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 Mail Settings

9. Under Settings:
a) Select **Forwarding and POP/IMAP** tab
b) **Under Forwarding** click **Add a forwarding address** and type in the email address that you want your messages forwarded to (e.g. john.smith@hotmail.com)
c) Click **Save Changes**. A verification email will be sent to the email account to which you have forwarded your TAFE student email.

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

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**
   c) **login** to your TAFE student email account
   d) **go to** **Settings**
   e) **under** **Forwarding** paste the 8 digit verification code and **click Verify**

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 college.