

# MBA MEMORANDUM

TO: First-year MBA Students  
FROM: MBA Office  
DATE: March 07, 2008

SUBJECT: BYU Email Address

To facilitate easier address changes, and to create a permanent byu.net address capable of forwarding to an account of your choice, you will need to create an email alias.

This alias will serve as a permanent address in our records and can be modified to deliver messages to any email account you may have. This gives you the flexibility to change where you will receive MBA emails without having to notify our department or anyone else who sends to your alias address.

Once first-year MBA orientation begins on August 20<sup>th</sup>, the MBA Program will send all program-related email to students through your byu.net email alias. Therefore, you need to make sure that the address listed in Route Y and notify the MBA office of this new alias prior to August 01, 2008.

## Step 1 – Creating a byu.net email alias:

- 1) Login to “Route Y” online (<http://ry.byu.edu>)
- 2) Select “E-mail Alias Manager”
- 3) Under “Alias Email Address”, enter the address prefix of your choice
- 4) Select “byu.net” in the dropdown box for your address suffix
- 5) Under “Forwards To” enter the email address where you would like to receive communications from BYU (you may change this at any time)
- 6) Click “Make Changes”

## Step 2 – Updating contact information on Route Y:

- 1) Login to “Route Y” online (<http://ry.byu.edu>)
- 2) Select “Personal Information” under the Communication heading
- 3) Select “Contact” on the blue menu bar
- 4) Select “Email Address”
- 5) Enter your byu.net alias and click “Save”

## Step 3 – Notifying the MBA office of your new alias:

- 1) Send an email to [melindamba@byu.edu](mailto:melindamba@byu.edu) indicating your new byu.net alias address. Please use “email alias” as the subject.

**The majority of information sent to you regarding the MBA Program will be sent by email. Therefore, it is your responsibility to retrieve your messages daily when you are in the program.**

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I understand that all messages relating to the MBA Program will be sent to the email address I’ve listed on Route Y (the byu.net alias), and that it is my responsibility to retrieve the messages from that account daily when I am in the MBA Program.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please sign and return this form to the BYU MBA Office (635 TNRB, Provo, UT 84602) by  
Friday, August 01, 2008**