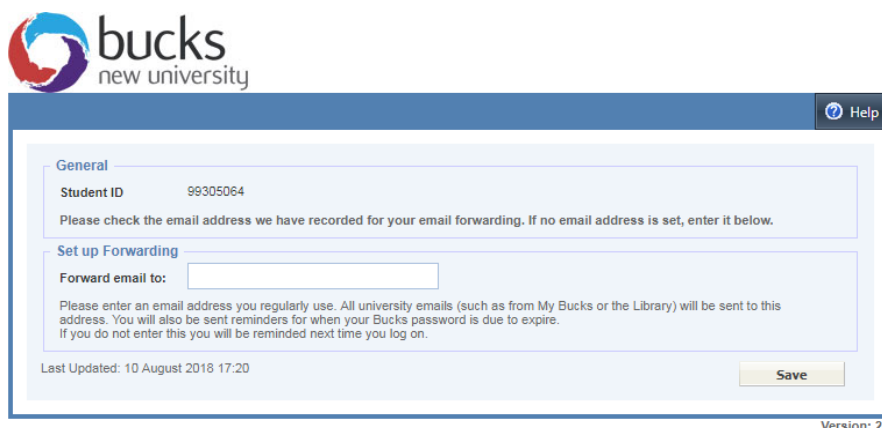# Quick Start Guide

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.**

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.

Setting up email forwarding – version 3.0 – Date September 2020
Approved by: IS&T Directorate