

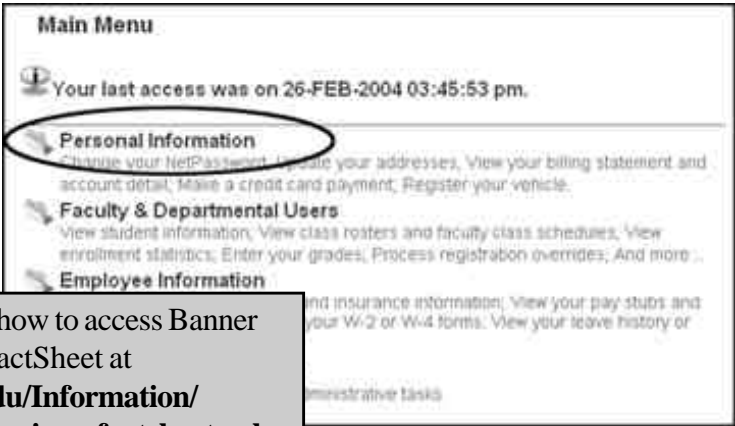
User Services

Spring 2004

Updating Your Email Address in Banner Web

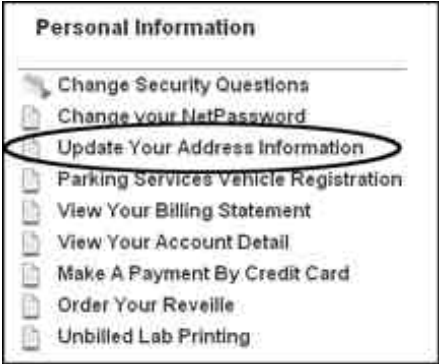
Faculty and staff can manage their email address that is listed in the MSU Campus Directories (both printed and on-line [www.msstate.edu/directory]). Updating a directory email address is done through Banner Web. This factsheet will provide step by step instructions on updating your email address in Banner Web.

1. Log in to Banner Web and you are on the **Main Menu** screen. Click **Personal Information**.



Note: For information on how to access Banner Web, see the ITS FactSheet at www.its.msstate.edu/Information/Documentation/services_factsheets.php

2. At the **Personal Information** screen, click **Update Your Address Information**.



3. At the **Update Address Information** screen, click **Directory**.



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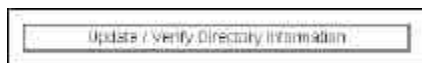
User Services

4. At the **Directory Update** screen, an email address will appear. This address will either be your NetID@msstate.edu address or another address you have specified. You have two options:
 - a. YES Display my email address in the public campus directories.
 - b. NO Do NOT display my email address in the public campus directories.
 Select your desired option.

Directory E-Mail Address: *	<p>Please note: This ONLY affects the email address displayed in the campus directories. University email correspondence will continue to be sent to tmg3@msstate.edu , which is currently being forwarded to tgreen@its.msstate.edu .</p>
Select Desired Option	<p>Go to the MSU portal, onCampus. If you desire to change the address to which your university email is forwarded and/or read the fact sheet entitled, "Forwarding Your University Email Address".</p> <p> <input checked="" type="radio"/> YES Display my email address in the public campus directories... <input type="radio"/> NO Do NOT display my email address in the public campus directories... </p>
	<p>tgreen@its.msstate.edu ← Email Address</p>

Note: This **ONLY** affects the email address displayed in the campus directories. University email correspondence will continue to be sent to your NetID@msstate.edu address, which may currently be forwarded to another address. For information on forwarding visit the factsheet entitled: "Forwarding Your University Email Address" at: www.its.msstate.edu/Information/Documentation/pdfs/factsheets/Banner/forwardemail.pdf

5. When completed entering your email address, scroll to the bottom of the screen and click **Update/Verify Directory Information**.



6. Congratulations, you have successfully updated your email address in Banner Web.

Contact Information:

Voice: 325-0631 E-mail: helpdesk@msstate.edu Web: www.its.msstate.edu