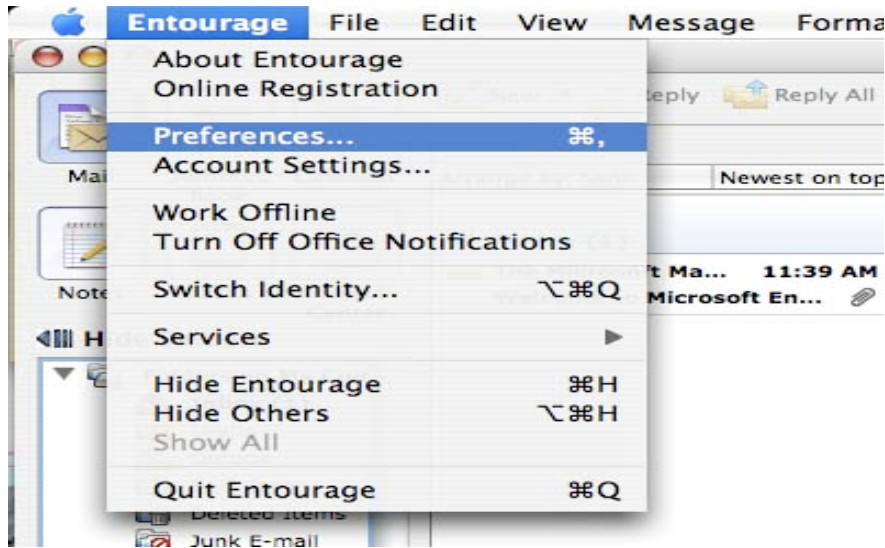


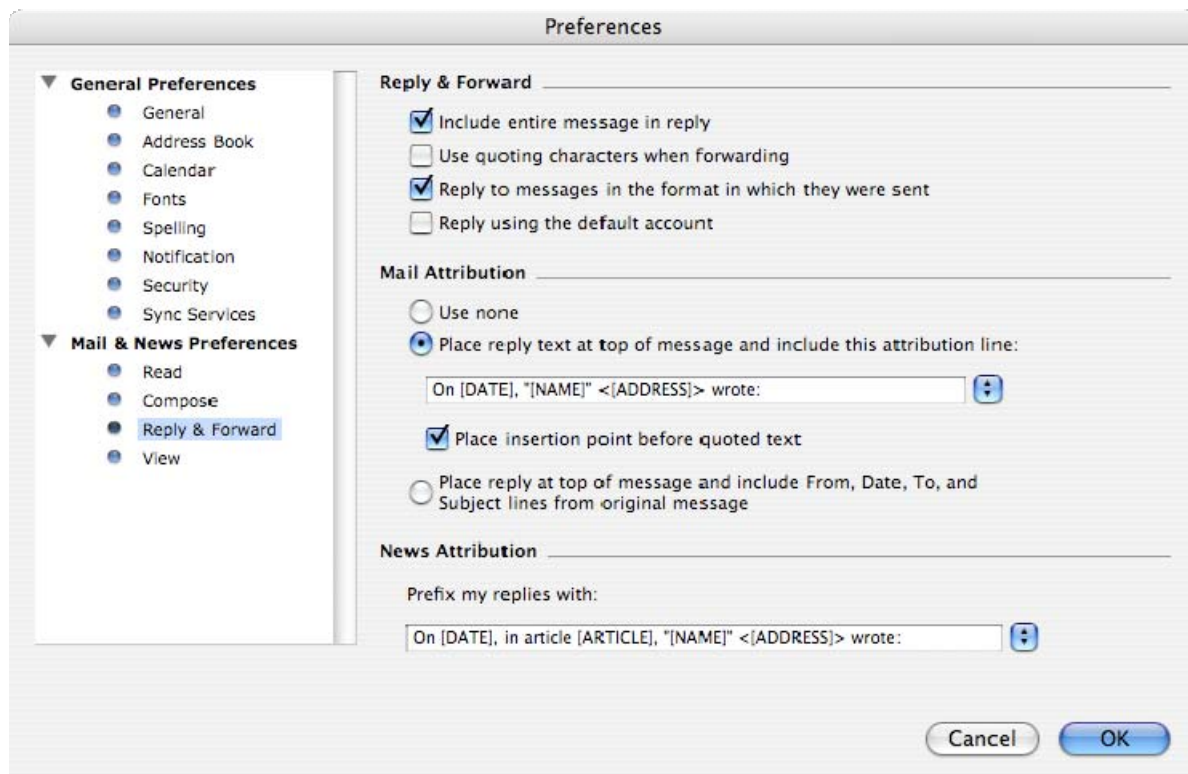
Updating Entourage Reply and Forward Settings

1. Go to the *Entourage* menu and select **Preferences** from the drop-down menu.



2. Click on **Reply & Forward** in the left column. On the right side of the window, you should see *Mail Attribution* settings.

- If the radio button *Place reply text at top of message and included this attribution line:* is set as below you do not need to change anything as your address will automatically have changed to first.last@csn.edu.




3. If you had manually entered text including your old ccsn.edu address, enter your address in the brackets as first.last@ccsn.edu. You can enter any other text you like as well.

Mail Attribution

Use none

Place reply text at top of message and include this attribution line:



Place insertion point before quoted text

Place reply at top of message and include From, Date, To, and Subject lines from original message

4. Click **OK**.

The new reply and forward settings will be saved.