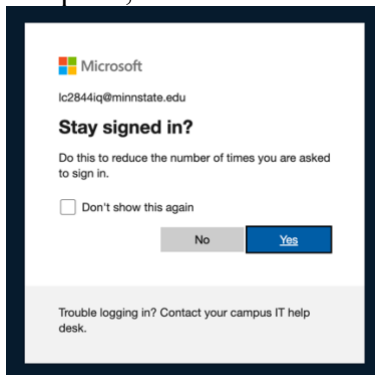
Step 4: Enter your StarID password and click Sign In.



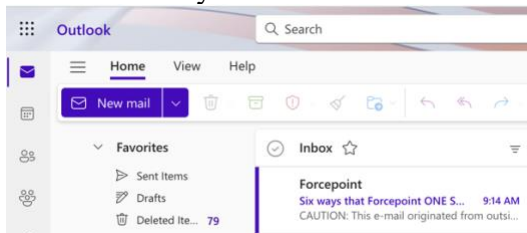
Step 5: You might be asked to verify your identity by receiving a code through text or phone call. Choose the method by which you want to receive the code. That code should come in a few seconds. Enter it into onto the line, and click Verify. (If you haven't ever set up the multi-factor authentication before, you will be asked to do that. Follow the prompts. If you have trouble, submit a [ticket](#) to IT Solutions, or call them at 507-389-6654.)



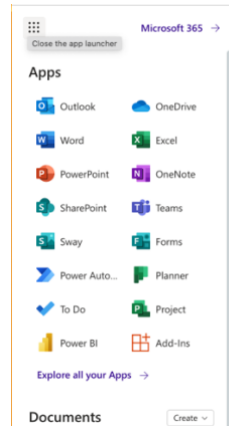
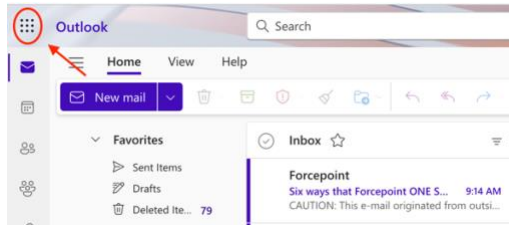
Step 6: You might be asked if you want to stay signed in. If you are on your personal computer, you may click Yes to reduce the number of times you need to login. If you are on a shared computer, click No.



Step 7: You will now be in the online version of Outlook. This is your emeriti email. You may use this like any other email.



Step 8: To access other programs, such as Word, Excel, or PowerPoint, click the 9-dot square in the upper left corner. A box will pop open, showing the apps you can access. Click on the app you want to launch.



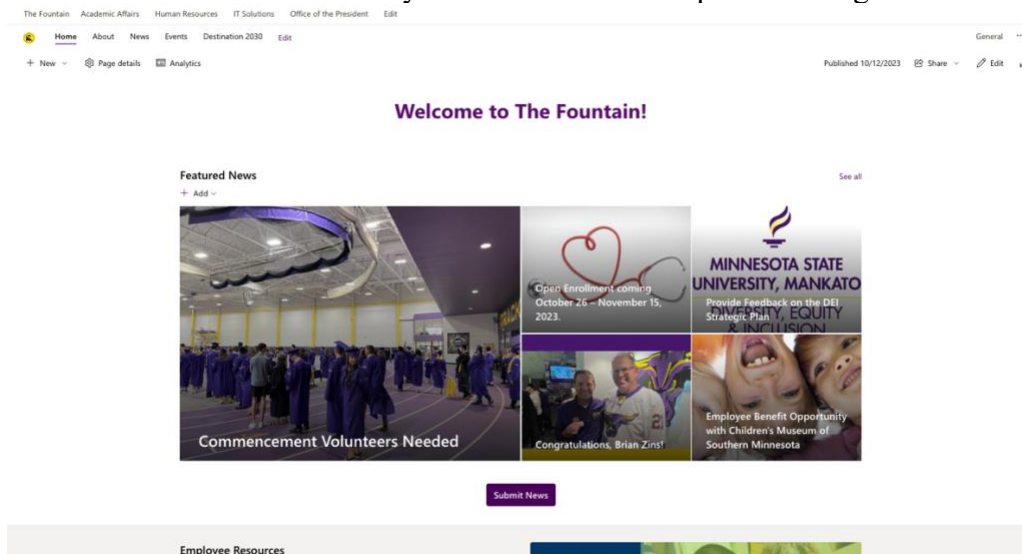
Step 9: Once you launch an app, you can bookmark it in your web browser for quick locating.

