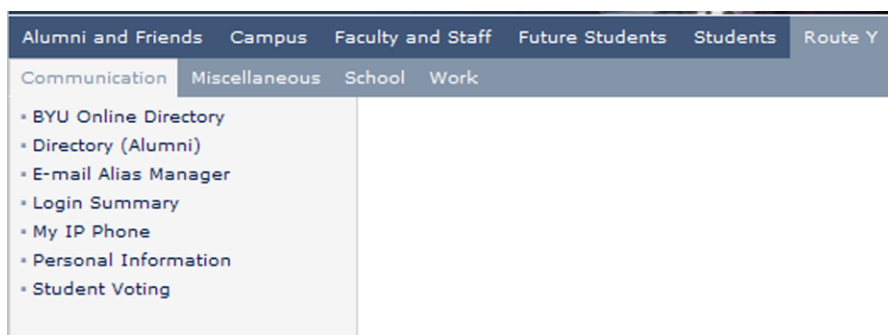


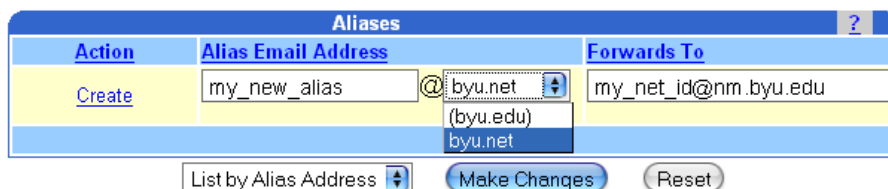
Creating an Alias for Your BYU Basic Email Account

An e-mail alias is like a standard e-mail address (my_address@byu.net), but is not bound to a specific account. An alias can deliver messages to your BYU e-mail account or to an external account. The following will help you create an alias to be used during your experience in the MBA program. If you change your e-mail address during the program, please keep the same alias and change the forwarding address. This will save you the trouble of updating your address in multiple locations.

1. Create your Basic Email account by logging into Route Y and clicking “E-mail Alias Manager.”



2. Enter the desired name for your email alias in the field below “Alias Email Address.”

A screenshot of the 'Aliases' form. The form has a table with three columns: 'Action', 'Alias Email Address', and 'Forwards To'. The 'Action' column has a 'Create' link. The 'Alias Email Address' column has a text input field containing 'my_new_alias' followed by a dropdown menu with options: '@byu.net', '(byu.edu)', and 'byu.net'. The 'Forwards To' column has a text input field containing 'my_net_id@nm.byu.edu'. Below the table are three buttons: 'List by Alias Address', 'Make Changes', and 'Reset'.

3. In the drop-down box, select “byu.net” rather than “byu.edu.” This will allow you to keep this alias after graduation. When you graduate, you will need to set the alias to forward to an external account.
4. Below “Forwards To,” you may either type the actual name of your BYU email address (your_net_id@nm.byu.edu), or you can type the name of an external account where you would like to receive messages from the MBA program.
5. Click “Make Changes.”