

Forwarding University of Otago student email to another email address

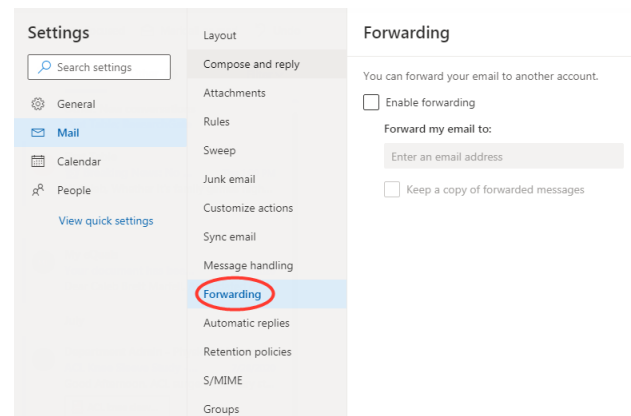
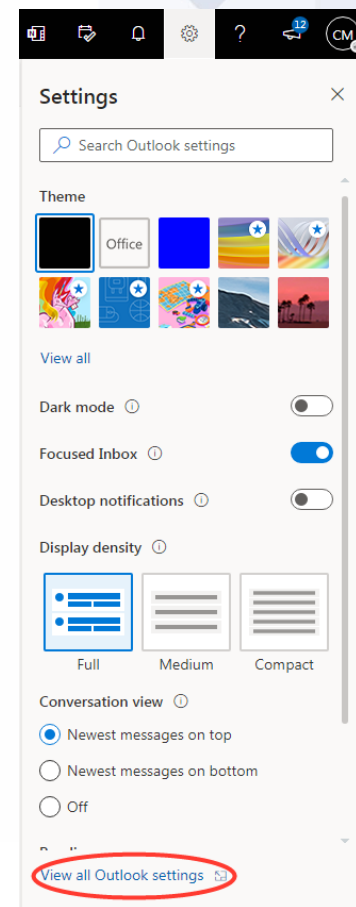
Important Note:

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 knowledgebase answer: [Emails from @otago.ac.nz email addresses not being received](#)

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

1. 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
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.
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 studentit@otago.ac.nz

[message on Facebook](#)