HELP SHEET – REDIRECTING EMAILS FROM YOUR TAFE EMAIL ACCOUNT

1. Log into the TAFE NSW Student Portal https://my.tafensw.edu.au/, using you TAFE username and password.

   If you see a message about conditions to use the site, choose **I Agree** to continue.

2. To access your email, click on the Email application on the right hand side of your Student Portal
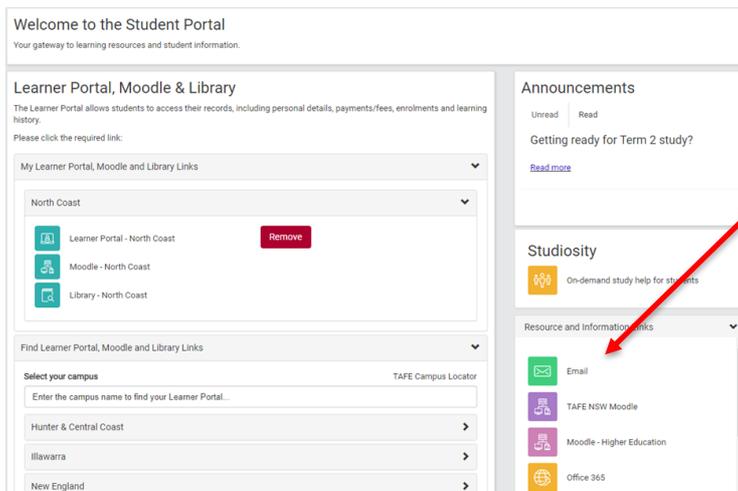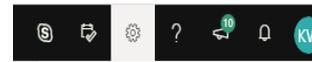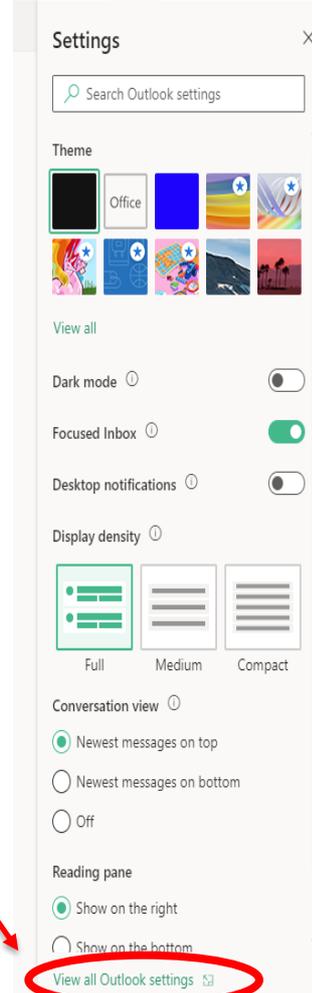
3. Click on **Yes** to stay signed in
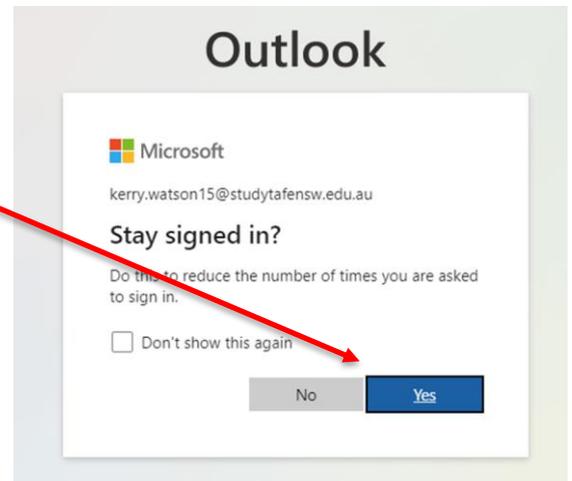
4. Click on the gear icon

5. Select **View all Outlook settings**

6. Select **Rules**

7. Select **Add new rule**

Rules

You can create rules that tell Outlook how to handle incoming email messages. You choose both the conditions that trigger a rule and the actions the rule will take. Rules will run in the order shown in the list below, starting with the rule at the top.

+ Add new rule

You haven't created any rules yet.

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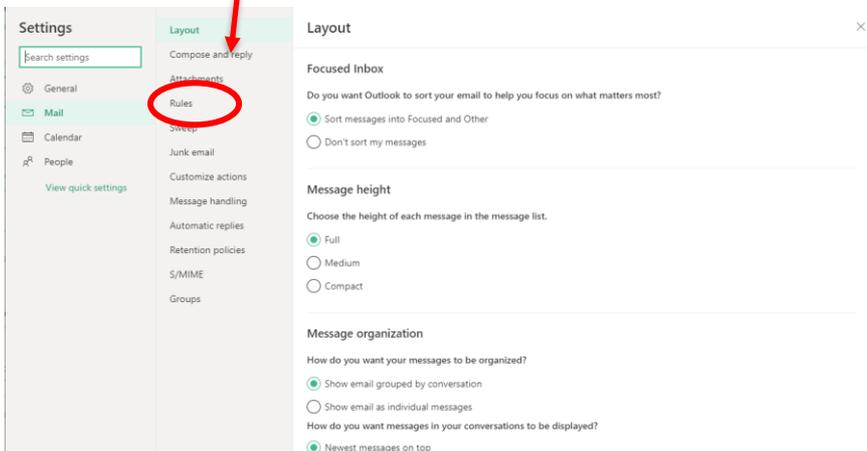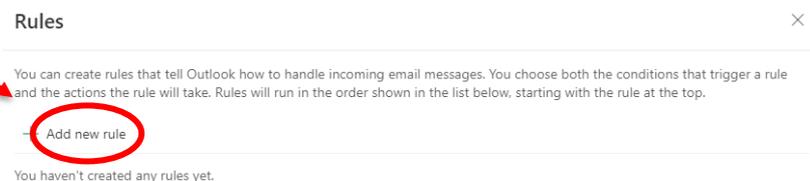
8. Select **Apply to all messages**

9. Select **Redirect to**

Rules

✓   [Mail Forwarding or similar]

✓   Add a condition

[Apply to all messages ▾]

Add another condition

③   Add an action

[Select an action ▾]

Organize
Move to
Copy to
Delete
Pin to top

Mark message
Mark as read
Mark as Junk
Mark with importance
Categorize

Route
Forward to
Forward as attachment
Redirect to

I'm not on the To line
I'm the only recipient

Subject
Subject includes
Subject or body includes

Keywords
Message body includes
Sender address includes
Recipient address includes
Message header includes

Marked with
Importance
Sensitivity
Classification

Message includes
Flag
Type
Has attachment

Message size
At least
At most

Received
Before
After

All messages
Apply to all messages

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10. Enter the email address and click on **Save**

Rules ✕

✓ Mail Forwarding or similar

✓ Add a condition

Apply to all messages ∨

Add another condition

3 Add an action

Forward to ∨   Kerry Watson <kerry.m.watson@tafe... ✕

Add another action

Add an exception

☑ Stop processing more rules ⓘ

Save   Discard