

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>



Information
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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



Caution
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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/>.



2. Enter your ECS-ID and password. Then check [Login]

京都大学統合認証システム

[お知らせ] 10月から電子ジャーナル・データベースアクセス方法が変わりました。専用ブラウザ設定方法は[こちら](#)

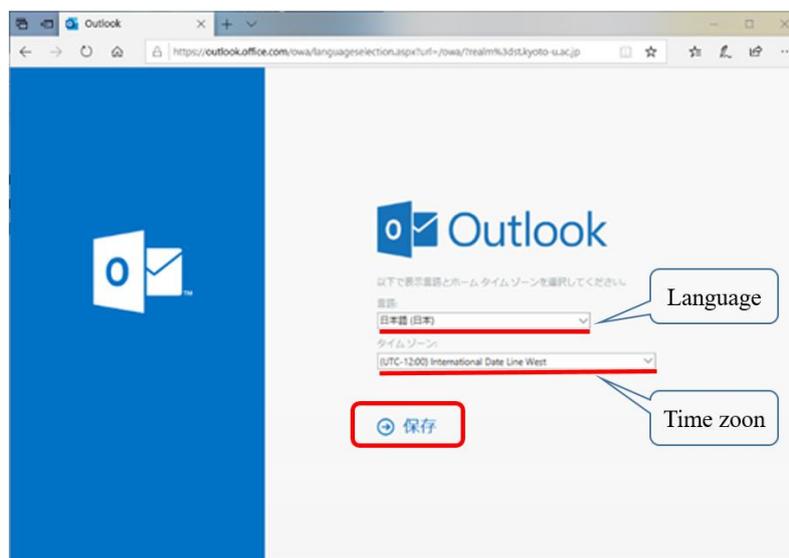
ログインを記憶しません。

サービスへの属性送信同意を再確認します。

[パスワードをお忘れの方はこちら](#)
[お困りの方はこちら](#)

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

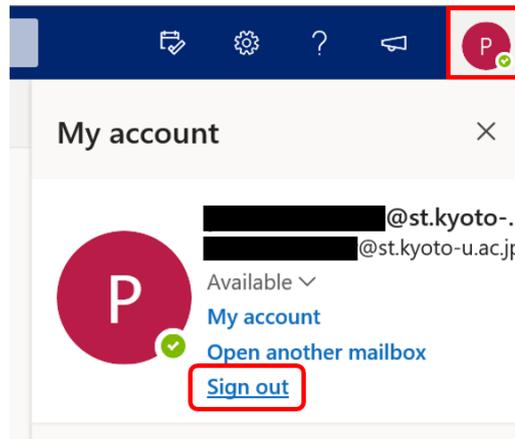
3. The language setting is required only at the first access. Choose the [language] and [time zone] and click the [save].



