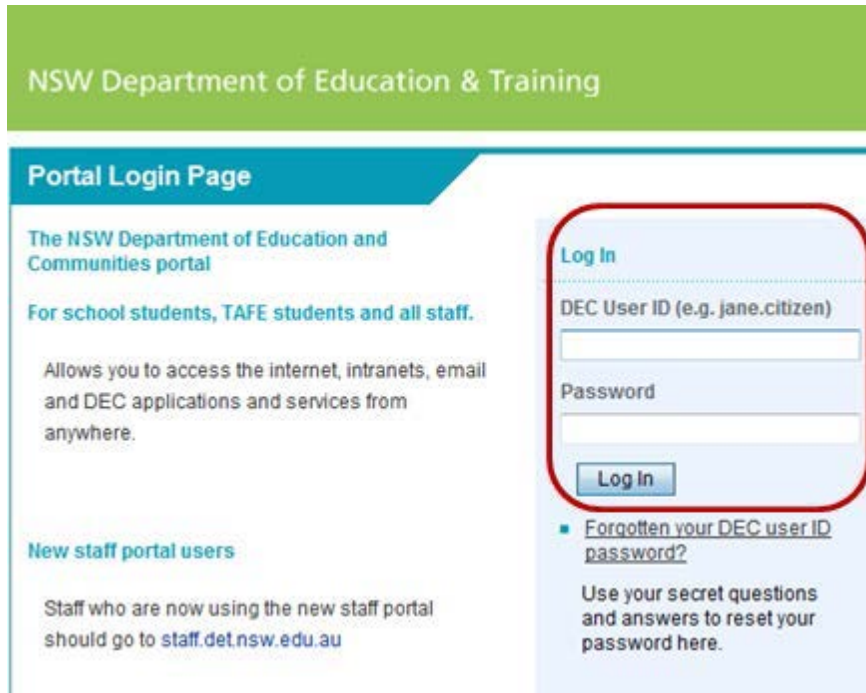
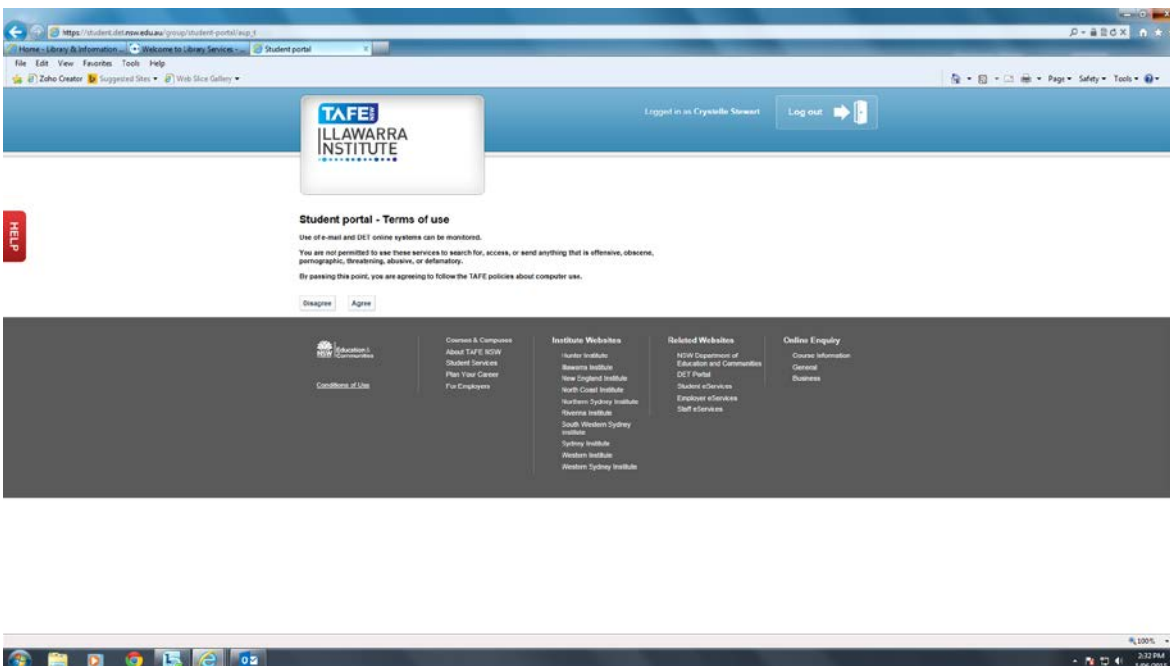


# Redirecting emails from your DEC email account to your preferred email account

1. Log into the **TAFE NSW Student Portal** <http://student.det.nsw.edu.au/>



Choose **Agree** to continue.

