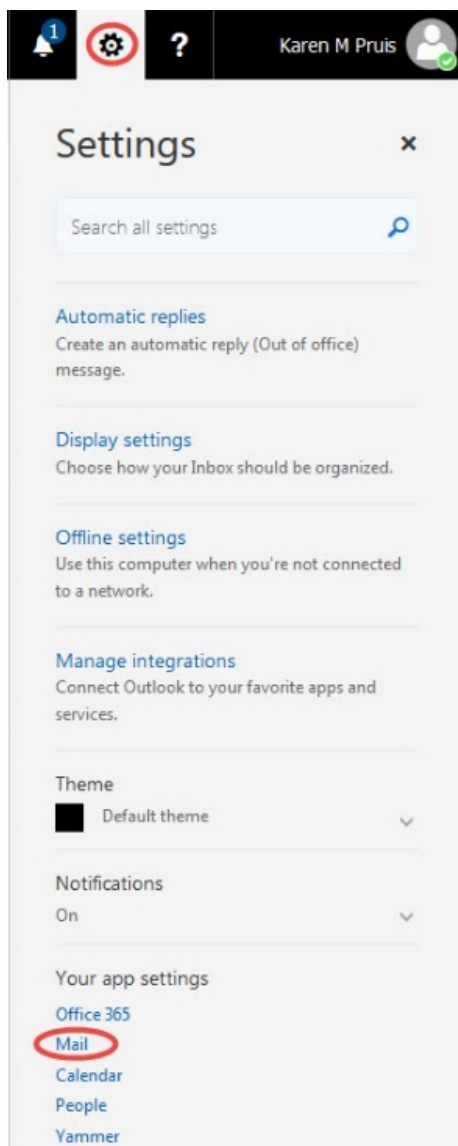


Redirecting your FedUni email

If you have another email account you would prefer to use, you can auto forward your FedUni email to that account. **Please note the University encourages students to check their FedUni email accounts as they are not responsible for forwarded mail.**

To auto forward your FedUni email to your private email account

- In Outlook, click on the **cogwheel** (settings)
- Click **Options**, select **Mail**



- Click on **mail**, select **Forwarding**

← Options

Shortcuts

▶ General

◀ Mail

◀ Automatic processing

Automatic replies

Clutter

Undo send

Inbox and sweep rules

Junk email reporting

Mark as read

Message options

Read receipts

Reply settings

Retention policies

◀ Accounts

Block or allow

Connected accounts

Forwarding

POP and IMAP

- Select **Start forwarding**, type email address in **Forward my email to**, now **Save**

 Save  Discard

Forwarding

Start forwarding

Forward my email to:

name@mail.com

Keep a copy of forwarded messages

Stop forwarding

For further ITS assistance contact the ITS service desk

Website: servicedesk.federation.edu.au **Phone:** 5327 9999