DEPARTMENT of EPIDEMIOLOGY AND BIOSTATISTICS

EMAIL HANDBOOK

CLICK ON A TOPIC TO GO DIRECTLY TO IT.

Conference Rooms | Distribution Lists | Unblocking images in email
Email and Tablet Setup | Opting out of MSU Alert Notifications
Adding email to a phone, tablet or Outlook
Changing my email display name | Changing your email address
HOW TO BOOK A CONFERENCE ROOM

West Conference Room | Central Conference Room | East Conference Room

Interview Room 629 | 218 Conference Room
CONFERENCE ROOM BOOKING

From Outlook select **NEW ITEMS - NEW MEETING**
Click **ROOMS** and type **epi**

Select the Conference Room and then select **SCHEDULING ASSISTANT** to see if date and time is available.
You can toggle back and forth between appointment and scheduling assistant
If the meeting is a **RECURRING** one select the **Recurrence button** and select the date and time.
Put the name of the meeting in the **Subject area** - Optional add other names you would like to include so the meeting can be added to their calendar.

CLICK **SEND** - you will either receive a **CONFIRMATION** OR **REJECTION** email
TO MODIFY OR CANCEL A MEETING

Go to your calendar. Find the meeting. Click on the meeting to open it up and make the appropriate changes. Click Send Update.
BOOK A MEETING THROUGH WEB ACCESS

Click CALENDAR (bottom left) then NEW EVENT
DISTRIBUTION LISTS
What are they and how do you use them?

• “DLs” are a group of mail recipients that is addressed as a single recipient. DLs are used to send email to groups of people without having to enter each recipient’s individual address.

• Can be shared within and out of department. We can create a DL for your group.

• Example QUANTGEN, CHARMSTUDY groups
  • epi.dl.quantgen@msu.edu | epi.dl.charmstudyoffice@msu.edu

• The lists can include email addresses comprised of MSU, Hotmail, Gmail, other universities.

• Anyone in the group can send to all the members.
Some of our DISTRIBUTION LISTS

epi.dl__

epi.dl.EpiBioAll – Includes faculty, staff, office workers, PhD, MS Epidemiology and Biostatistics students

epi.dl.office – all office workers, 6th · 2nd floors and IQ

epi.dl.faculty – All department faculty

epi.dl.GradStudents – is comprised of the four below (includes all PhD, MSU Epidemiology and Biostatistics GRAD STUDENTS)

epi.dl.MSBioStudents  |  epi.dl.PhDBioStudents
epi.dl.PhDEpiStudents  |  epi.dl.MSEpiStudents

epi.dl.space – All space related questions in our office

epi.dl.staff – staff employees
Click To: and then type in epi.dl
From email click on the To: and type epi.

epi.FrontDeskStudent | epifrontdeskstudent@msu.edu
BLOCK OR UNBLOCK AUTOMATIC PICTURE DOWNLOADS IN EMAIL MESSAGES

Blocking pictures can help protect your computer. Microsoft Outlook is configured by default to block automatic picture downloads from the Internet. You can, however, unblock pictures that you think are safe to download.

Advantages of blocking automatic picture downloads include:

- Helping you avoid viewing potentially offensive material (when external content is linked to the message).
- Helping to keep malicious code from damaging the data on your computer.
- Allowing you to decide—especially if you’re on a low-bandwidth connection—whether a particular image warrants the time and bandwidth required for downloading.
HOW TO UNBLOCK PICTURES

- Single Message – right click with your mouse where it says to CLICK HERE TO DOWNLOAD PICTURES
- Add Sender to Safe Senders List

in the case of MSU

- Add the domain @msu.edu to Safe Sender List
TO UNBLOCK SO ALL IMAGES SHOW IN YOUR EMAIL

Either right click on the email where it says *Click here to download pictures* and then select Change Download Options

or select FILE – OPTIONS – TRUST CENTER – TRUST CENTER SETTINGS and uncheck Don’t download pictures automatically in HTML e-mail messages
PHONE, TABLET & OUTLOOK SETUP
**Using the Apple app**

### iPhone and iPad email setup

1. Open the SETTINGS app.
2. Select PASSWORD AND ACCOUNTS
3. Add Account - Select EXCHANGE

4. Type in your email address and give it whatever description you would like

5. After pressing NEXT you will be asked to sign in with your MSUNet username and Password.

6. On the next screen choose whatever options you would like enabled on your device and adjust the MAIL DAYS TO SYNC to whatever you would like your device to show. This can be from 1 day to No limit.
Using the Outlook app
Apple & Android

