

SETUP & FORWARD YOUR KANGAN INSTITUTE EMAILS

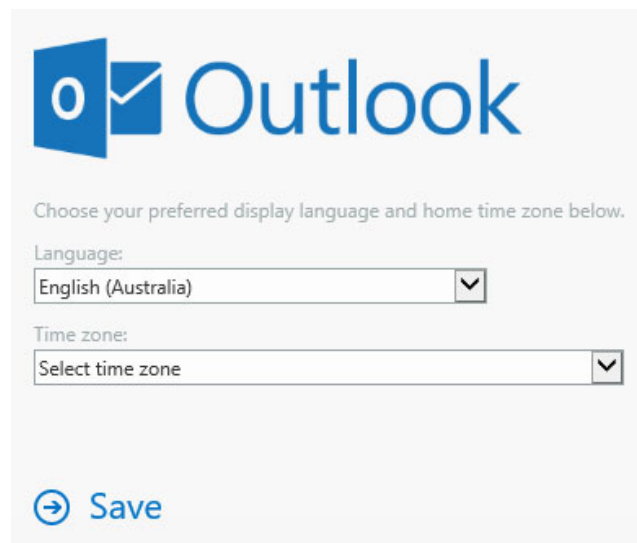
All communication with you will be made via your Kangan Institute email.

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. xxxxxxxxxx@mymail.com.

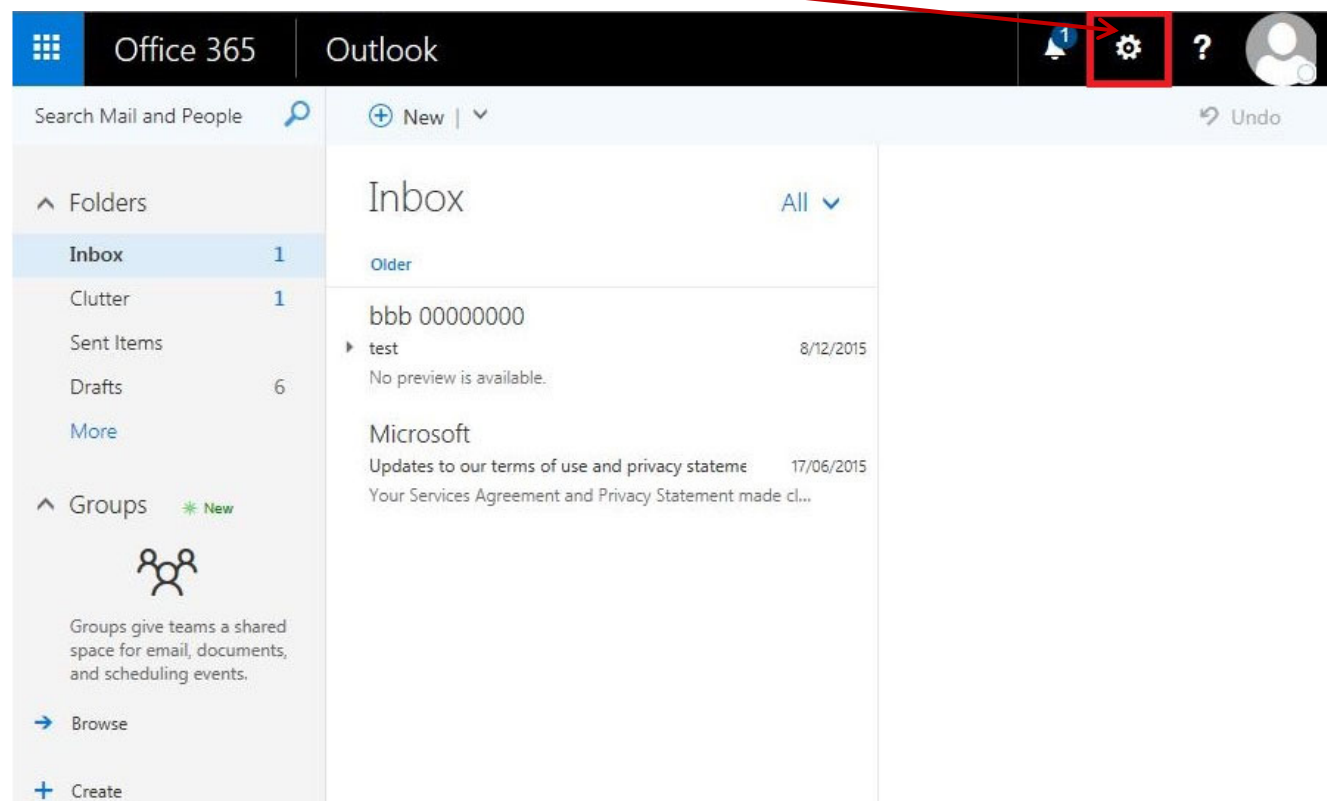
How do you do this?

