1. Log into myState with your NetID and NetPassword.

2. Select the Banner page from the sidebar menu.

3. Under the Personal Information dropdown menu, select Update Your Directory & Address Information.
4. Select the Directory Profile link.

5. If you have had your business photo taken and it has been uploaded to the Exchange server, it will appear in the Business Photo section of your Directory Profile. You may choose to have it displayed in Exchange and/or the MSU public online directory. By default, the No button is selected. To display your photo in Exchange and/or the MSU public online directory, select the Yes button.

6. After you have made your choices, click the Update/Verify Directory Information button.