**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.

1. Log in to Office 365. To do this, go to Moodle and click on the  icon.

   

   On the next page, click here:

   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.

   

2. Once logged in to 365, 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.
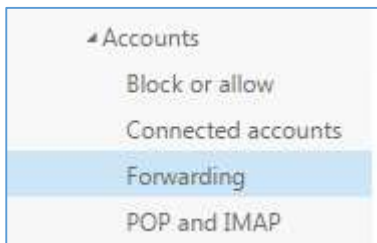
   

4. In the new window that pops up, click 'Start forwarding' and type in your personal email address. When finished, click 'Save' at the top. **Your emails will now be forwarded!**

   