

## Instructions for Forwarding Email from **@centenary.edu to @my.centenary.edu**

These instructions apply to **students only**. Faculty and staff email address are not changing.

You may forward new messages from your old @centenary.edu email account to your new @my.centenary.edu account by following these steps:

1. Go to <http://webmail.centenary.edu> and log in
2. Click on "Options"
3. Click "Auto Response: Reply or Forward"
4. Check the box beside "Forward?" and leave all other boxes unchecked
5. Enter your my.centenary.edu email address (this is typically the same as your current centenary address but with @my.centenary.edu)
6. Click "Finish"
7. Click "Sign Out"