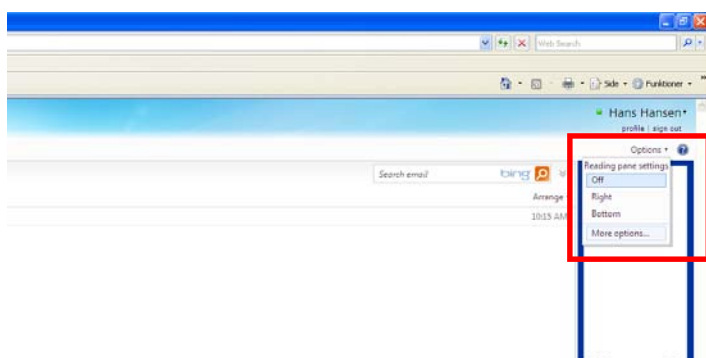


Hotmail configuration for Alumni-mail

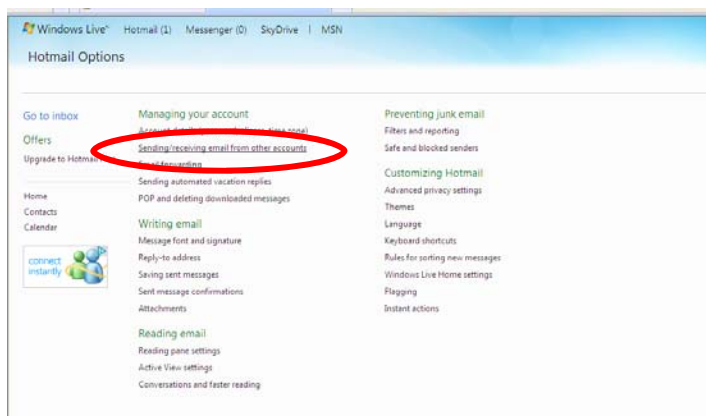
This guide will show you how to configure your hotmail-account to receive alumni-mail from UCPH. Follow the guide below.



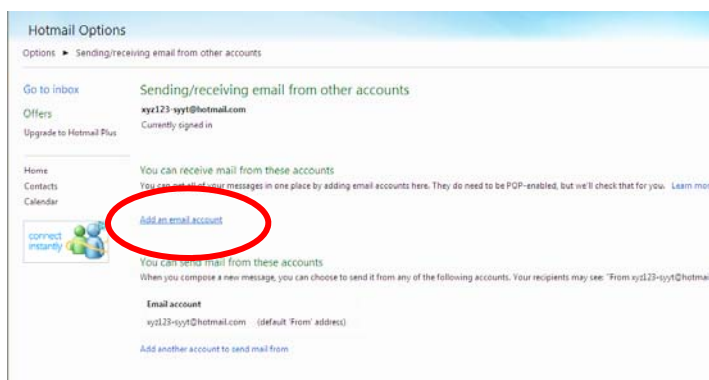
Log on to your personal Hotmail-account.

Click **Options** on the top right side of the screen.

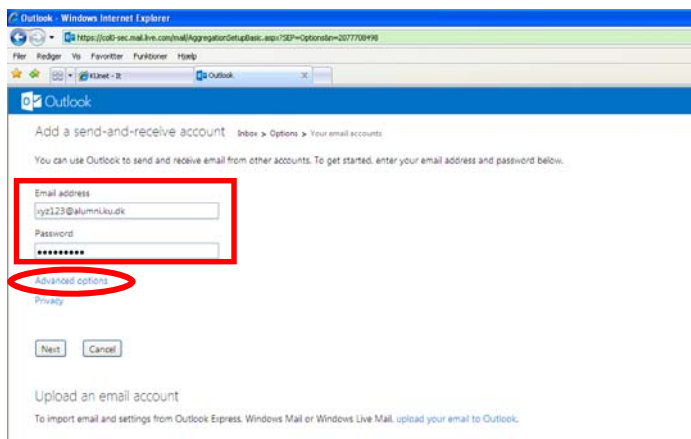
Choose **More options...**



Choose:
Sending/receiving email from other accounts



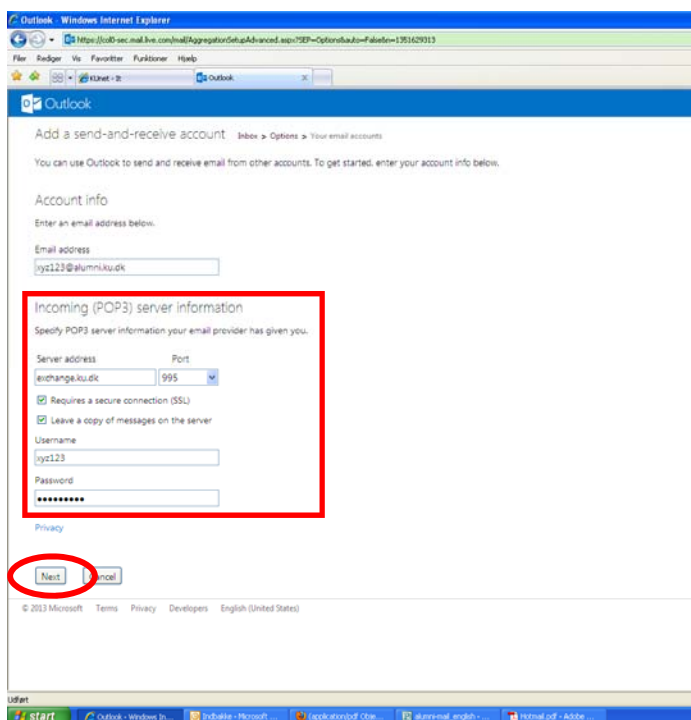
Click on:
Add an email account



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.