STUDENT EMAIL ACCOUNTS

How to redirect your student email account to a private email address - using the Student Portal

1. Log in to the TAFE NSW Student Portal my.tafensw.edu.au

   Example: jane.citizen1

2. Open your TAFE NSW email account

3. In the top right, click on the cog

4. Select Settings

5. In the Forwarding section, click Add a forwarding address.

6. Enter your private email address in the box e.g. jane.citizen78@yahoo.com.au and click on Next.
A confirmation box displays:

Check the email address you entered is correct and click on Proceed.

7. A verification message will be sent to your private email address.

8. In another browser tab, log on to your private email account and locate the Forwarding Confirmation email from TAFE NSW Team. Click on the link in the email to confirm the request. A new window opens – click on Confirm. A Confirmation Success message displays:

9. Go back to your TAFE NSW email account (Settings page) and Refresh your browser.

10. Click the Forwarding tab.

11. In the "Forwarding" section, select Forward a copy of incoming mail to:

12. Make a selection from the options – we recommend you Keep TAFE NSW Mail’s copy in the Inbox.

13. At the bottom of the page, click Save Changes.