Forwarding your TAFE email to another email account

Steps to forward your TAFE email account 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](http://student.det.nsw.edu.au). If you are using a computer at TAFE, when you open your browser you will be on the WSI site. Click on the Sign In drop down arrow and select Student Portal.

3. The portal login page will display. Enter your DEC username (e.g. john.citizen1) and password to login – and then Click Log In.

4. Read the student portal Terms of Use and, to accept, click Agree.
5. Your student portal page will launch. Access your email by clicking on the Email tab.

6. Click the Settings cog on the right-hand side.

7. Click Settings in the drop down box.

8. Click on Forwarding and POP/IMAP.
9. Click on **Add a forwarding address** button.

![Image of Mail settings with Add a forwarding address button highlighted]

10. Type in the email address that you want your messages forwarded to (e.g. john.smith@hotmail.com)

![Image of Add a forwarding address window]

11. Add the forwarding address by clicking on **Next** and confirm it by clicking on **Proceed**.

12. Click on **OK**.

![Image of Add a forwarding address confirmation dialog]

A verification code will be sent to the email address you entered.

13. Open your email in another window, while leaving your TAFE email open. You should have received a confirmation email with a code as shown in the example below.

![Image of TAFE NSW Forwarding Confirmation email]

14. Copy the code from the email and paste or type it into the forwarding options area in your TAFE email.

![Image of Add a forwarding address window with code entered]

15. Click on **Verify**.

16. Your emails will now be forwarded to your personal email account. Remove the forwarding option at any time by repeating these instructions and clicking on **Remove address**.