Outlook App email setup
(iPhone & Android)
To add an account press the gear button to add an account

1. Open the app, then select ADD AN ACCOUNT to begin.
2. Enter the required account information shown below
3. Enter your MSU email address and password,
4. Your account is set up.
Using the Android app

Android EMAIL Configuration

The following instructions provide the specific settings required for configuring your Spartan 365 account on an Android devices. Note: The screenshots below are examples taken from an HTC One M9 running Android 5.0. Please note that the process may differ for your device.

1. Open the Mail app on your device and add a new account.

2. Select the option for an Exchange server, which may appear as, but is not necessarily limited to, Microsoft Exchange, or Microsoft Exchange ActiveSync.

3. When prompted to add your account, enter your full email address as the user name and your NetID password.

4. Select Next to continue. The auto-discover process should automatically locate the server and move to the Exchange ActiveSync settings window. If this occurs, you may skip to step 6.

5. If the auto-configure process fails to locate the server, you will need to enter the information manually. Required settings are provided below.

6. Verify your account settings. Specific settings are provided below:
   - Email Address: netid@msu.edu
   - Server Address: outlook.office365.com
   - Domain: None (Leave blank)
   - Username: netid@msu.edu
   - Password: Your NetID password
   - Secure (SSL) Connection: Enabled

7. Select Next to move to the Exchange ActiveSync settings window.

8. Continue to the completion screen. The account name will likely default to msu.edu, however you may adjust it as desired. Select Finish, or the equivalent provided by your app, to complete the process.

The account will now be ready for use. The setup process will typically deposit you in the Inbox once it completes.
Outlook for computer setup  
MAC & WINDOWS

OUTLOOK SETUP FOR MSU SPARTAN EMAIL  
(WINDOWS)

FILE > ADD ACCOUNT > Add your MSU username and password when asked

Select THIS APP ONLY uncheck SETUP OUTLOOK MOBILE ON MY PHONE, TOO IF ASKED
ACCESSING EMAIL AND EMAIL HELP

- ACCESS EMAIL REMOTELY FROM DEPARTMENT WEB SITE
- ALSO GET HELP ON SETTING UP EMAIL ON PHONES, TABLETS, COMPUTERS - clicking on HELP tab under WEBMAIL

JUNK MAIL

- Adjust settings how you like
- Block or add people to safe sender list
- If you notice something suspicious notify Mark or Linda

EMAIL DELETED ITEMS

- In the past items would be remove anything older then 30 days weekly
- NOW, nothing is being removed.
- Up to you to keep your trash or empty your trash
HOW TO OPT OUT OF MSU ALERT NOTIFICATIONS

Go to https://alert.msu.edu/

Login at the PORTAL LOGIN

When logged in click the edit button on MY PROFILE

Under the Here’s How to Contact Me

click
• Click the blue button
• Select your time zone
• Give your setting a name
• Select the 24 hours box if you want “Quiet Time” from the notices. (this means 24/7 no more messages) or select the time that you don’t want to receive these types of messages
Can I change my email display name?

- Go to EBS – MY PERSONAL INFORMATION (LOCATED AT THE TOP) PERSONAL PROFILE
- Click on the pen/pencil icon of personal information.
- There is a section that says “also Known As Name Data” You can change it there so that your display on email and other things related at MSU will show
I DON’T LIKE MY MSU EMAIL ADDRESS. CAN I CHANGE IT?

Used to be

jdoe@epi.msu.edu

Now, you are

doj45739@msu.edu

FOR

John Doe doj54739@msu.edu can now become

jdoe@msu.edu or doe@msu.edu or whatever reasonable choice if it is available
For example **Ethan,**

PhD Biostatistics Student who works with Dr. Honglei Chen

caozichu@msu.edu is now **zc@msu.edu**

Go to netid.msu.edu to begin the process
CREATING EMAIL ADDRESSES

• We still have the ability to create email addresses for projects, students etc.

• For projects, this allows students to use an email address for the research work without having them have to use their own personal email address

• Still VERY important to know if someone leaves or someone new who will be working in the department. Even if they won’t be printing, needing email.