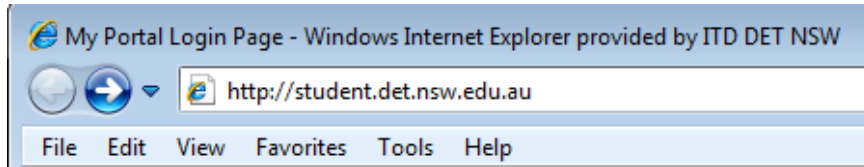
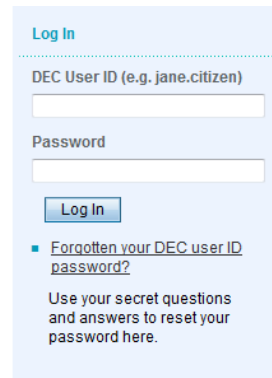
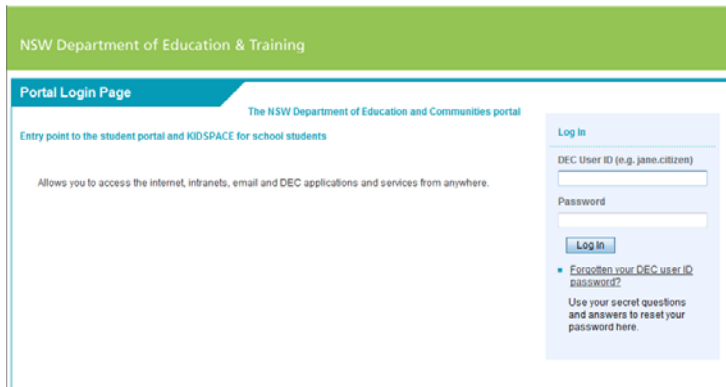


Steps to forward your TAFE email to another email account

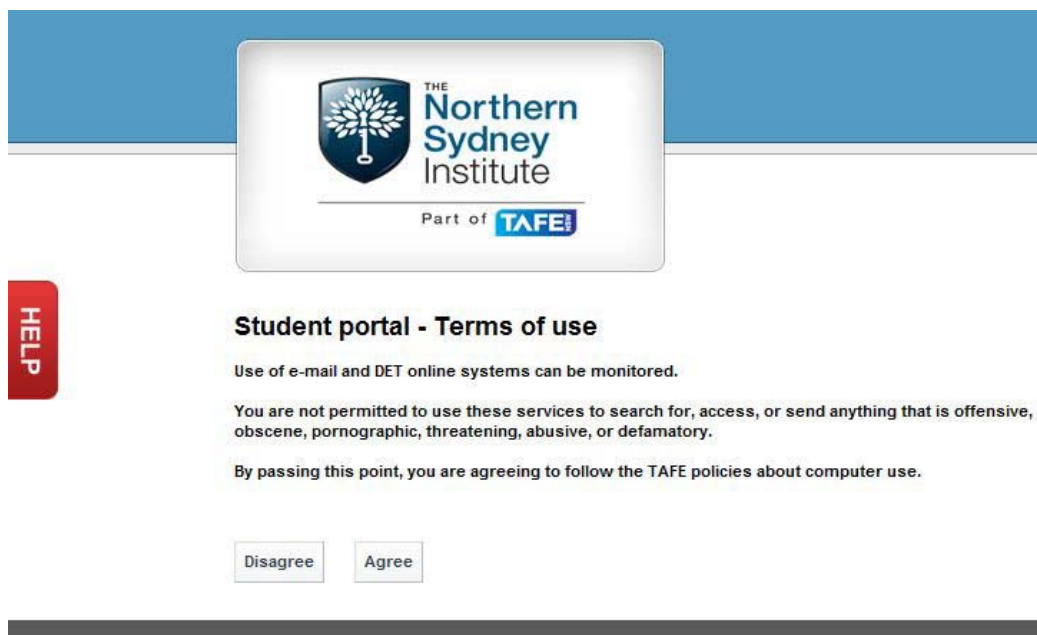
1. Login to your computer and open up your browser to access the internet.
2. Go to <http://student.det.nsw.edu.au> .



