HOW TO REDIRECT YOUR TAFE EMAIL TO A PERSONAL ACCOUNT

Things you need to know about your email account:

- Your email address is your TAFE username followed by @tafensw.net.au (e.g John.Smith1@tafensw.net.au).
- Your TAFE email is the preferred way for your teachers to contact you.
- You can forward your TAFE email to a personal email account.
- For assistance using your TAFE email please see library staff.

**STEP 1.** Go to:
https://my.tafensw.edu.au or Google TAFE NSW student portal.

**STEP 2.** Log in using your TAFE User Name and Password.
**STEP 3.** Read the terms of use, then select “I Agree”.

**STEP 4.** Click on your Email account.
STEP 5. Click on the Gear icon in the upper right hand corner of the page, then click on Settings.

STEP 6. Click on Forwarding and POP/MAP. Then click on Add a forwarding address.

STEP 7. Type your preferred email address into the box and click Next.
STEP 8. Check that you have typed your email address correctly. If your email address is correct, choose Proceed.

STEP 9. For your security, a confirmation code will be sent to your preferred email account. Select OK.

STEP 10. Open your preferred email account and find the confirmation message from the TAFE NSW Team. Click on the verification link in that email.

STEP 11. Return to your TAFE email account, and open Settings again.
STEP 12. Click on Forwarding and POP/IMAP, then select the “Forward a copy of incoming mail to...” option and choose your preferred email forwarding address from the drop down menu.

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

STEP 14. Scroll down and click on Save.