Steps to forward your TAFE email to another email account

1. Login to your computer and open up your browser to access the internet.
3. The portal login page will display. Enter your DEC* username (e.g. john.citizen1) and password to login.
4. Click Log In
5. Read the student portal Terms of use and to accept click Agree
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.
ONLINE SERVICES
How to forward your TAFE email to another email account

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

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.