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 ccse.edu address, enter your address in the brackets as first.last@csn.edu. You can enter any other text you like as well.

4. Click **OK**.

The new reply and forward settings will be saved.