**O365 |** User name change for Web Portal

Once your account user name has changed, you will need to update your user name to log in to the Office 365 web portal: <https://login.microsoftonline.com> OR <https://portal.office.com>



Follow the directions below to update your user name.

|  |  |  |
| --- | --- | --- |
| STEP | DESCRIPTION | EXAMPLE |
|  | **NOTE**:  If you attempted to log in and received the following error:  “We don’t recognize the user ID or password” (as shown in the example on the right)  …*click* the **Back** button |  |
| 1 | *Open a browser and go to the portal page*  <https://login.microsoftonline.com> OR <https://portal.office.com>  *Click* **Use another account** | C:\Users\am5254ca\AppData\Local\Temp\SNAGHTML16fa828.PNG |
| 2 | 1. *Enter* your **new user name**   Employees / Guest: [yourStarID@minnstate.edu](mailto:yourStarID@minnstate.edu)  Students: [yourStarID@go.minnstate.edu](mailto:yourStarID@go.minnstate.edu)   1. *Enter* your StarID **password** 2. *Click* **Sign in** |  |
|  | **Recommended:**  After adding your new user name to the sign in page, remove the old user name to prevent any confusion.  To the right of the old user name, *click* the **ellipses**, and then *click* **Forget**. | C:\Users\am5254ca\AppData\Local\Temp\SNAGHTML172b40a.PNG |