<u>Instructions for forwarding your Ryerson Matrix Mail to your Arts Mail:</u>
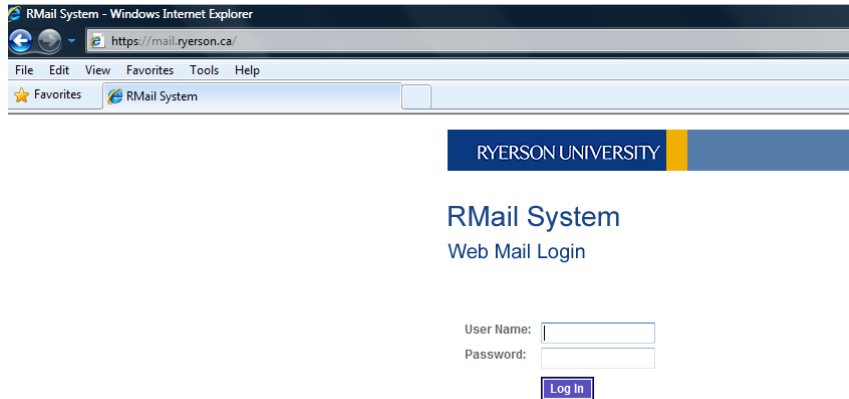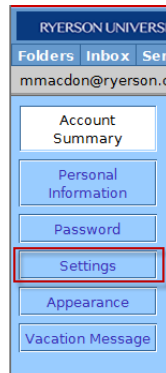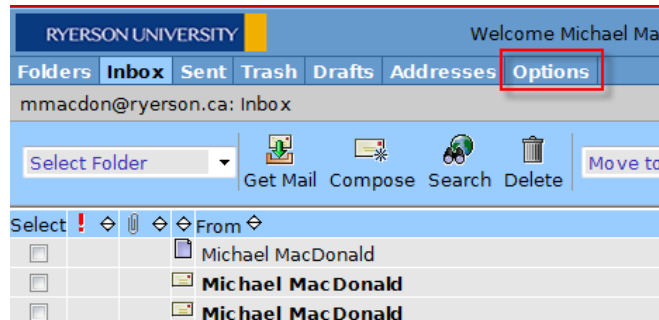
1. To begin, open a web browser and browse to http://mail.ryerson.ca

2. Logon with your matrix username and password
3. Click **Options** and then **Settings**

Faculty of Arts – Ryerson e-mail forwarding Instructions
Problems with this Document? E-mail Michael MacDonald (mmacdon@ryerson.ca)
Technical Questions? Contact the **ARTS Helpdesk** at (416)979-5000 ext. 2723

4. Under settings you'll want to make the following changes:

Note: For consistency, we recommend using the @arts.ryerson.ca address here but the @politics.ryerson.ca, @psych.ryerson.ca, etc will also work. Your username will be the same as the username you type when you access ARTS webmail (http://mail.arts.ryerson.ca)

5. Don't forget to hit **Save Changes!!!**
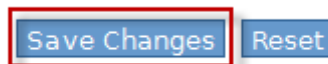
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