## **SETUP & FORWARD YOUR KANGAN INSTITUTE EMAILS**

All communication with you will be made via your Kangan Institute email.

As we know this won't be your primary email account, we think it's best that you FORWARD all your emails to your everyday email address – *e.g. xxxxxxxx@mymail.com*.

## How do you do this?

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<b>1. Open your Kangan - Ou</b> (i) select "Languag (ii) select "Time zo (iii) click on "Save"	t <b>look - email account and</b> : ge" - (English (Australia)) one" – ((UTC + 10:00) Canbo ,	erra, Melbourne, Sydney)	
Choose your preferred display land Language: English (Australia) Time zone: Select time zone	tiook nguage and home time zone below.		
2. Click on the Settings icc Office 365 Search Mail and People	Outlook • New   ~		* ? Q 9 Undo
▲ Folders           Inbox         1	Inbox <sup>Older</sup>	All 🗸	
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## 6. Finally, click the 'Save" button

Search settings Layout   Search settings Compose and reply   Attachments Rules   Mail Sweep   Calendar Junk email   View quick settings Customize actions   Sync email Message handling   Motion policies S/MIME   Groups Groups	Forwarding         You can forward your email to another account.         Image: Comparison of Compar	Save Discard
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