
**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.

Sign in to Profile

StarID 

Password

 Sign in


3. Select **Office 365 Contact**.


StarID Profile **Office 365 Contact** Security Questions


Protect your StarID! Add Security questions.


████████████████████

StarID: ██████████

 Change StarID password

StarID Notification Email : (not set)

 Change StarID Notification Email

Employee Office 365 Email : ██████████@minnstate.edu

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


StarID Profile **Office 365 Contact** Security Questions

On this page you may select what appears on your contact card in Office 365 applications such as email, SharePoint, Skype, and more. Changes to contact information take some time to appear in Office 365.

Employee Contact

Minnesota State University Moorhead

██████████	██████████
Primary email: ██████████@minnstate.edu	700 13th Street South Livingston Lord Library Moorhead, MN 56563
	██████████

 Select New Employee Contact Card

[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.

StarID Profile **Office 365 Contact** Security Questions

On this page you may select what appears on your contact card in Office 365 applications such as email, SharePoint, Skype, and more. Changes to contact information take some time to appear in Office 365.

Employee Contact

Minnesota State University Moorhead

Primary email: [redacted]@mnstate.edu	700 13th Street South Livingston Lord Library Moorhead, MN 56563
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Select an email address on the card below to set it as your primary employee email address in Office 365.

Minnesota State University Moorhead

[redacted]@mnstate.edu

[Return to profile](#)

For More Information

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