The Fountain

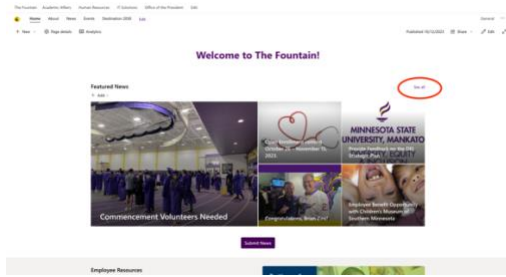
The University launched a new internal communications system, called The Fountain, which houses the news, information, and events for faculty and staff, including condolence notifications. Emeriti have access to The Fountain with their online Microsoft account. To locate this great resource, go to <https://mnscu.sharepoint.com/sites/MNSU-Fountain>.

If prompted, sign in with StarID@go.minnstate.edu and your StarID password.

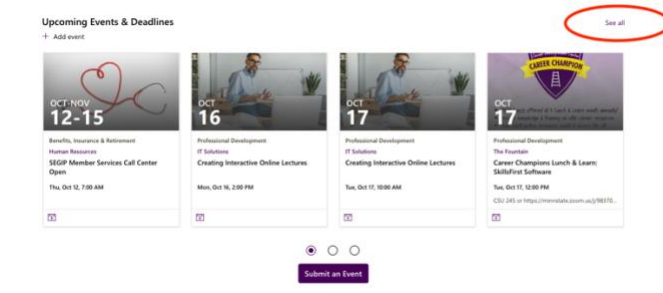
You can bookmark this site on your web browser for quick locating.



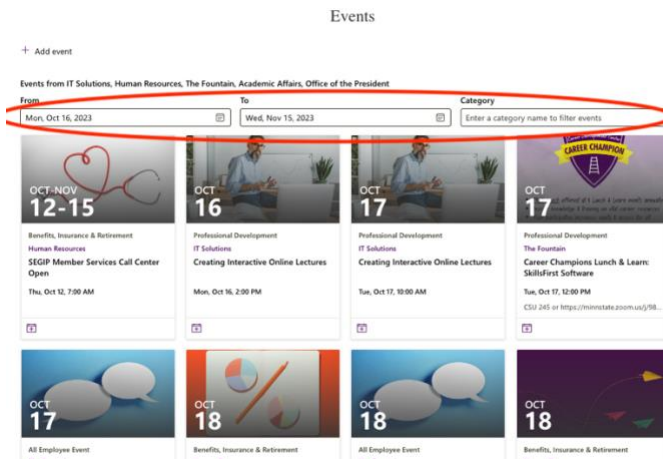
The Fountain works much like any news website you might visit. At the top you'll find feature news. To see all the news, click See All in the upper right of that Featured News section.



Scroll down the page to explore all the other sections. In the Upcoming Events and Deadlines section, you'll find a carousel of events coming in the next few days. To view more events, click See All in the upper right of that section.






In the See All, you can filter by date.



The system will send you a weekly email (to your emeriti email address) from SharePoint Online. This email will have “News You Might Have Missed” and keep you informed of news stories that have recently been posted. To ensure the system knows you're interested in Fountain news, follow the site. At the top right of the Fountain page, click the 3 dots. Then click the star next to Following.






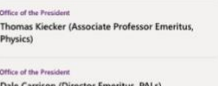


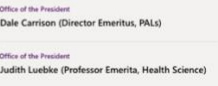



Welcome to The Fountain!

Published 10/12/2023   Following
 Site access

General ...

See all

Condolence notifications will show up in the Featured News at the top of the site when they are posted. But if you want to see all those notifications, scroll down to the middle of The Fountain page. There's a specific Condolences section. Click See All at the top right of that section to see all the notifications.

Employee Recognition	Academic News	Condolences
 Office of the President Congratulations, Brian Zinsl!	 College of Business Steve Formanek, Ph.D., talks supply chain and agribusiness with The Land.	 Office of the President Dr. Francis "Frank" Birmingham Jr. (Dept. Chair Emeritus, Library Media Education)
 Office of the President Please Celebrate the Newest Members of the Quarter-Century Club!	 College of Business The Reporter: New Dean in the College of Business	 Office of the President Thomas Kiecker (Associate Professor Emeritus, Physics)
 College of Business College of Business Faculty Publications and Presentations: October	 The Fountain Mid-Semester Progress Surveys Close October 13!	 Office of the President Dale Carrison (Director Emeritus, PALS)
 Office of the President Congratulations, Marie Castol	 Academic Affairs Certificate in Open Educational Practices – Applications due Oct 27	 Office of the President Judith Luebke (Professor Emerita, Health Science)