8. The Kyoto University Mail for Students and Researchers

8. 1. About the Kyoto University Mail for Students and Researchers

The e-mail Service for Students and Researchers, "KUMOI (Kyoto University Mail clOud Interface)", is attached to Kyoto University students provided by Microsoft Office365. You can use this e-mail service anywhere.

You sometimes receive important messages such as urgent report sent by university, so please be sure to read them.

In this mail service,

(Family name).(First name).(three alphanumeric character) @st.kyoto-u.ac.jp You will get such a predetermined E-mail address like this form.

(For example, if you are Kyodai Taro, we provide "kyodai.taro.12a@st.kyoto-u.ac.jp") You can confirm your own E-mail address in the student account notification or the following URL pages.

https://ecs.iimc. kyoto-u.ac.jp



You can't change your provided E-mail address in principle. In an inappropriate case, or clearly wrong case, please contact information Environment Support Center.

The main specifications of KUMOI is as follows.

• The upper limit of sending mails: Default 25MB including attachment files

• The capacity of mailbox : 50GB



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If you exceed the capacity of the mailbox (mail spool), you will not be able to receive mails. Please delete the unwanted mail properly.

8.2. Sign in and Sign out

1. Sign in. Use a Web browser to access http://mail.st.kyoto-u.ac.jp/.



*If you want to use other than Japanese, Please refer to "8.7. Changing your language setting."

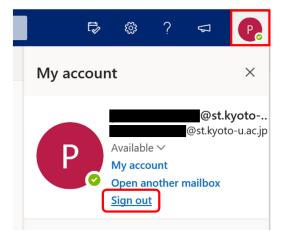
3. The language setting is required only at the first access. Choose the [language] and [time zone] and click the [save].

← → Ů @ littps://outlookaffice.com/owa/languageselection.aspiturl=/owa/trealm%3dstJgoto-u.acjp □ ☆ ☆ & ピ
で

4. After the second time, the following message is showed. If your mail address is correct, click the [Yes].

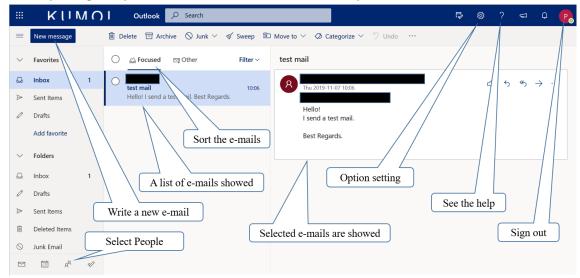


5. Click the upper-right icon and select [Sign out].



8.3. Reading E-mails

When you sign in. you will see a list of received e-mails by default.

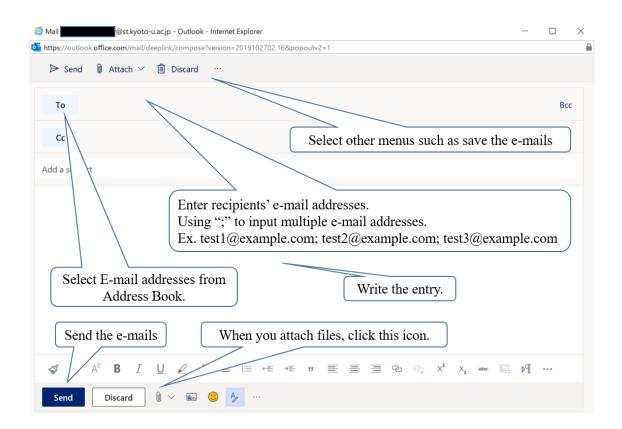


8.4. Writing a new E-mail

1. Click the [New message] to compose an e-mail.

2. The following window appears. Write a message here.

[≫]If you attach files, Click **(**) icon to select files.



8.5. Forwarding E-mails automatically

You can set up forwarding E-mails automatically in the following step. You can establish them from Office 365, but some problems such as "Your E-mails will not be sent correctly." may occur, so please follow steps as shown below.

- 1. Access to https://ecs.iimc.kyoto-u.ac.jp/.
- 2. Click [English] in the upper right.
- 3. Click [Login to Setting] at the right side of the gear wheel icon, then enter your ECS-ID and password.