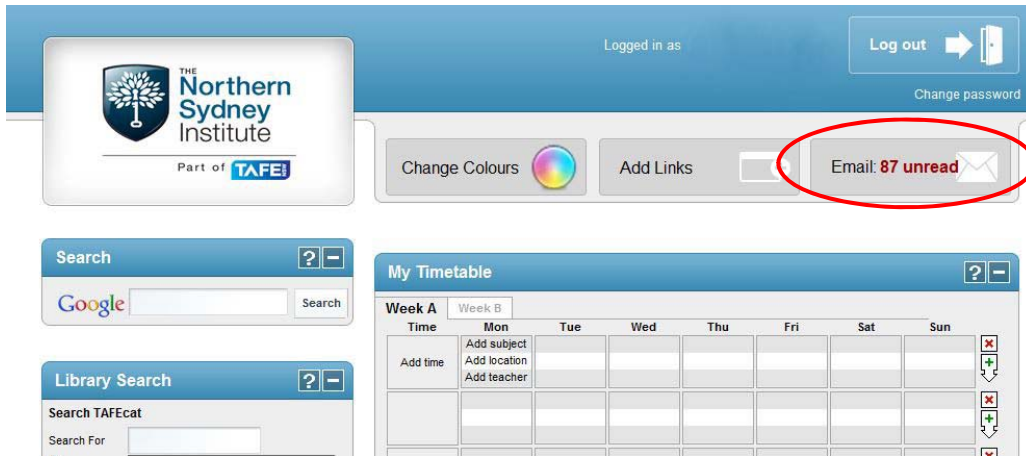
3. The **portal login page** will display. Enter your DEC* username (e.g. **john.citizen1**) and password to login.




