How to setup/change your BU email forwarding address
You can change the settings on your BU Account to forward all emails sent to your BU email address, including the INSPIR notification emails, to your favorite email address. To do so, go to: http://www.bu.edu/computing/email/forwarding/
Log in using your BU username and kerberos password (same as INSPIR credentials)
If you get the following error message:

“Error: can't find Exchange mailbox on AD.”

This means that your BU email account was converted to an Office365 email account. In this case, please use the following instructions instead:

http://www.bu.edu/tech/services/comm/email/office-365-outlook/email-forwarding/
If you did not get any error messages after signing in, you should be brought to this screen.

Click on “Use a custom email address”
Type in your favorite email address. We recommend checking the small box to keep a copy of your emails on Exchange.

When done, click on “Forward & Save in Exchange”
Click on “Confirm & Continue” to save your changes.