

Quick Start Guide


Setting up email forwarding

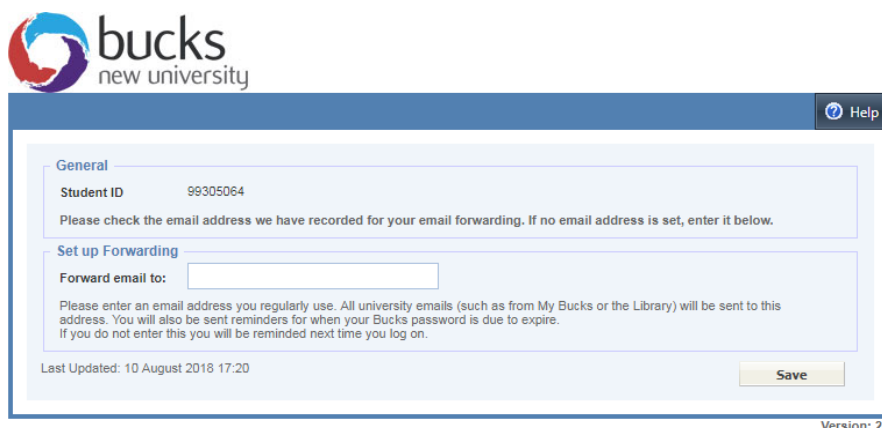
While you are a student the university will send you important e-mail communications including information from tutors and receipts from TurnitinUK to your university issued e-mail address. This is not an email you can log into (no mailbox to send and receive emails), but rather an email address of the format <studentID>@bucks.ac.uk i.e. 20905674@bucks.ac.uk.

To ensure you receive these communication you will need to set-up a forwarding address to your personal mailbox.

Note for new students joining Bucks: For all new students joining the university, email forwarding is setup automatically by IT to the email address provided in the enrolment form. They must change the forwarding address when there is any change in their personal email ID.

To set-up email forwarding

1. Log into Blackboard (<https://my.bucks.ac.uk>)
2. Select the **E-mail forwarding** icon  **Email Forwarding** from the **Useful Student Services** panel
3. When prompted enter your **Bucks username** and **account password**
4. You will be presented with an option as shown below. Enter the email address you would like to use to receive emails which are sent to your university email address and then click **Save**.



The screenshot shows the 'Set up Forwarding' page in Blackboard. It includes the Bucks New University logo at the top left. The page has a blue header with a 'Help' icon. The main content area is titled 'General' and shows the 'Student ID' as 99305064. Below this, there is a message: 'Please check the email address we have recorded for your email forwarding. If no email address is set, enter it below.' The 'Set up Forwarding' section contains a 'Forward email to:' label and a text input field. Below the input field, there is a message: 'Please enter an email address you regularly use. All university emails (such as from My Bucks or the Library) will be sent to this address. You will also be sent reminders for when your Bucks password is due to expire. If you do not enter this you will be reminded next time you log on.' At the bottom left, it says 'Last Updated: 10 August 2018 17:20'. At the bottom right, there is a 'Save' button. The version number 'Version: 2.0' is displayed at the bottom right of the page.

All messages sent to your university email address will now be automatically forwarded to the address you have chosen. This can be changed at any time by completing the steps above.

If you have not set-up forwarding you will be prompted to do so when you log into a classroom or Open Access PC.