4. Click
5. Read the student portal Terms of use and to accept click

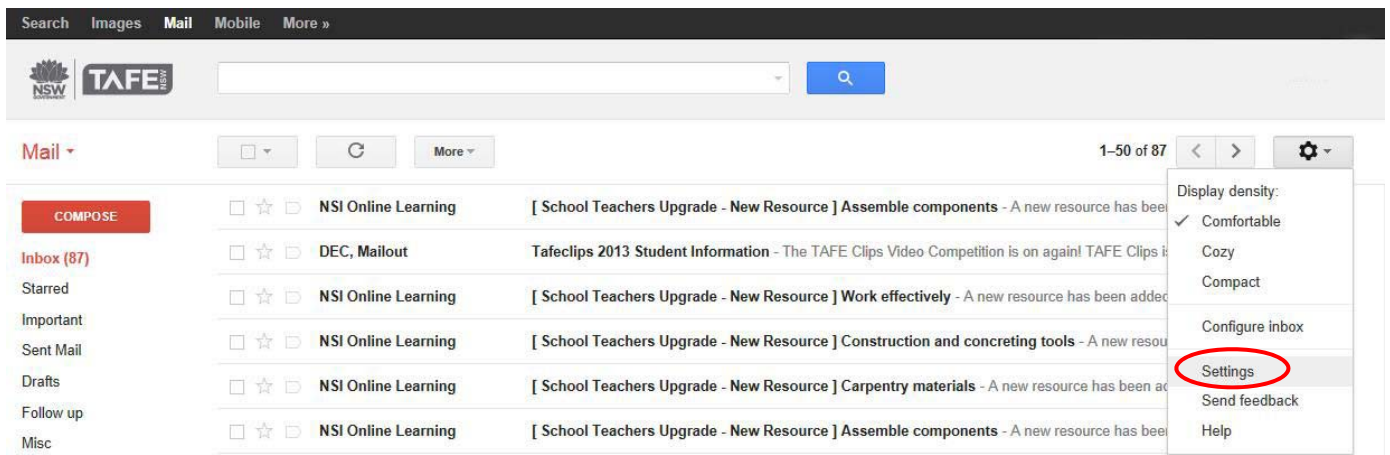


6. Your student portal page will launch and you can access your email by clicking on the email tab.

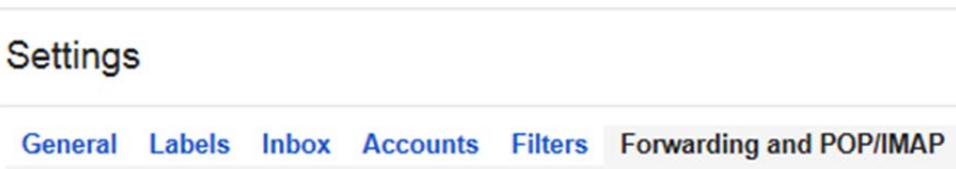


7. Click  located in the top right of your TAFE email.

8. Then select **Settings**

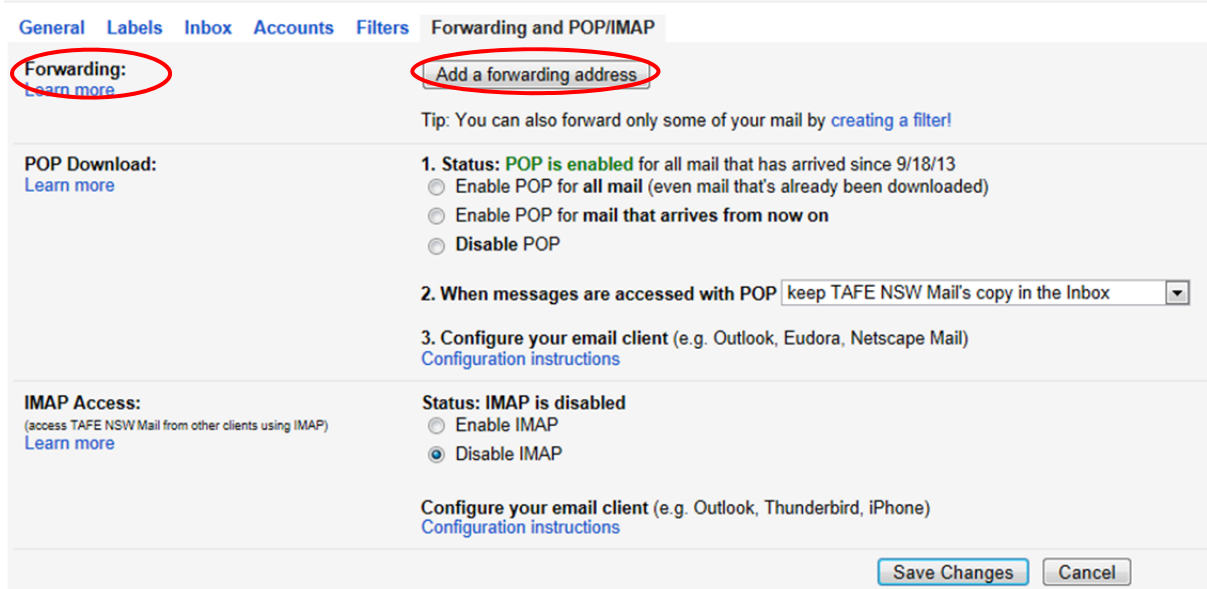


9. Click on the Forwarding and POP/IMAP tab:



10. Under **Forwarding** click **Add a forwarding address**. Type the email address that you want your messages forwarded to (e.g. jcitizen@hotmail.com) in the pop up box. Follow the instructions on the Pop ups.

Settings



General Labels Inbox Accounts Filters Forwarding and POP/IMAP

Forwarding: [Learn more](#) **Add a forwarding address**

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download: [Learn more](#)

- Status:** POP is enabled for all mail that has arrived since 9/18/13
 - Enable POP for all mail (even mail that's already been downloaded)
 - Enable POP for mail that arrives from now on
 - Disable POP
- When messages are accessed with POP** keep TAFE NSW Mail's copy in the Inbox
- Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