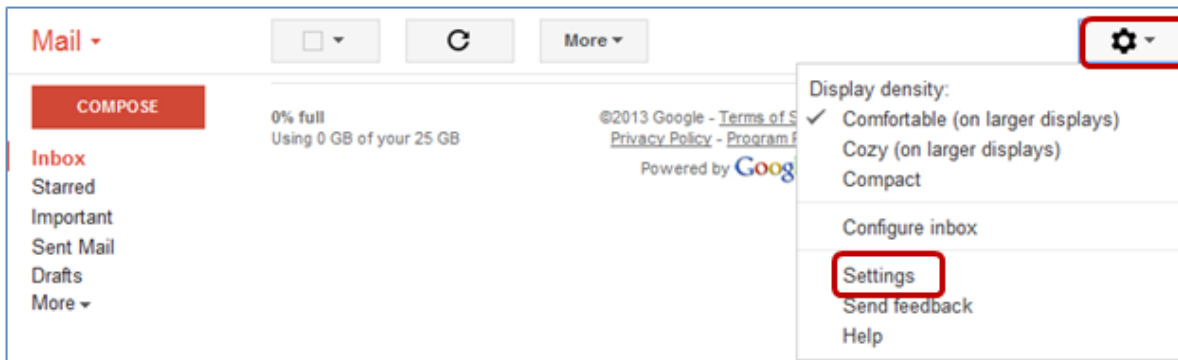


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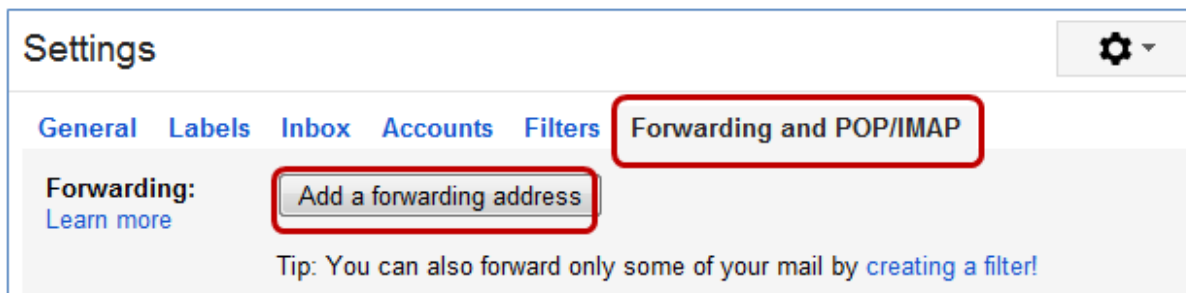
2. To access your email, click on **Email** in the top right.



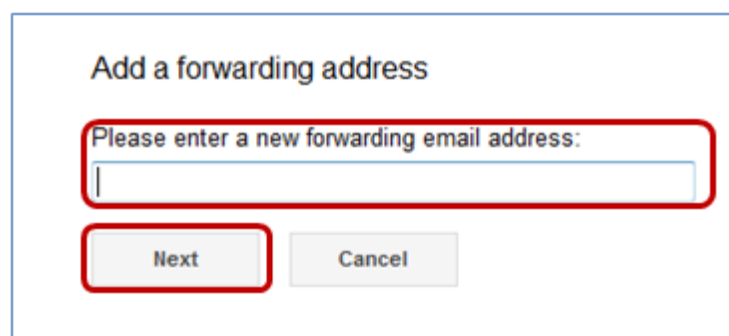
3. Click the **gear icon** in the upper right.  Then click on **Settings** from the drop down list



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

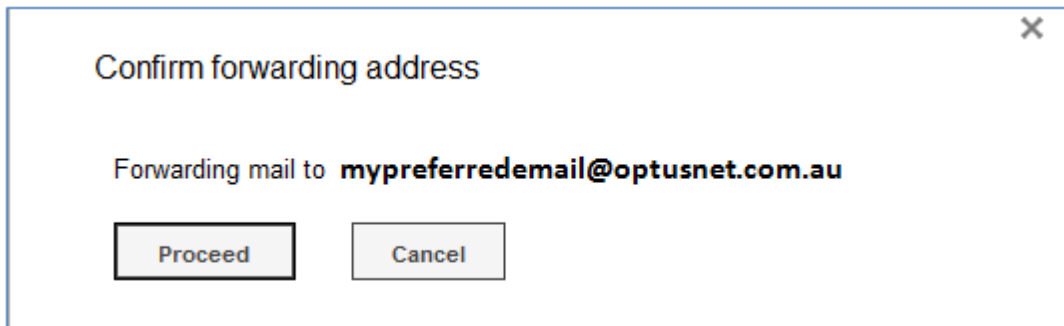


5. A prompt box will pop up. Type in your **preferred email address** and click **Next**.



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**.



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

### Add a forwarding address

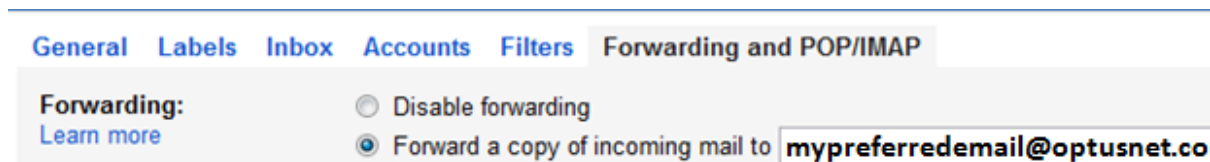
A confirmation code has been sent to verify permission.

OK

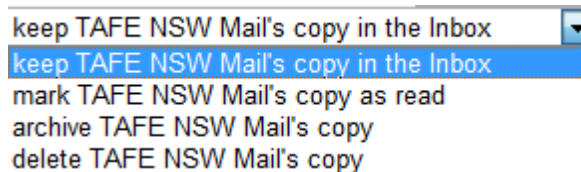
8. **Open your preferred email account** and find the confirmation message from the **TAFE NSW Team**. Click the **verification link** in that email.

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.



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



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