



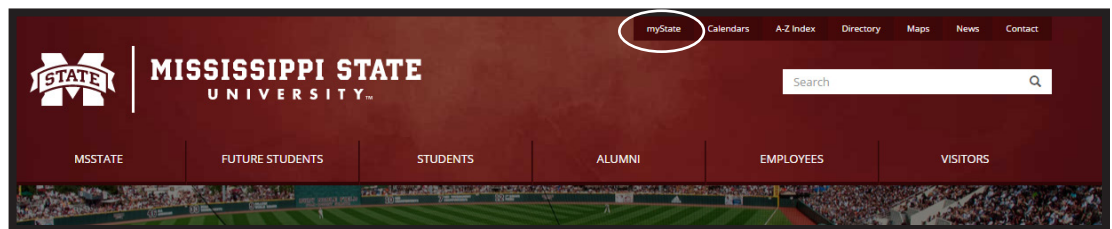
Creating an Alias for Your Official University Email Address

Employees can choose an alias for their official university email address, netid@msstate.edu. The alias consists of one or more parts of the employee's first, middle and preferred first names separated by periods, together with the complete last name. (Employees who go by something other than their legal first name can choose a preferred first name, and the document, "Specifying Your Preferred First Name", has complete instructions on how to do this.)

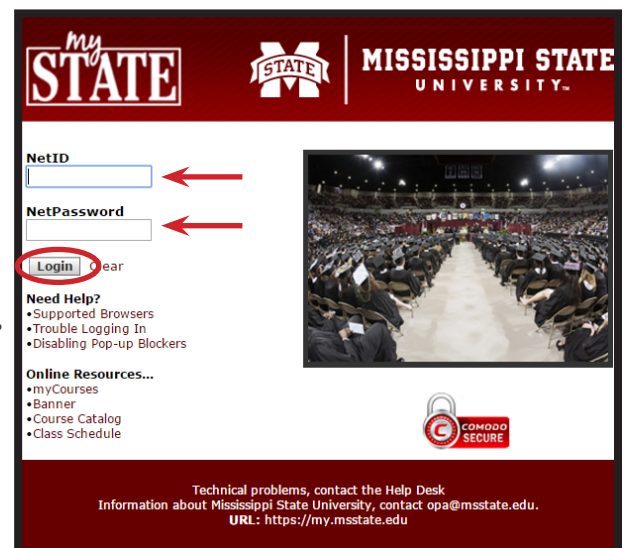
Once an alias is created, it can be used interchangeably with the netid@msstate.edu email address.

This factsheet will walk you through the step-by-step instructions for creating an alias for your university email account.

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.



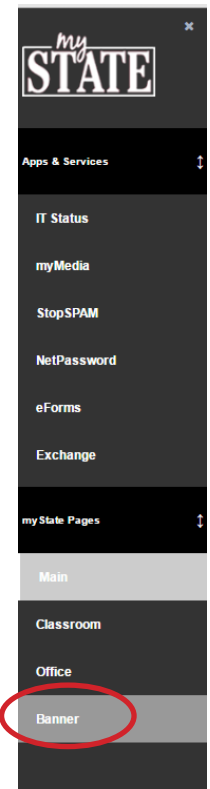
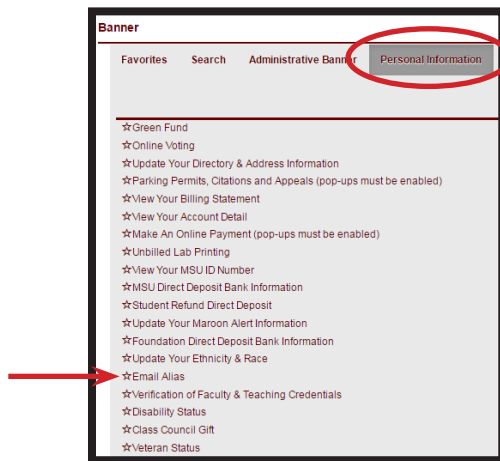
2. Log into myState entering your NetID and NetPassword, and then clicking **Login**.



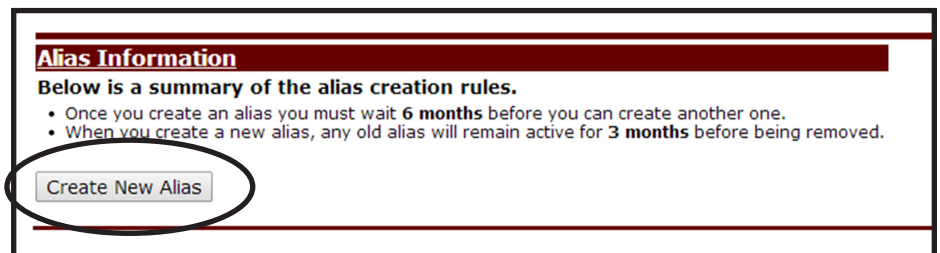


3. Select the **Banner** page from the sidebar.

4. Under the **Personal Information** dropdown menu, select **Email Alias**.



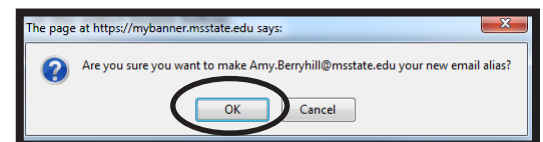
5. In the **Alias Information** page that appears, read the rules for creating an alias, then click the **Create New Alias** button.





6. In the **Alias Information** page, depending on your name and the preferred name you have in your personal and directory information, you have choice combinations. In the left portion of the window, pulldown menus give you the choices. As you make a choice, it appears in the **New Alias** field. If you change your mind, click **Start Over**. When you have the desired name combinations, click **Make Alias**.

7. After clicking **Make Alias**, a confirmation window appears with your **Email Alias**. If you do want to make this change, click **OK**.



8. The **Alias Information window** appears with a summary of the **Alias Creation Rules**, showing what your **Current Alias** is and when it was created.

CONTACT INFORMATION

Voice: 325-0631

Email: helpdesk@msstate.edu

Web: www.its.msstate.edu