Directions for Forwarding Your MBU E-mail

1. Go to [www.mobap.edu](http://www.mobap.edu) and click the e-mail login link

2. Log into your e-mail and click the Options tab. Select the option to create an inbox rule.
Directions for Forwarding Your MBU E-mail

3. Click “New” to create a new rule.

4. Choose the below information for the drop down boxes.
Directions for Forwarding Your MBU E-mail

5. When this box pops up type your home e-mail address in the very bottom “to” line. Then Click “OK”.

6. Click “save” to save the new rule. Now all MBU e-mails will forward to the address you entered.

*All e-mail received at your MBU e-mail address will now be forwarded to the address you specified. Please note that messages forwarded by this rule will show YOU (i.e. your MBU e-mail address) as the sender of the message, so use caution when replying to forwarded messages.