

How to change your mail.msu.edu preferences to receive all mail from the Occupational Health office

1. Login into your mail.msu.edu account

Note: i.e. mail.msu.edu and log in with your MSU Net ID and password. Do this even if you use Outlook or another email client to read your email.

2. Click **Preferences** in the top navigation bar.
3. In the Trusted/Blocked Sends section under the sub-section titled Trusted Address, enter the Occupational Health email address of **occhealth@ht.msu.edu**.

The screenshot shows the 'mail.msu.edu' Preferences page for user 'tormala@msu.edu'. The 'Trusted/Blocked Senders' section is circled in black. Within this section, the 'Trusted Addresses' text box contains the email address 'occhealth@ht.msu.edu'. The 'Update preferences' button at the bottom of the form is highlighted with a yellow box. An arrow points from the text in step 3 to the 'Trusted Addresses' text box.

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4. After you enter the Occupational Health email address click **Update Preferences**.

Note: After you click **Update Preferences** you will remain in the same screen. To close the preferences window click **Folders** in the top navigation bar.