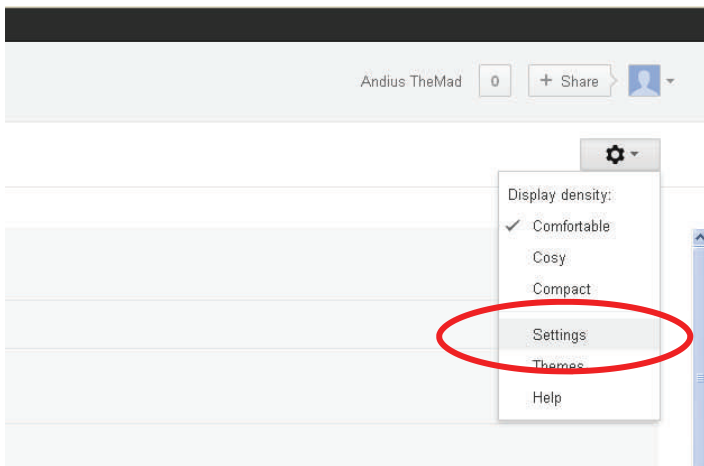


## G-mail configuration for Alumni-mail

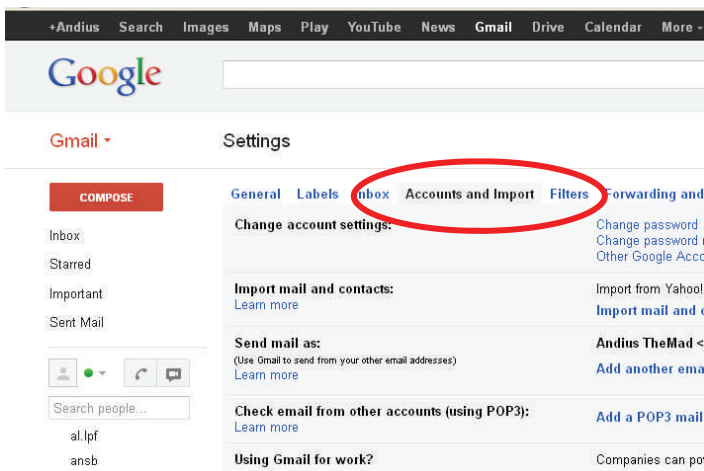
This guide will show you how to configure your gmail-account to receive alumni-mail from UCPH. Follow the guide below.



Log on to your personal gmail-account.

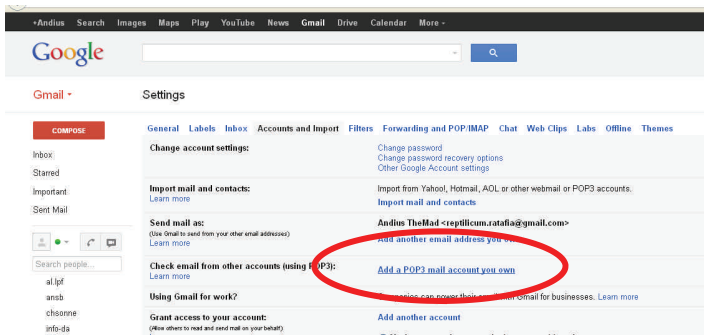
Click the 'wheel' in the right side of the screen.

Choose **Settings**.



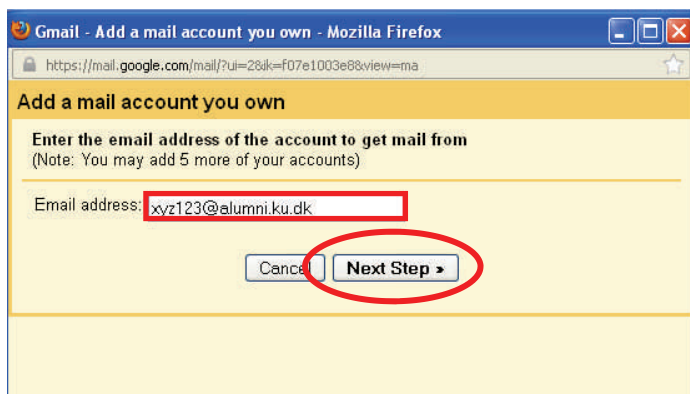
Choose tab:

**Accounts and import**



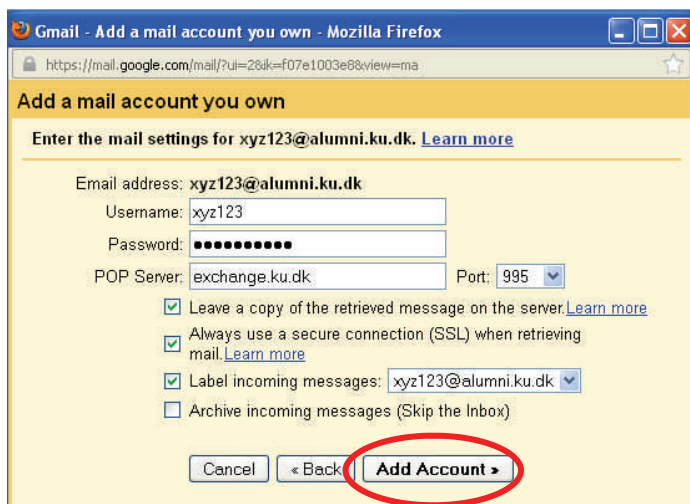
Click on:

**Add a POP3 mail account you own**



Enter your personal  
**UCPH username**  
followed by:  
**@Alumni.ku.dk**

Click on **Next Step.**  
højre hjørne



Fill out the form:  
**Username: xyz123**  
**Password: KUnet password**  
**POP Server: Exchange.ku.dk**  
**Port: 995.**

**NB:**  
Check the 3 marked boxes  
as shown on the picture.

Click **Add Account**

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