Kyoto Universit	sity Account Management	日本語 / <mark>English</mark>
Never tell your password to o	o others. No faculty and staff ask your password.	
\bigvee	Activation of your account The new users of the account (ECS-ID, SPS-ID) and those who had the activation notice reissued in forgetting passwords should activat Login to Activation	e your account here.
	Change the parameters, such as the password, extension, forwarding address of Student Mail (KUMOI) and so on In changing the password or in changing the forwarding address of Student Mail (KUMOI), please change the setting parameters from I *1: When you meet the login image again, you can login with all-university account(ECS-ID, SPS-ID). The image will be shifted to the of #2: For the forwarding setting of Faculty and Staff Mail (KUMail), please change it from the Web mail screen of KUMail. Login to Setting	nere.
		Frequently Asked Questions / Inquiries
	Institute for Information I	Management and Communication, Kyoto University
	京都大学統合認証システム ログイン / Login	
	ユーザー名 / Username	
	パスワード / Password	
	ログイン / Login	
	パスワードをお忘れの方はこちら / Forgot your password? お倒りの方はこちら / Need Help?	

4. Click [日本語(Japanese)] in the upper right and select [英語(English)]. A pop-up will appear, click [OK].

京都大学情報環境機構 情報環境支援センター

京都大学 kyoto university	ID Management System	1	Logout
Panda East			日本語(Japanese) ¥
京都大学 KYOTO UNIVERSITY	ID Management System	idmpch1.iimc.kyoto-u.ac.jp の内容 EX-122 言語設定を変更しますか?	Logout
Panda East		キャンセル OK	日本語(Japanese) ¥

5. Click [Change mail forwarding] at the left column. Type the e-mail address which you want to forward e-mails to twice and click [SAVE]. A pop-up will appear, click [OK].

京都大学 KYOTO UNIVERSITY	ID Management System	Logout	
Panda East		英語(English) ¥	
🔍 Change password	Change account info		
Thange account info	Change forwarding e-mail address		
	KUMOI e-mail @st.kyoto-u.ac.jp		
View account info.	Current forwarding e-mail address (From August 2020, you can register one forwarding email address.)		
Change mail forward ing	New forwarding e-mail address		
京都大学情報環境機構	New forwarding e-mail address (Confirm)		
Institute for Informa tion Management an d Communication,Ky oto University	SAVE		
🛃 よくある質問			
FAQ			
京都大学 KYOTO UNIVERSITY	idmpch1.iimc.kyoto-u.ac.jp の内容 EX-125 Are you sure?		Logout
Panda East	キャンセル OK		英語(English) ¥
Change password	Change account info		
Change account info	Change forwarding e-mail address		
	KUMOI e-mail @st.kyoto-u.ac.jp		
View account info.	Current forwarding e-mail address (From August 2020, you can register one forwarding email address.)		
Change mail forward ing	New forwarding e-mail address xxxxxxyyyyyyyyz@gmail.com		
京都大学情報環境機構	New forwarding e-mail address (Confirm) xxxxx.yyyyyyyyy.z@gmail.com		
Institute for Informa tion Management an d Communication,Ky oto University	SAVE RESET		
🛃 よくある質問			

6. When the "The process has been completed" is displayed, the setting is complete.

æ	京都大学 KYOTO UNIVERSITY	ID Management System	Logout
Panda	East		
9,	Change password	Change account info	
Yi	Change account info	EX-078 The process has been completed.	
	View account info.	ОК	
	Change mail forward ing		
ď	京都大学情報環境機構		
ď	Institute for Informa tion Management an d Communication,Ky oto University		
r7	よくある質問		

7. To logout from the configuration, click [Logout] in the upper right.

	1	
ログアウトしました。		

8.6. Adding Contacts

1. Click [people].

	KUMO	Outlook 🔎 Search	
=	New message	🗎 Mark all as read 🤌 Undo	
\sim	Favorites	◯ 🕁 Focused 🔄 Other Filter	~
	Inbox 1	8 test mail	06
\triangleright	Sent Items	Hello! I send a test mail. Best Regards.	,0
Ø	Drafts		
	Add faveret		
\square	± x² ≪	https://outlook.office.com/people	e/

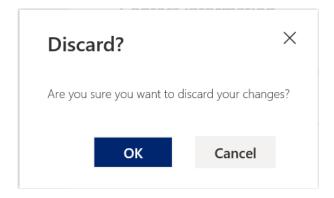
2. Address Book page opens. Click [New contact].

