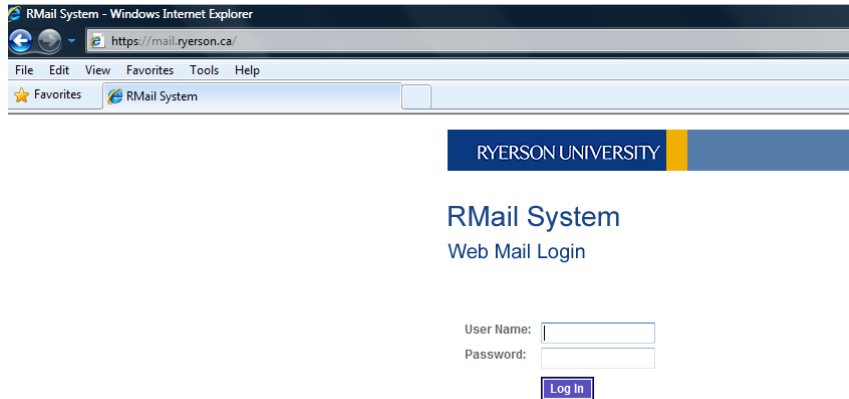
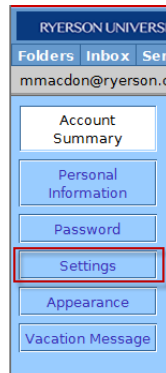
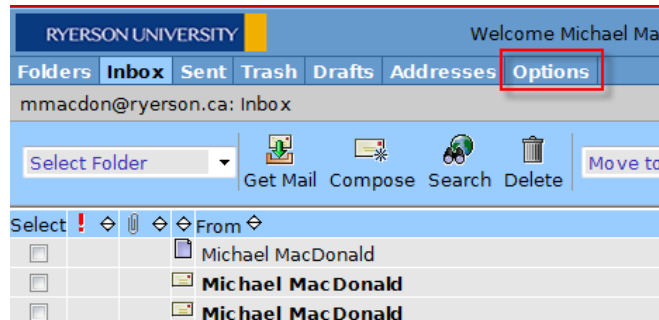


## Instructions for forwarding your Ryerson Matrix Mail to your Arts Mail:

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**



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

RYERSON UNIVERSITY Welcome Michael MacDonald

Folders Inbox Sent Trash Drafts Addresses Options

mamacdon@ryerson.ca: Inbox

Account Summary

Personal Information

Password

Settings

Appearance

Vacation Message

**Settings**  
Use this form to modify the behavior of Messenger Express.

**Deleting Mail**

Move deleted messages to

Empty folder on logout

Mark messages deleted (use Expunge to delete p

Remove deleted messages from Inbox on log

**Spell check**

Always check spelling before sending a message

**Sent Messages**

When sending a message place a copy in

**Message Drafts**

Keep message drafts in

**Reply Quoting**

Automatically quote original message when replying.

**Mail Forwarding**

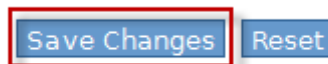
Forward copies of new messages to (one address per line):

Enable forwarding

Don't leave copy on server

**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!!!**



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

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