Information Technology
O365 Email Services
Change Default Email Address FROM:

Topic: Instructions to change your default email address FROM: to mnstate.edu (Moorhead campus)

NOTES:
- If your contact primary email is already set to the @mnstate.edu address you don’t have to change anything.
- Only one email address can be selected as a primary email address. This is the email that will show as your FROM: address.
- All email addresses assigned to you at any other MinnState institutions (that have migrated to the MinnState Office 365 Single Tenant) are assigned to this email account, so this inbox will accept any email sent to all of these addresses. However, your FROM: address will have to be selected as directed in steps 1 through 6 below and this will be the default on all email that you send.
- This change may take 4-5 hours to go through the system, please give it time to do so.

1. Go to starid.minnstate.edu and select Sign in to Profile

What is a StarID?
The StarID is a username that replaces many login IDs with one ID, one password, everywhere.
You only need one StarID; you can use the same StarID across Minnesota State to log into many services like email, D2L, Brightspace, and more. Change your password in one place — starid.minnstate.edu — and it changes everywhere.
2. Sign in with your **StarID** and **StarID password**.

**StarID Self Service**

Sign in to change your password, email preferences, and security questions.

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<th>Sign in to Profile</th>
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<td><strong>StarID</strong></td>
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<tr>
<td><strong>Password</strong></td>
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<td><img src="sign_in_button.png" alt="Sign in button" /></td>
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3. Select **Office 365 Contact**.

![Office 365 Contact button](office_365_contact_button.png)

- StarID: [Redacted]
- Change StarID password
- StarID Notification Email (not set)
- Change StarID Notification Email
- Employee Office 365 Email: [Redacted]@minnstate.edu

4. Click on **Select New Employee Contact Card**.

**Employee Contact**

- Minnesota State University Moorhead
  - [Redacted]
  - [Redacted]@minnstate.edu
  - 701 15th Street South
  - Library
  - Moorhead, MN 56563

![Select New Employee Contact Card button](select_new_employee_contact_card_button.png)

Return to profile
5. Select your **MSU Moorhead email address**:
   - This is typically `firstname.lastname@mnstate.edu` or an abbreviated form of your last and first name. This email was assigned to you when you were first admitted to the University or hired by the University.

   **Employee Contact**

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<th>Minnesota State University Moorhead</th>
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   Select an email address on the card below to set it as your primary employee email address in Office 365.

   **For More Information**

   Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.