
2. Choose Agree to continue.

3. To access your email, click on the Email link in the top right.

4. Click the gear icon - upper right - and select Settings from the dropdown list.

5. Click on Forwarding and POP/IMAP. Then click on Add a forwarding address.

6. A prompt box will pop up. Type in your preferred email address and click Next.
Check that you have typed your email address correctly.

- If your email address is incorrect, choose Cancel to return to previous screen
- If your email address is correct, choose Proceed

7. For your security, a confirmation code will be sent to your preferred email account. Select OK.

8. Open your preferred email account and find the confirmation message from TAFE NSW.

9. Write down the confirmation code.

10. Return to your DEC email account and the Forwarding and POP/IMAP tab in Settings.

11. Enter the code and click on Verify.

12. Select the “Forward a copy of incoming mail to...” that now appears.

   Ensure your preferred email address appears in the drop down menu.

13. Select the action you’d like your messages to take from the next drop down menu.

   Eg. Keep TAFE NSW Mail’s copy in the Inbox.

14. Scroll down and click on Save Changes.