



Nova Scotia Student Information System

Nova Scotia Public Education System

# Forwarding Email

Quick Reference Guide

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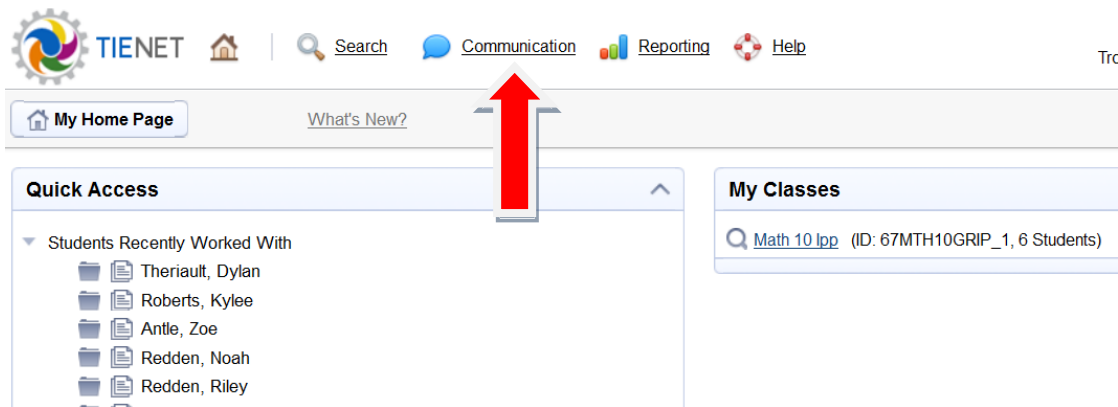
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## 1 COMMUNICATION ALERT FROM TIENET

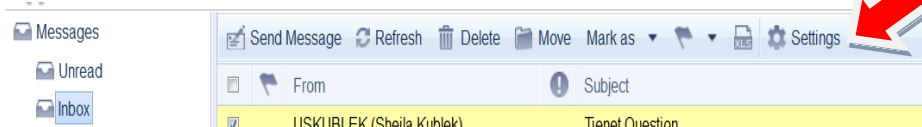
Message Forwarding is an option to have an alert sent to your regular **e-mail** address telling you that you have a message in **TIENET**.

To edit your message forwarding settings go to **Communication - Messages**.



### 1.1 MESSAGE FORWARDING SETTING

To set up **Message Forwarding Settings** click on **Settings** at the top of your **Message** page.



Click on **Send email Notification (without actual message content)**. Add your email address in the text box and click **Accept**.

