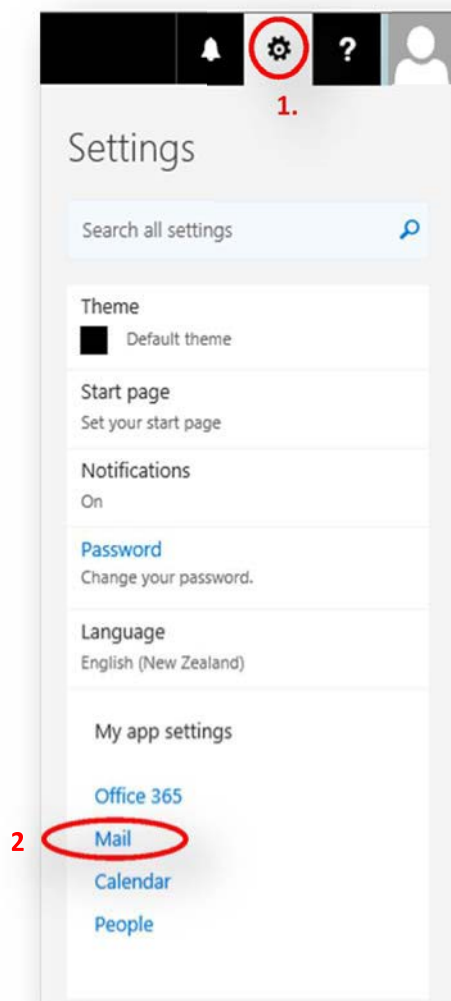


Setting up Student Email Forwarding to Personal Email Address

After you have successfully logged into your Student Email, you can set up or edit the automatic forward that can be placed on your account.

Select the **cog** icon in the top right hand corner of the page. Select **Mail** from the menu.



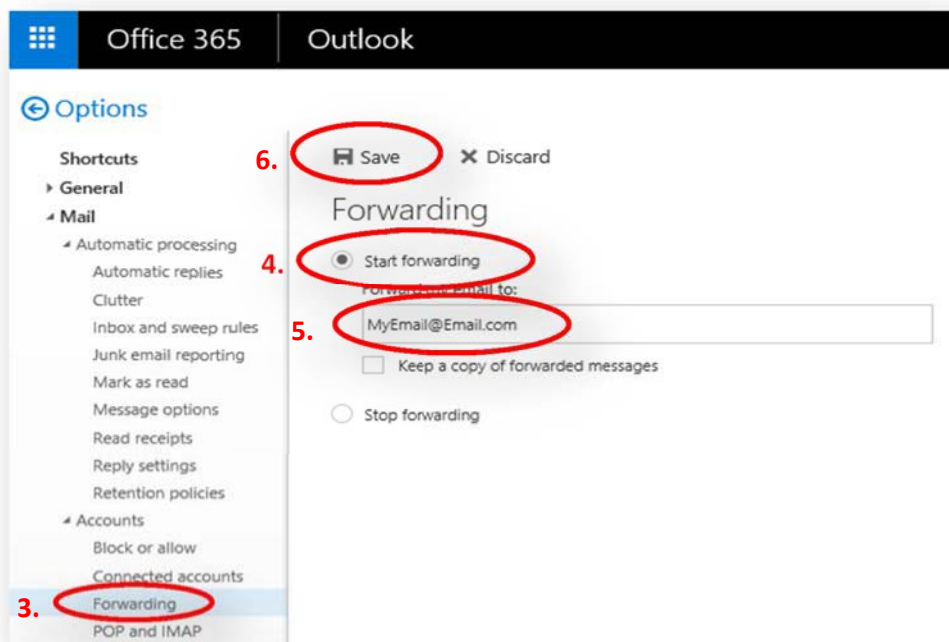
Select **Forwarding** under the **Mail** and **Accounts** subheadings

Select the **Start Forwarding** radio button

Enter your personal email address (Gmail/Yahoo/Hotmail/Xtra) into the **Forward Email to:** field

If you prefer retain a copy of your email in your Student Email account, you may also tick the check box **Keep a copy of forwarded messages**.

Click **Save**



All new emails will now be automatically forwarded to your specified email address. Please note that any existing emails in your Student Email will not be forwarded.