



How to Forward Email from Old Student Webmail to Outlook Live

Introduction:

This how to guide explains how to forward your email messages from your old Webmail account to your new Outlook Live account.

Prerequisites:

N/A.

Instructions:

1. From a web browser, navigate to Swinburne's website <http://www.swinburne.edu.my>.
2. Click on "Current Students"
3. Click on the appropriate link to the old Student Webmail
4. When prompted, type in your Novell username and password and then click OK to login to your old webmail
5. Forward your messages to studentid@migrate.students.swinburne.edu.my

Your messages will be forwarded to your new Outlook Live mailbox.