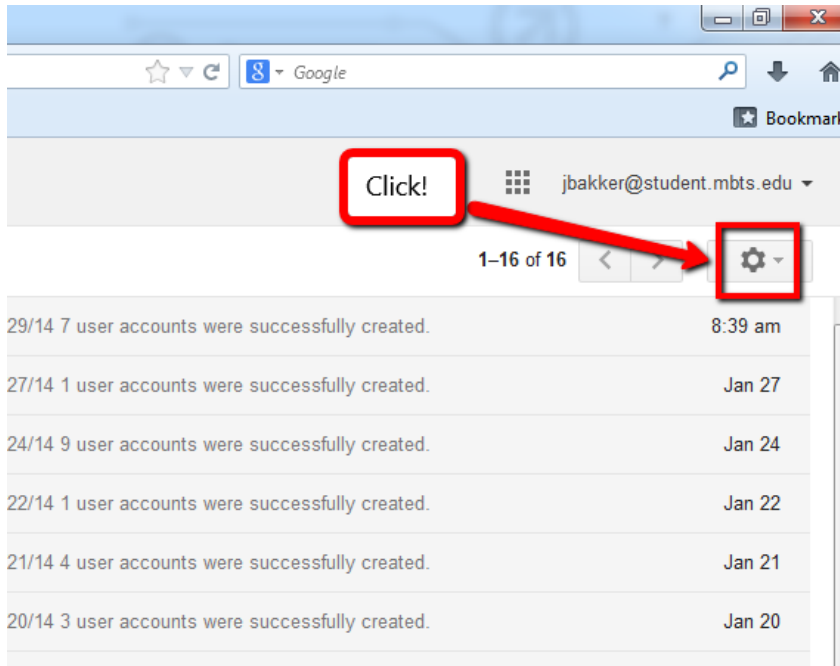


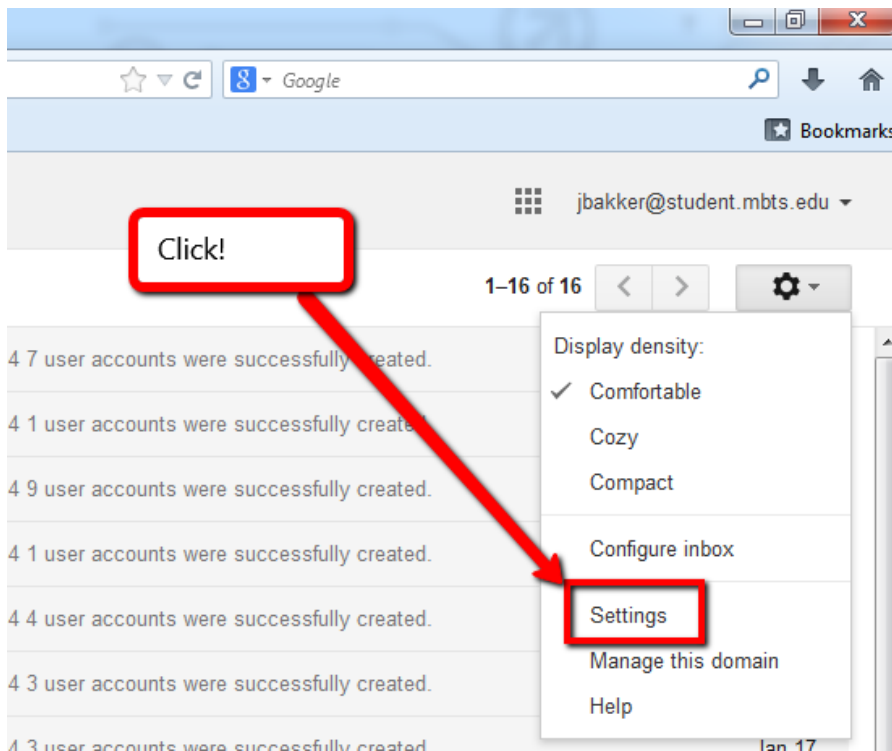
Forwarding your student email account to your personal email account

Step 1:

Log into your student email account and then...



Step 2:





Step 3:



Settings

Click!

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

Language: **Midwestern Baptist Theological Seminary Mail display language:** English (US) 
[Show all language options](#)

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
[Learn more](#)

Step 4:

Settings

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat

Click!