1. Open your Kangan - Outlook - email account and:

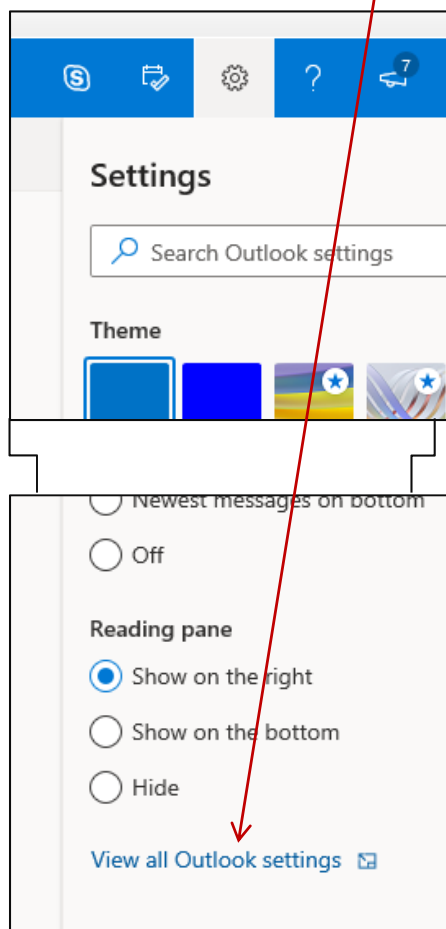
- (i) select "Language" - (English (Australia))
- (ii) select "Time zone" – ((UTC + 10:00) Canberra, Melbourne, Sydney)
- (iii) click on "Save"



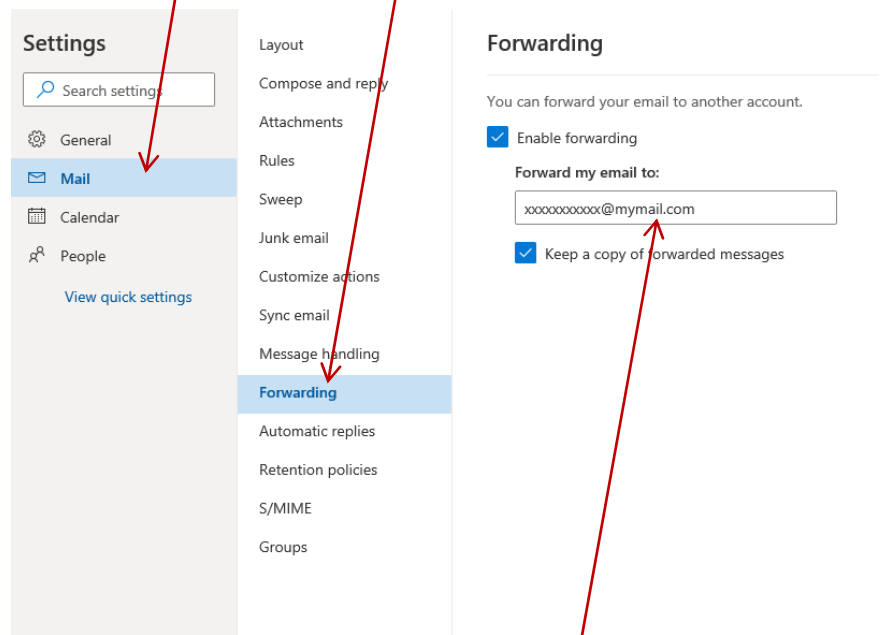
2. Click on the Settings icon




3. Click on “View all Outlook settings”



4. Click on “Mail” then, “Forwarding”



5. Enter your personal email address in the Forwarding email box.

5 i). Ensure you have ticked the “Enable forwarding” & “Keep a copy of forwarded messages” check boxes (see  above).

6. Finally, click the ‘Save’ button

