Hotmail configuration for Alumni-mail
This guide will show you how to configure your hotmail-account to receive alumni-mail from UCPH. Follow the guide below.

Log on to your personal Hotmail-account.

Click Options on the top right side of the screen.

Choose More options...

Choose:
Sending/receiving email from other accounts

Click on:
Add an email account
Enter your personal UCPH email-address: xyz123@Alumni.ku.dk

Enter your UCPH password

Click Advanced options

Fill out the form:

Server address: Exchange.ku.dk

Port: 995.

NB: Check the 2 marked boxes as shown on the picture.

Click Next

Alumni-mail from UCPH will now be forwarded to your personal hotmail-account. Follow the rest of the guide for further configuration. If you encounter any problems please visit University IT for help.