Redirecting emails from your DEC email account to your preferred email account


Choose **Agree** to continue.
2. To access your email, click on Email in the top right.

3. Click the gear icon in the upper right. Then click on Settings from the drop down list.

4. Click on Forwarding and POP/IMAP. Then click on Add a forwarding address.

5. A prompt box will pop up. Type in your preferred email address and click Next.
6. **Check** that you have typed your email address correctly.
   - If your email address is **incorrect**, choose **Cancel** to return to previous screen.
   - If your email address is **correct**, choose **Proceed**.

   ![Confirm forwarding address]

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

   ![Add a forwarding address]

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

9. Return to your DEC email account.

10. Select the 'Forward a copy of incoming mail to...' option and **select** your preferred email forwarding address from the drop-down menu.

   ![Forwarding options]

11. **Select the action** you’d like your messages to take from the drop-down menu.

12. Scroll down and click on **Save Changes**.