

If you have never logged into BlackBoard before, follow the instructions below to set up your password before forwarding your email.

### **Logging into BlackBoard for the first time and changing your password**

1. Go to <https://mymiami.muohio.edu/webapps/portal/frameset.jsp>
2. Log in using your Unique ID and password.

**NOTE: If you have never logged into your Miami account before, you will use your default password—see below.**

By default, your MUnet password is derived from your birth date and social security number as follows:

- 2 digit birth month
- + 2 digit birth day
- + last 4 digits of your social security number

Example: A birthdate of March 1 and a social security number of 123-45-6789 results in a default MUnet password of 03016789.

Once you have logged in, you will be automatically taken to a page to change your password for security reasons. Just follow the instructions on the web page. Please note that you will be required to use a combination of uppercase, lowercase and a number. (The info is all on the password change page.)

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### **Forwarding your MU email account to your home email address:**

1. Go to <http://netapps.muohio.edu/phpapps/directory/>
2. Type your name in the search box and click the Search button.
3. When you see your entry, click the **Log In** link in the left navigation bar. (Use Miami Unique ID and your changed password.)
4. Once you're logged in, click the **MU Connect** link in the left navigation bar.
5. In the Message Forwarding section, click the second radio button and add your personal email address.
6. Click the Save button at the bottom of the page.

Once you have done that, all messages sent via the TAH 4 Blackboard page will come to your personal email account. Make sure that your anti-spam software is set to receive email from muohio.edu or it might end up in your spam/junk folder.

If you have any problems, please contact me directly at [liz.miller@muohio.edu](mailto:liz.miller@muohio.edu), and I'll do my best to help you out.