

## Linking your Student Email Account to your Personal Email Account

These instructions will explain how to link your College email address so that the emails you receive will be automatically forwarded to your personal email address.

You will then need to log in. Your email address will be (*your college username*)@student.hrc.ac.uk. Your password will be your usual College / Moodle one.

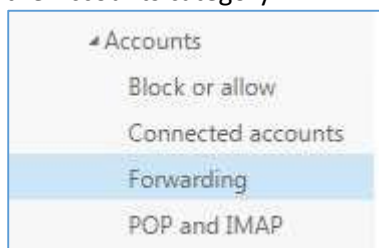
Launch  
My Email

1. Log onto Moodle and go to Office 365 page and click on



2. Once logged in to you mail, click the icon in the top right corner, followed by 'Options' in the drop-down menu.

3. On the left hand side of your screen, a menu will appear. Click on the 'Forwarding' section in the Accounts category.



4. In the new window that pops up, click 'Start forwarding' and type in your personal email address. When finished, click 'Save' at the top. **Your emails will now be forwarded!**

