

## Forwarding University of Otago student email to another email address

## Important Note:

If you have a Hotmail or related email provider, you will need to set up @otago.ac.nz on your safe senders list or "whitelist" so you can receive forwarded emails or stop forwarded StudentMail emails being marked as spam. For more information, see the AskOtago Service Portal knowledgebase article: <u>Emails from @otago.ac.nz email addresses not being received</u>

Please follow these instructions to set up your University StudentMail to forward your student email to another email address:

 Log in to your StudentMail account using your student username and password. Click on the cog icon in the top right to reveal the Settings menu, then click on the View all Outlook settings link at the bottom.



- 2. When the left-hand **Options** menu is revealed, select **Mail**, then **Forwarding**.
- 3. Tick the Enable forwarding box

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4. In the box underneath, type in the email address you want your student emails to be forwarded to. You should choose to check the keep a copy of forwarded messages in case there are any email delivery issues.

Settings	Layout	Forwarding
✓ Search settings	Compose and reply	You can forward your email to another account.
l General	Attachments	Enable forwarding Forward my email to:
🖾 Mail	Rules	
🗐 Calendar	Sweep	
R <sup>R</sup> People Junk View quick settings Sync Mess Auto Reter S/MI	Junk email Customize actions Sync email Message handling Forwarding Automatic replies Retention policies S/MIME	Keep a copy of forwarded messages

5. Click the **Save** button at the bottom of the page.

## If I need help?

Please contact AskOtago Student IT Services if you have problems using your StudentMail account. You can speak to a Student IT Representative in person at the AskOtago Central Hub on the Dunedin campus, or:

Tel +64 3 479 5170 Email <u>studentit@otago.ac.nz</u> message on Facebook

