USING YOUR TAFE NSW EMAIL ACCOUNT:

Click Inbox to read new emails

Once you have clicked New message, this screen will appear:

When you have finished, click on Send

Click the paperclip icon to Attach a file
INSIDE YOUR INBOX - TOOLS:

When you compose a new message, you can use the tools at the bottom of the New Message screen to attach files, insert pictures, set importance and more.
INSIDE YOUR INBOX:

Click on the Inbox to display new emails

Click on an email to open and read it

Click on the Reply icon to respond to an email
FORWARDING MY TAFE EMAILS TO MY PERSONAL EMAIL ACCOUNT:

Click on Settings

Scroll down and click View all Outlook settings
FORWARDING MY TAFE EMAILS TO MY PERSONAL EMAIL ACCOUNT:

At the next screen, select Rules and Add new rule
FORWARDING MY TAFE EMAILS TO MY PERSONAL EMAIL ACCOUNT:

Follow these steps:

• Name your Rule e.g. Forward emails
FORWARDING MY TAFE EMAILS TO MY PERSONAL EMAIL ACCOUNT:

Follow these steps:

• Add a condition: select Apply to all messages
FORWARDING MY TAFE EMAILS TO MY PERSONAL EMAIL ACCOUNT:

Follow these steps:

- **Add an action:** select **Redirect to** and enter the email address you want your emails be sent to e.g. *your private email address*. 

![Image of email forwarding settings](image.png)
WHAT ELSE CAN I DO WITH MY TAFE NSW EMAIL?

- Save an email address into my Contacts
- Import/export my Contacts to other email accounts

WHERE CAN I FIND OUT HOW TO DO THIS?

Office 365 Outlook Help – Look for the question mark icon on the banner.
FOR MORE HELP, contact your local TAFE NSW LIBRARY