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 Semin:

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

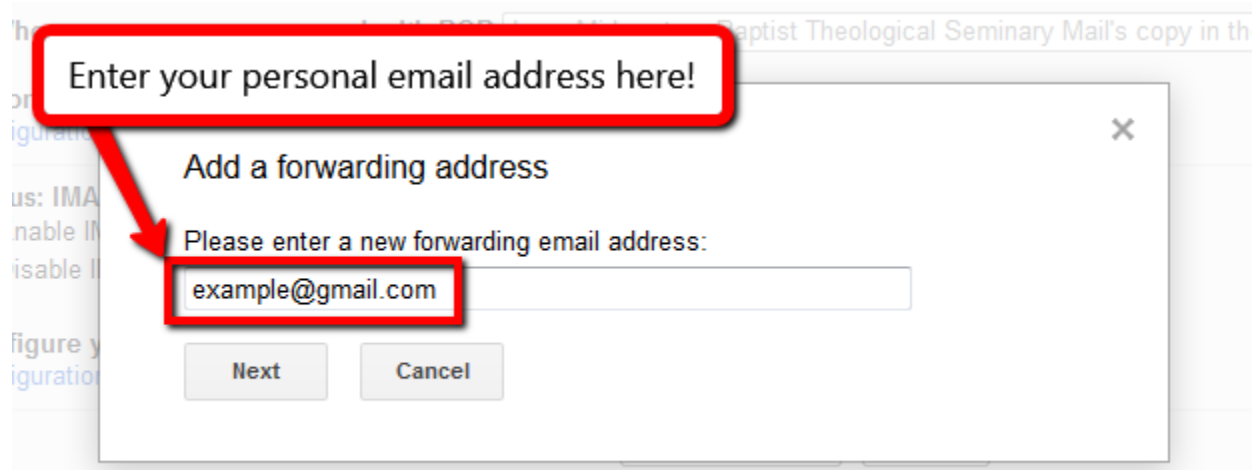
IMAP Access:
(access Midwestern Baptist Theological Seminary Mail from other clients using IMAP)
[Learn more](#)

Status: IMAP is disabled
 Enable IMAP
 Disable IMAP

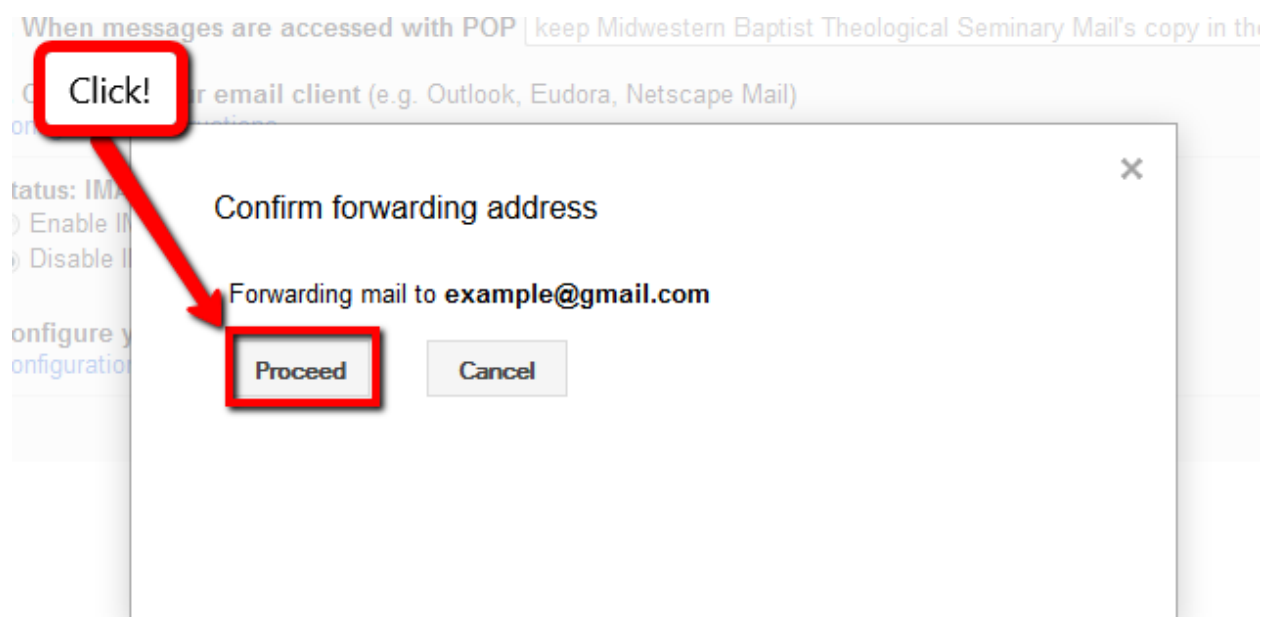
Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

Save Changes Cancel

Step 5:



Step 6:



Step 7:

2. When messages are accessed with POP

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

[Configuration instructions](#)

Status: IMAP

Enable IMAP

Disable IMAP

Configure your email client

[Configuration instructions](#)

Click!

Add a forwarding address

A confirmation code has been sent to verify permission.

OK

©2014 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#)

Powered by 

Step 8:

Settings

[General](#) [Labels](#) [Inbox](#) [Accounts](#) [Filters](#) [Forwarding and POP/IMAP](#) [Chat](#)

Forwarding:

[Learn more](#)

Verify [example@gmail.com](#)

[Re-send email](#) [Remove address](#)

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

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

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 9:

Settings

General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat

Forwarding:
[Learn more](#)

Click 1st! → Forward a copy of incoming mail to [redacted]@gmail.com (in use) and Disable forwarding

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

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](#)

Click 2nd! →

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.