

## OUTLOOK: STUDENT EMAIL FORWARDING

### ACCESSING OFFICE 365 PORTAL

1. Log in to a TAFE Student PC using Student account OR start your personal device

2. Open the Office365 portal using one of these methods:

- a. Double click the Office365 Portal icon on the desktop of a TAFE computer
- b. Access <https://login.microsoftonline.com> using a browser
- c. Access Outlook directly by going to <https://outlook.office.com>, then go to step 4)



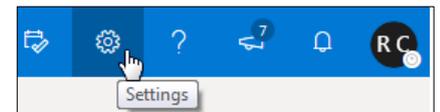
You will find yourself at the landing page, welcoming you by name



3. Click on the Outlook icon (Outlook will load in a new tab)

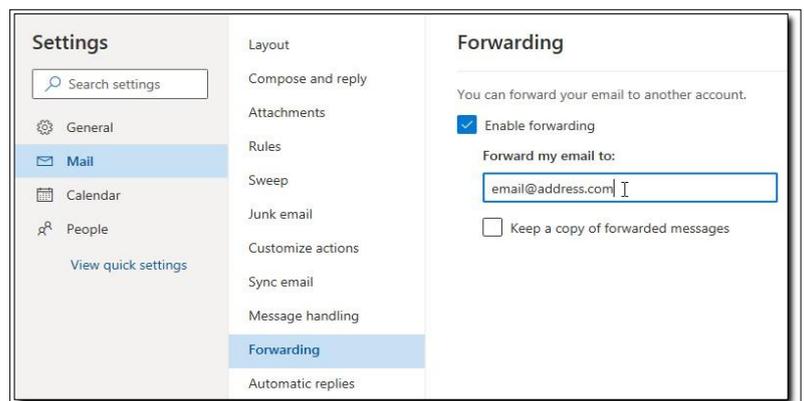


4. Click **Settings** >  **Mail** (or **View all Outlook settings** if Mail is not available)



5. Make sure the Mail option is highlighted then

- a. click Forwarding
- b. tick the box marked Enable Forwarding
- c. enter your preferred email address
- d. press Save
- e. click the blue X to exit the settings screen



## TESTING

Now that your forwarding is configured, you need to test that it is working. Log in to your own preferred email account (likely the one you just listed to have your email forwarded to) and send an email to your [StudentID@tafe.wa.edu.au](mailto:StudentID@tafe.wa.edu.au) email account and it should appear in your Inbox. It can take a few minutes for the email to be redirected from Microsoft's side any time someone sends an email to your student account, so be patient.

If it hasn't arrived after five minutes, check your spam/junk folder first. If it's not there, go back into your Outlook settings (steps 4 and 5) and check for mistakes in the email address you have listed and update the settings.

Still nothing? Wait longer! Still nothing after a few hours? You may be unlucky enough to have an email provider that does not allow emails to be sent from an alias (the name for the email forwarding you just set up).

Try forwarding to a different email address with a different provider (eg if you're forwarding to your Gmail account, try forwarding to your internet provider email).

## LINKS AND REFERENCES

Student email accounts are StudentID@tafe.wa.edu.au, they are NOT StudentID@srtafe.wa.edu.au

Resource	Website	Notes / Issues
Microsoft Login	<a href="https://login.microsoftonline.com">https://login.microsoftonline.com</a>	studentID@tafe.wa.edu.au
Outlook Email	<a href="https://outlook.office.com">https://outlook.office.com</a>	studentID@tafe.wa.edu.au
Student Portal	<a href="https://www.southregionaltafe.wa.edu.au/student-portal">https://www.southregionaltafe.wa.edu.au/student-portal</a>	
Password recovery	<a href="https://passwordreset.microsoftonline.com">https://passwordreset.microsoftonline.com</a>	studentID@tafe.wa.edu.au