Online Services

How to forward your TAFE email to another email account

Steps

1. Login to your computer and open up your browser to access the internet.

2. Go to https://my.tafensw.edu.au by clicking on this link or copying and pasting it on the browser’s address field.

3. The portal login page will display. Enter your Student user ID (e.g. john.citizen1) and password to login.

4. Click Log In

5. Read the Student portal - Terms of use. To accept, click Agree
6. Your student portal page will launch and you can access your email by clicking on the Email icon.

7. Click located in the top right of your TAFE email.

8. Then select **Settings**

9. Under **Settings**: 
   a) Select **Forwarding** tab.
   b) Click **Add a forwarding address** button.
   c) When the Add a forwarding address window appears, type in your email address that you want to forward to and click **Next**.
   d) If the email address is correct, click **Proceed**.
   e) Then click **OK** to finalise in the next pop-up window.
      A verification email with a confirmation code will be sent to the email account to which you have forwarded your TAFE student email.
Confirmation email

10. Login to the email account that you have forwarded your TAFE student email.
   a) Open the TAFE NSW Forwarding Confirmation email.
   b) Click on the long confirmation link in this email to confirm the request to forward OR type in the Confirmation code in the field and click Verify in your TAFE student email account.

   ![Confirmation email interface]

   c) Once you have verified the code you will need to choose the Forward a copy of incoming mail option and select the appropriate action:
      - Keep TAFE NSW Mail’s copy in the Inbox. (recommended)

   d) Then click Save Changes.

You have successfully forwarded your TAFE emails to your nominated email account.