REDIRECTING EMAILS FROM YOUR TAFE NSW STUDENT EMAIL ACCOUNT TO A PREFERRED EMAIL ACCOUNT

Available from: https://my.tafensw.edu.au

1. Log into the TAFE NSW Student Portal https://my.tafensw.edu.au with your TAFE username and password.

2. You must agree to the terms of use if this is your first time logging on. You will then be re-directed to your dashboard.

3. To access your email account, click on the Email Application button from the Resource and Information Links box.

4. Your email account will now open in a new window. On the top right-hand side of the screen, select the cog icon which will direct you to your email settings.

Alternatively, there is a desktop icon on all classroom and library computers. This still requires you to login with your TAFE username and password.
5. Select the **Forwarding** option

6. A window will open. Type your preferred email address into the box and select **Next**.

7. All your TAFE emails will now appear in your preferred account unless you cancel this request. To do this follow steps 1-5 and then remove the forwarding address.

   **REMEMBER to log out of the Student Portal before you leave the computer.**