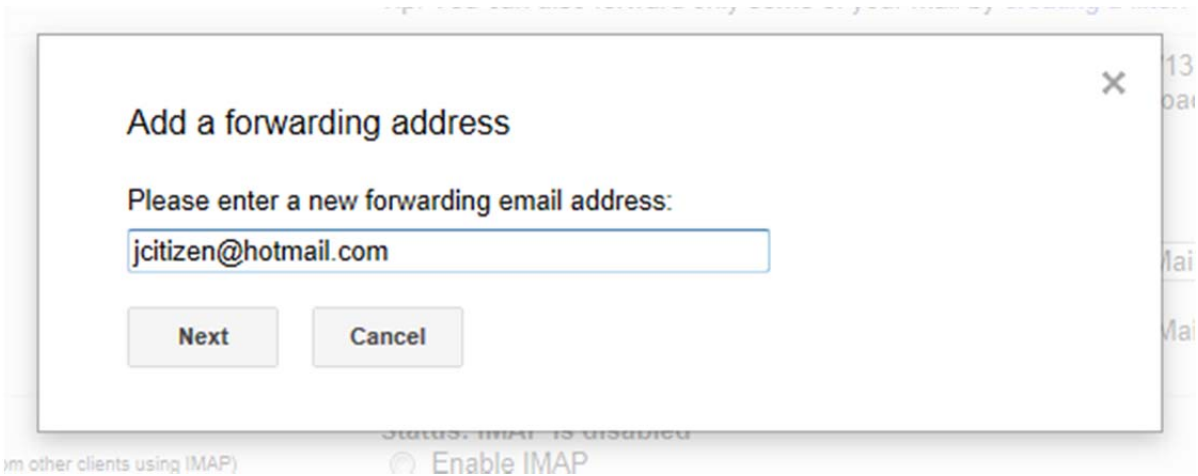
IMAP Access: [Learn more](#)
(access TAFE NSW Mail from other clients using IMAP)

Status: IMAP is disabled

- Enable IMAP
- Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

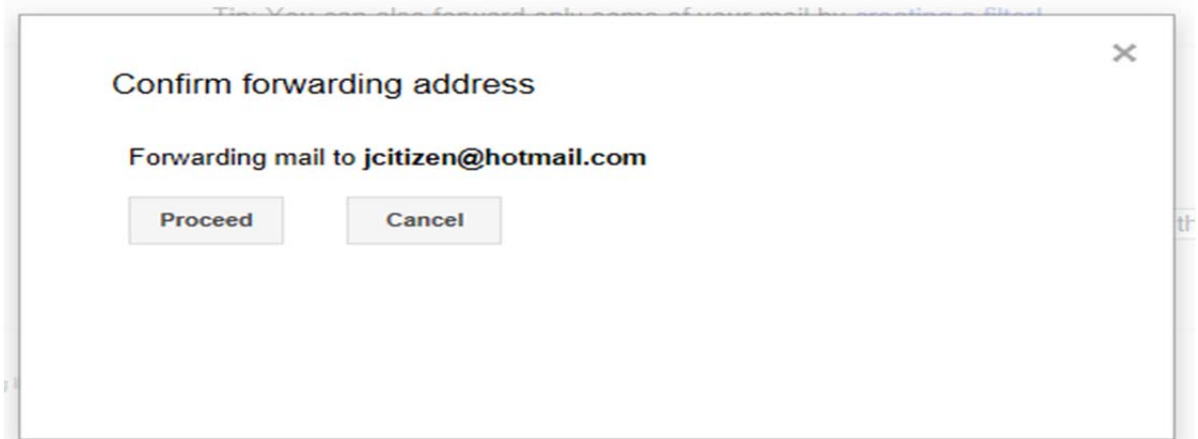
Save Changes Cancel



Add a forwarding address

Please enter a new forwarding email address:

