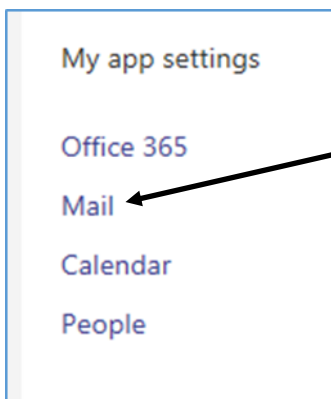


How to divert your College emails to your personal email account

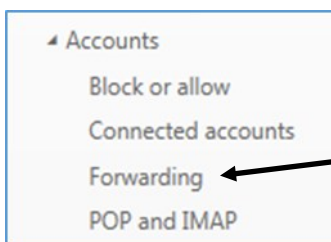
Log on to your student email account using your username (idnumber@live.blackburn.ac.uk) and password.



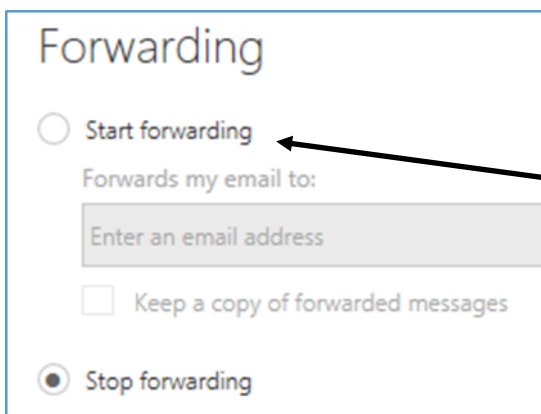
Click on the **settings** cog (top right of the screen)



Click on **Mail** towards the bottom of the menu.



Click on **Forwarding** from the left-hand menu.



Select **Start forwarding** and then enter the email address you want to divert your college emails to.

NB. Remember that all college correspondence should go through your college email address.