New User Guide

Welcome!
You now have access to the Statistics and Probability Department’s computer systems.

Password:
Please change your password immediately. Once logged in with your temporary password, the easiest way to change your password is to press Ctrl+Alt+Del (Ctrl+Alt+End if using a remote session) and selecting ‘Change Password’. You will need to change this password once a year.

Your password must be at least 8 characters long, not contain your name or username, must be unique from your previous 24 passwords, and contain three of the following four criteria:

1. Uppercase Letters
2. Lowercase Letters
3. Special Characters (ex. @*^$#
4. Numbers

E-Mail Access:
To access your MSU Office365 mail account on your department computer, simply open the ‘Outlook’ program. The software will attempt to log in with STT credentials – simply change the address and password to match your MSU credentials, and your department system will synchronize. Alternately, you can browse to https://spartanmail.msu.edu and enter your MSU username and password.

Mobile:
If you would like to connect your mobile devices to your MSU mail, it is recommended that you use the Microsoft Outlook app – your personal accounts can be added to it as well to provide a single message stream. If you’d like to use other mail clients, Microsoft has a guide: Set up Office apps and email on a mobile device

Application Server:
The department’s application server is available to connect you to your desktop while you are not in the department. Instructions are available – use your STT credentials to access.

Printing Quota:
As you print on the department printers, you may receive quota messages. This does not affect your ability to print, it only triggers a review of your printing history to confirm that it is department appropriate.

Room Calendars:
To schedule reservations for Statistics and Probability Department rooms, please use the Spartan Mail calendar system. Instructions are provided on the STT website.

Further Questions
If you have any further issues, please contact the IT department by whichever method you prefer:
In person: Wells Hall, Room C407
By phone: 517-432-4068
By email: huffordw@msu.edu