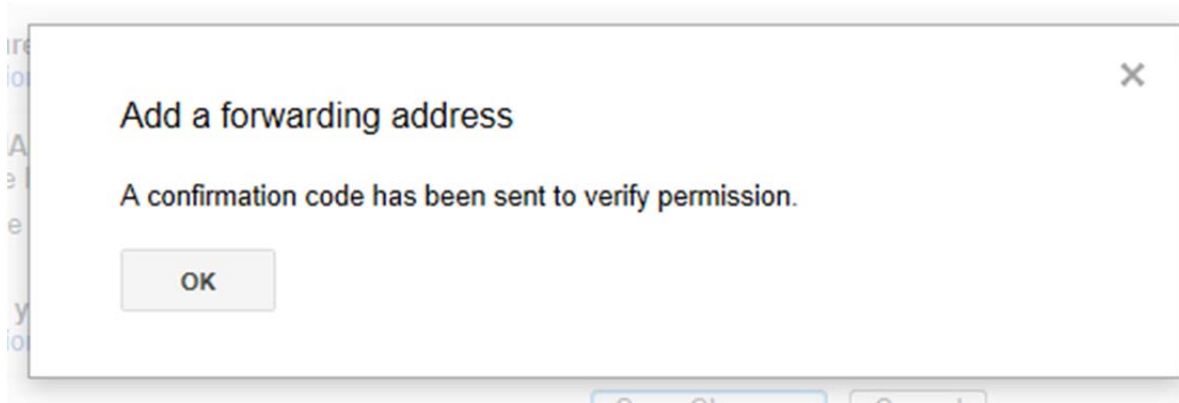
Next Cancel



Confirm forwarding address

Forwarding mail to **jcitizen@hotmail.com**

Proceed Cancel



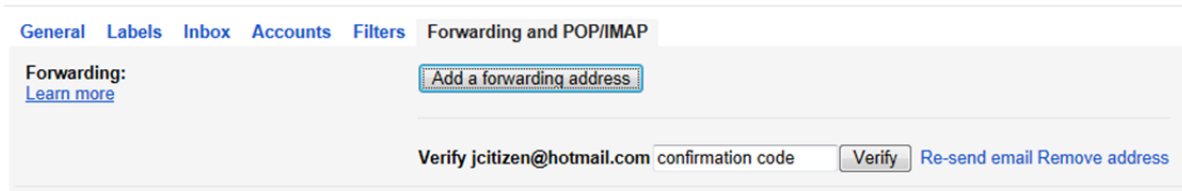
11. Login to the email account that you have forwarded your TAFE student email to.

- a) **open** the **TAFE NSW Forwarding Confirmation** email
- b) click on the link to confirm the request to forward.

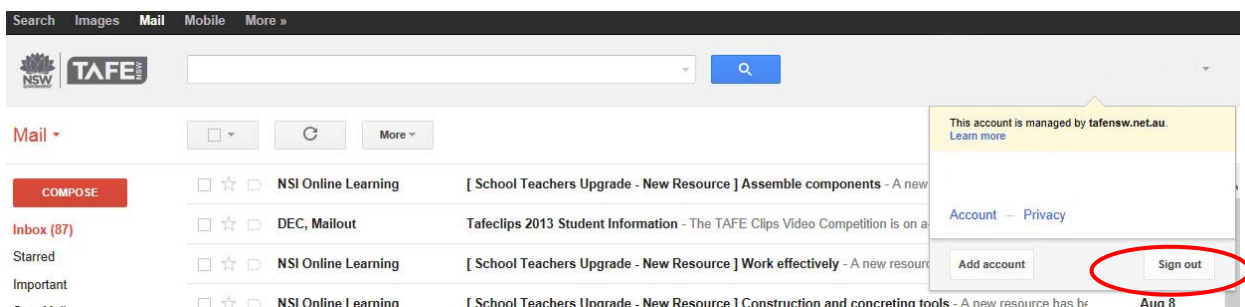
If you can't click on the confirmation link copy the **8 digit confirmation code**

- a. login to your TAFE student email account
- b. go to **Settings**
- c. under **Forwarding** paste the 8 digit verification code and **click Verify**

Settings



12. Sign out securely by clicking **Sign Out** under your email address and click on **Close Window**



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

*Department of Education and Communities (DEC) username and password

During enrolment you will receive your Department of Education and Communities (DEC) username and a temporary password. As an enrolled student your username and password gives you access to a range of online services. If you don't know your username and password, see your teacher or Student Administration at your campus.