Configuring Moodle to use a personal email address

The college recommends staff and students use their Dawson College email address when configuring their Moodle account because the college's email system does not deliver emails using send addresses from domains (e.g. Yahoo, Gmail, Hotmail, etc.) other than dawsoncollege.qc.ca. This is an anti-spam measure implemented by Microsoft.

To avoid problems it is recommended you configure your Moodle profile to use your Dawson College email address and then configure an email forwarding rule in Office 365 Mail to your personal email address.

Configuring a Forwarding Rule

To configure a forwarding rule, open the Office 365 Mail application. In order to do this, go to Dawson's website and click on "**My Dawson Portal**" at the upper menu.
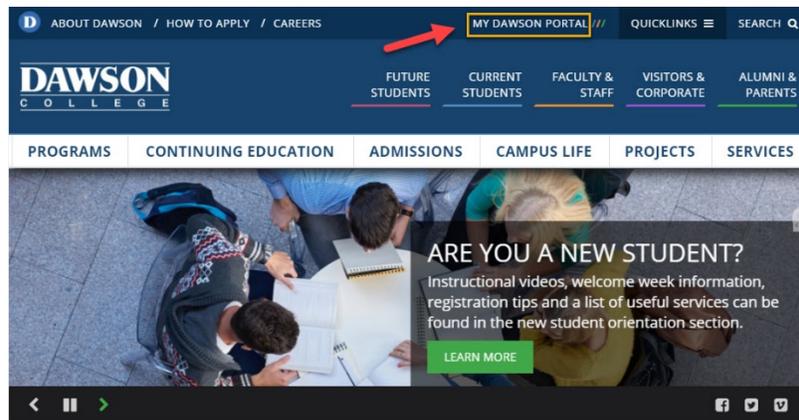
After login to the Portal, click on "**Office 365 account**" on the left sidebar:
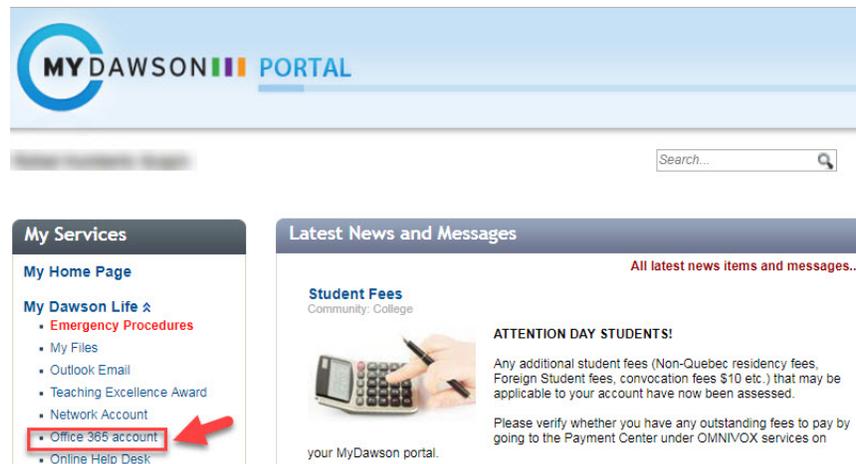
Then, select the dotted square close to Office 365 (upper left menu) and click on "Mail":
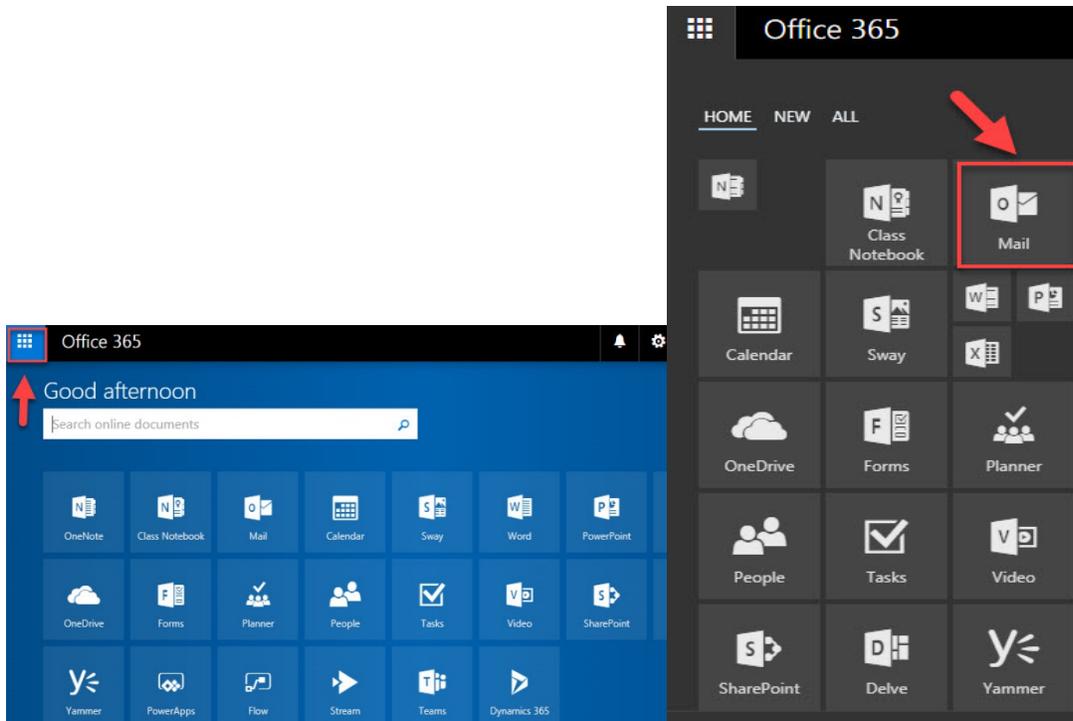
On the left hand menu click on **Mail > Accounts > Forwarding**. Click on Start forwarding, enter your personal email address and optionally check Keep a copy of forwarded messages. Click Save! The rule is set and ready to forward all emails that are sent to your Dawson College email address to your personal email address.