Forwarding your student email account to your personal email account

**Step 1:**
Log into your student email account and then...

Click!

**Step 2:**

Click!

Settings
Step 3:

Settings

- General
- Labels
- Inbox
- Accounts
- Filters
- Forwarding and POP/IMAP
- Chat

Language:
- Midwestern Baptist Theological Seminary Mail display language: English (US)

Phone numbers:
- Default country code: United States

Maximum page size:
- Show 50 conversations per page
- Show 250 contacts per page

Images:
- Always display external images - Learn more
- Ask before displaying external images

Browser connection:
- Always use https
- Don't always use https

Step 4:

Settings

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Forwarding:
- Learn more

Add a forwarding address

Tip: You can also forward only some of your mail by creating a filter!

POP Download:
- Learn more

1. Status: POP is disabled
   - Enable POP for all mail
   - Enable POP for mail that arrives from now on

2. When messages are accessed with POP: keep Midwestern Baptist Theological Seminary Mail

3. Configure your email client (e.g. Outlook, Eudora, Netscape Mail)
   Configuration instructions

IMAP Access:
- (access Midwestern Baptist Theological Seminary Mail from other clients using IMAP)
- Learn more

Status: IMAP is disabled
- Enable IMAP
- Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
Configuration instructions
Step 5:
Enter your personal email address here!

Add a forwarding address
Please enter a new forwarding email address:
example@gmail.com

Next  Cancel

Step 6:
Click!

Confirm forwarding address
Forwarding mail to example@gmail.com

Proceed  Cancel
Step 7:

Click!

Add a forwarding address

A confirmation code has been sent to verify permission.

OK

Step 8:

Check your personal email account and place your confirmation code in 'here'. Then click the 'Verify' button!
Step 9:

You are Finished! Now your student emails will be forwarded to your personal email account!

**Notice**

When communicating with MBTS support or admissions, you will need to correspond using your student email account. Communication via personal email accounts will not be recognized.