	KIMOI	Outlook 🔎 Search contacts, directory, a					
	New contact \sim						
*	Favorites	Favorites					
>	Contacts						
>	Groups						
>	Directory	You haven't added anyone your favorites yet.					
	tii x² √						

3. Full in the blanks and click [Create].

When you want to discard the entry, click [Discard] to close the window.

New contact You can add more information than what you see here, such as address	First name cccccc Last name dddddd	×
and birthday. Select Add more to bring up more options.	Contact information Email address	
	cccccc.dddddd.eee@gmail.com Mobile phone number	
	Work	
	Company Notes	
	Add notes	
	Create Discard + Add more \vee	



8.7. Changing your language setting

You can change the language you use in student e-mail service [KUMOI] by following these steps.

1. Click the gear wheel icon at the top-right of the page. Click [View all Outlook Settings].

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Setting		ook sett	ings		×
Display co First n Last na	ame	y 🛈			
View all O	utlook s	ettings	53)

2. Click [Language and time] in [General]. Select the Language you want to use.

Settings	Language and time	Language and time Save Discard X
 ✓ Search settings ✓ General ✓ Mail ✓ Calendar ^R People 	Language and time Appearance Notifications Categories Accessibility Mobile devices Storage	Language and time Save Discard X Language English (United States) Date format (for example, September 1, 2020 is displayed as follows) 2020-09-01 Time format 01:01 - 23:59
View quick settings	Storage Privacy and data	Current time zone (UTC+09:00) Osaka, Sapporo, Tokyo The current time zone for your working hours is (UTC-08:00) Pacific Time (US & Canada). If you're going to remain in the (UTC+09:00) Osaka, Sapporo, Tokyo time zone permanently, change your working hours to match that time zone. Update working hours

3. Click [Save]

Language and time	Language and time	Save Discard >
Appearance		
Notifications	Language	
	English (United Kingdom)	~
Categories	Rename default folders so their names match	the specified language
Accessibility	Date format (for example, September 1, 2020 is d	isplayed as follows)
Mobile devices	2020-09-01	~
Storage	Time format	
	01:01 - 23:59	~
Privacy and data	Current time zone	
	(UTC+09:00) Osaka, Sapporo, Tokyo	~
	The current time zone for your working hours is (UTC-08:00) Pacific Time (US & Canada).
	If you're going to remain in the (UTC+09:00) Osa your working hours to match that time zone. Update working hours	ka, Sapporo, Tokyo time zone permanently, change
	Appearance Notifications Categories Accessibility	Appearance Notifications Categories Accessibility Mobile devices Storage Privacy and data UTC+09:00) Osaka, Sapporo, Tokyo The current time zone (UTC+09:00) Osaka, Sapporo, Tokyo The current time zone for your working hours is (If you're going to remain in the (UTC+09:00) Osayour working hours to match that time zone.

8.8. When using other E-mail software

Although we recommend using a web browser for student mail, you can also read your mail from your home or lab computer with general mail software (Microsoft Outlook, Mozilla Thunderbird, etc.) There are two ways to read your mail: using Exchange or POP/ IMAP.

Below is a brief description. For more information, please visit https://www.iimc.kyoto-u.ac.jp/ja/services/mail/kumoi/use/use.html.

If you use Exchange, select Exchange as your account type. Your ECS-ID and password will be required in authentication.

Standard mail applications for Windows, macOS, iOS, iPadOS and Android, and Microsoft Outlook are supported.

If you are familiar with setting up POP3, IMAP or SMTP clients, the basic information you need to get started is below.

As of September 2022, only Mozila Thunderbird is supported.

- ♦POP3, IMAP Setting
 - Server: outlook.office365.com
 - Username: (your KUMOI email address)
 - IMAP4 Port: 993 (SSL)
 - POP3 Port: 995 (SSL)
 - Authentication method : OAuth2

♦SMTP Setting

- Server: smtp.office365.com
- Username: (your KUMOI email address)
- SMTP Port: 587 (STARTTLS)
- Authentication method : OAuth2

Your ECS-ID and password will be required in authentication.



If you can't understand this explanation, Please use the web interface. We do not support your e-mail software.