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.
The following menu, to the left, will appear:

5. Select **View all Outlook settings** from the bottom of the menu
6. Then select Mail > Rules from the following menu

![Image of Outlook settings menu]

7. A window will open. Enter the required information; Rule name, Add a condition, Add an action for the redirection to occur. Then select Save.

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