

# Forward Your Student Email to Your Preferred Email Account for Students

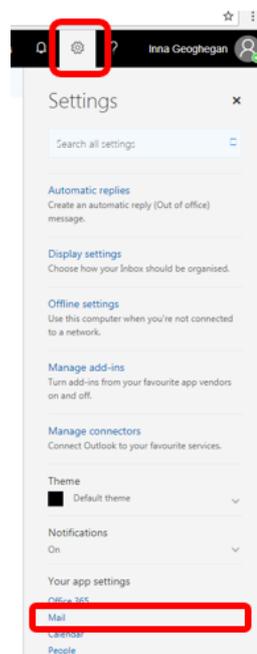
Blackboard Quick Guide

## CHECKING YOUR NOTRE DAME STUDENT EMAIL

Instructors use Blackboard for all communications relating to your university courses, and may also communicate through your Notre Dame Student email account. You will also regularly receive important information from the University by email. **It is a condition of enrolment for a Student to check their Notre Dame Student email account on a weekly basis. Any email the University sends to your Notre Dame Student email account is considered to have been received by you.**

At the same time, it may be helpful to also have an automatic forwarding feature set up, for the convenience of receiving everything in one email account. Please remember **to log in and check directly at least once a week**, to ensure that no emails get misdirected or missed.

1. Go to the Notre Dame website and select the **Web Portals** button (on the top right)
2. Go to **MyND Portal**. You will have to log in using your **STUDENT Username and password**
3. Go to **Office 365 Email**. You will have to log in once again using your **STUDENT Username and password**
4. Now that you are inside your Student Outlook email, click on the settings button (a cog icon on the top right), and then click on the word **Mail** on the bottom of the list.



5. A mail options menu will open on the left hand side. Click on **Forwarding** to see the Forwarding menu (as in the one shown).

Provide the email address that you want your student email to be forwarded to.

It is prudent to place a tick in a **Keep a copy of forwarded messages** box. This way, you can review your messages here once in a while, just to make sure that nothing is accidentally overlooked in your busy every-day email box.

Do not forget to click on **Save** once everything is filled in.

To return to your inbox, just click on the blue left-arrow next to the blue Options title.

## Options

### Shortcuts

#### General

#### Mail

##### Automatic processing

- Automatic replies
- Inbox and sweep rules
- Junk email reporting
- Mark as read
- Message options
- Read receipts
- Reply settings
- Retention policies
- Undo sending

##### Accounts

- Block or allow
- Connected accounts

##### Forwarding

- POP and IMAP
- Attachment options
  - Attachment preferences
  - Storage accounts
- Layout
  - Conversations
  - Email signature
  - Focused inbox
  - Link preview

Save

Discard

## Forwarding

### Start forwarding

Forwards my email to:

inna.geoghegan@nd.edu.au

Keep a copy of forwarded messages

### Stop forwarding