

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