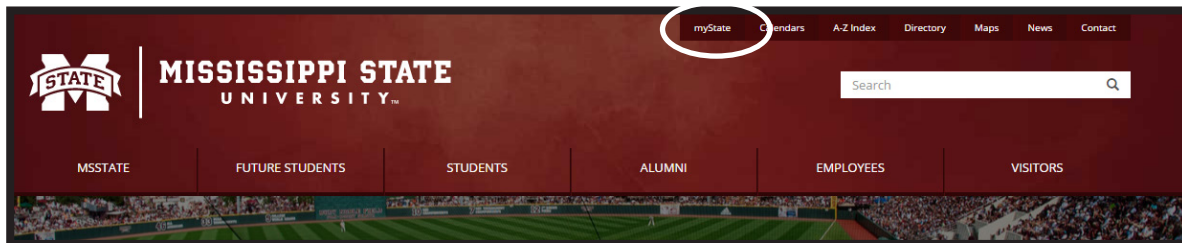




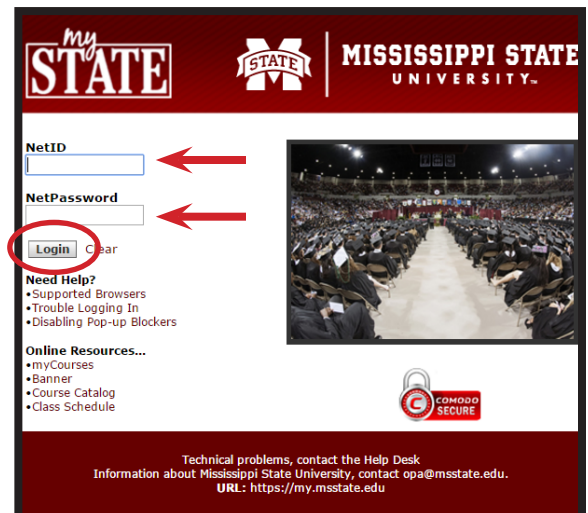
Changing Your Directory Email Address

Each MSU employee has an email address displayed in the printed and online campus directories. The initial directory email address for each employee is their official university email address. Employees have the option to change their directory email address at any time.

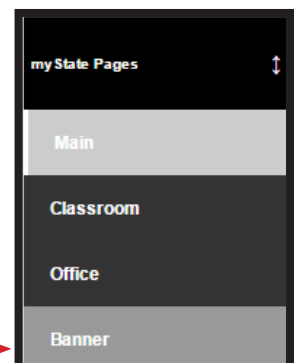
1. Open your Web browser and go to the main MSU Web page located at www.msstate.edu. Click the myState link located in the upper right portion of the web page.



2. Log into **myState** using your NetID and NetPassword, then click **Login**.



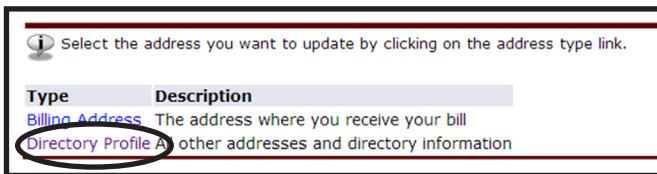
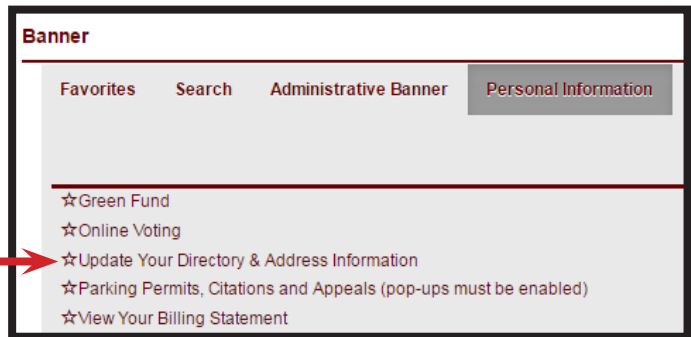
3. Select the **Banner** page from the sidebar menu.





4. Under the **Personal Information** dropdown menu, select **Update Your Directory & Address Information** link.

5. Click the **Directory Profile** link.



6. In the **Campus Information** section, enter the email address you want displayed in the online and printed campus directories in the **Directory E-Mail Address** field.

7. Scroll to the bottom of the window and click the **Update/Verify Directory Information** button.

Personal Information | **Students** | **Faculty & Departmental Users** | **Employees** | **Administrative User**

Search

Fields with * are required.

Employee Name: Bull E. Bulldog (Bully)

MAROON ALERT To update your Maroon Alert information, [Click Here](#).

Campus Information
If you desire to change your Campus address, please contact your department's business manager.

Campus Mail Stop: 9697
Office Location: 10 McArthur Hall
City / State / Zip: Campus Mail Delivery, MS 99999

Office Telephone Number: * Area Code Phone Number, No Dash

Directory E-Mail Address: *

Please note: This **ONLY** affects the email address displayed in the campus directories. University email correspondence will be sent to ahb2@msstate.edu.

If you desire to change the address to which your university email is forwarded go to the MSU portal, [myState](#), and/or read the fact sheet entitled, "[Forwarding Your University Email Address](#)".

Personal Homepage URL:

Departmental Information
If you desire to change your Departmental address, please contact your department's business manager.

Postal Mailing Address: P.O. Box 9697
City / State / Zip: Mississippi State, MS 39762

***Release of Human Resource Information**
The "Campus Information", "Departmental Information", and "Preferred First Name" sections are considered to be departmental directory information. This information will be available in the campus directory.
"Residence Information" and "Name of Spouse" are considered personal information.
Do you wish to have your personal information published?
 YES Publish my personal information. NO Do not publish my personal information.