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

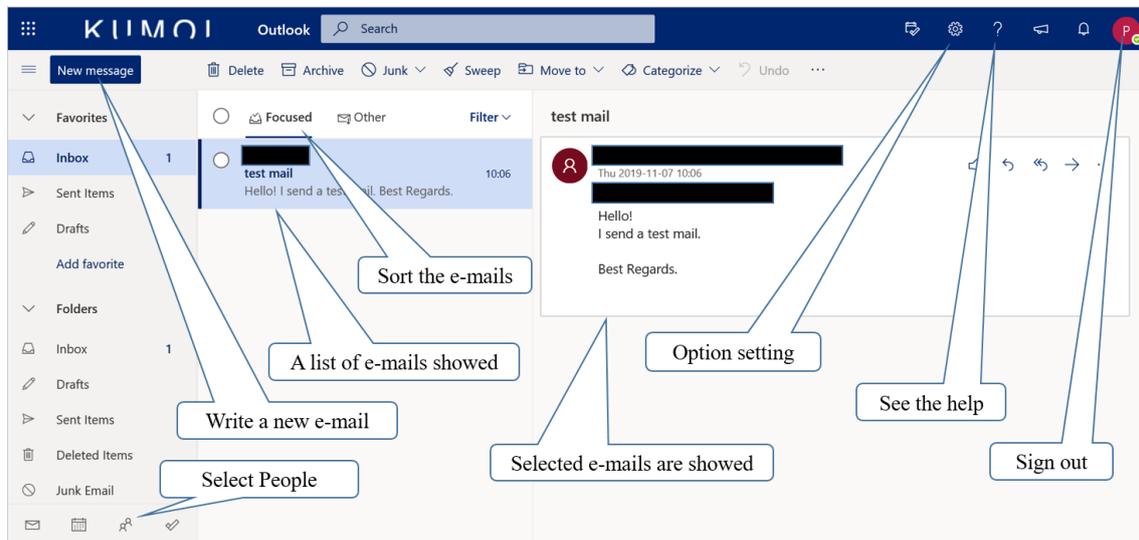


5. Click the upper-right icon and select [Sign out].



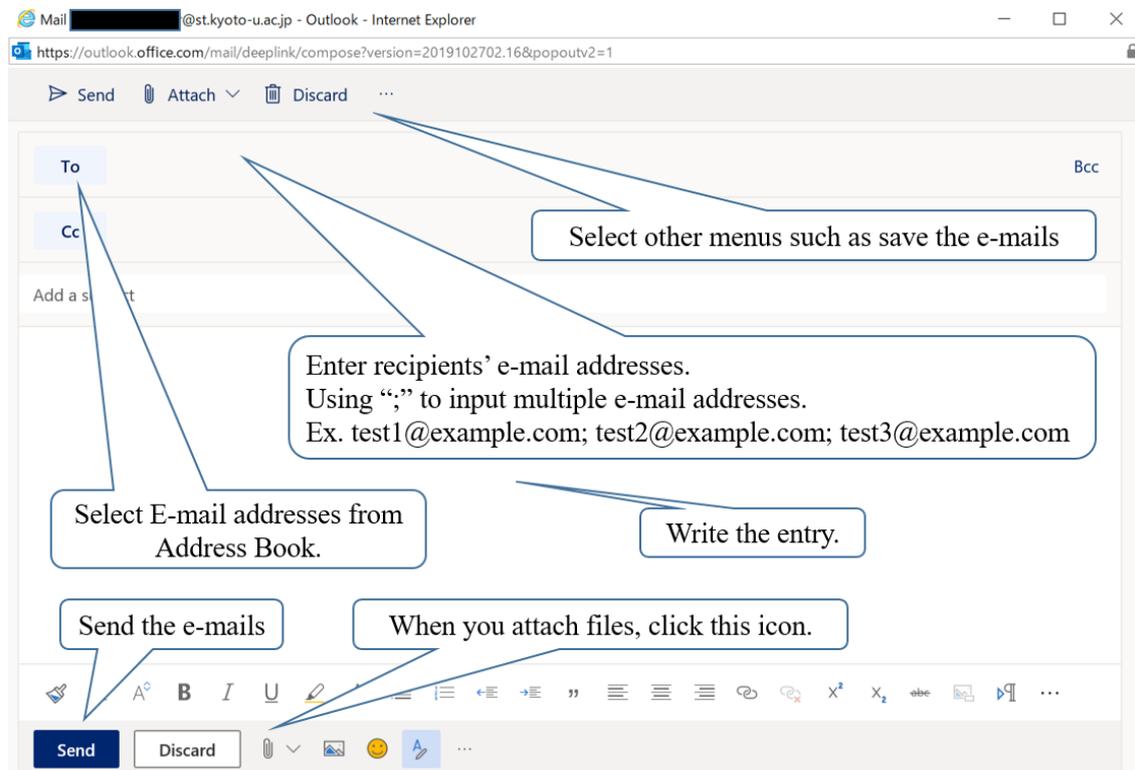
8.3. Reading E-mails

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



8.4. Writing a new E-mail

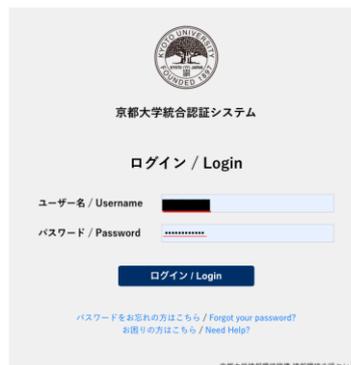
1. Click the [New message] to compose an e-mail.
 2. The following window appears. Write a message here.
- ※If you attach files, Click  icon to select files.



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.



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



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].

The screenshot shows the 'ID Management System' interface. On the left sidebar, the 'Change mail forwarding' link is highlighted with a red box. The main content area is titled 'Change account info' and contains a sub-section 'Change forwarding e-mail address'. This section includes the following fields:

- KUMOI e-mail:** [Redacted]@st.kyoto-u.ac.jp
- Current forwarding e-mail address:** (From August 2020, you can register one forwarding email address.)
- New forwarding e-mail address:** xxxxx.yyyyyyyyyy.z@gmail.com
- New forwarding e-mail address (Confirm):** xxxxx.yyyyyyyyyy.z@gmail.com

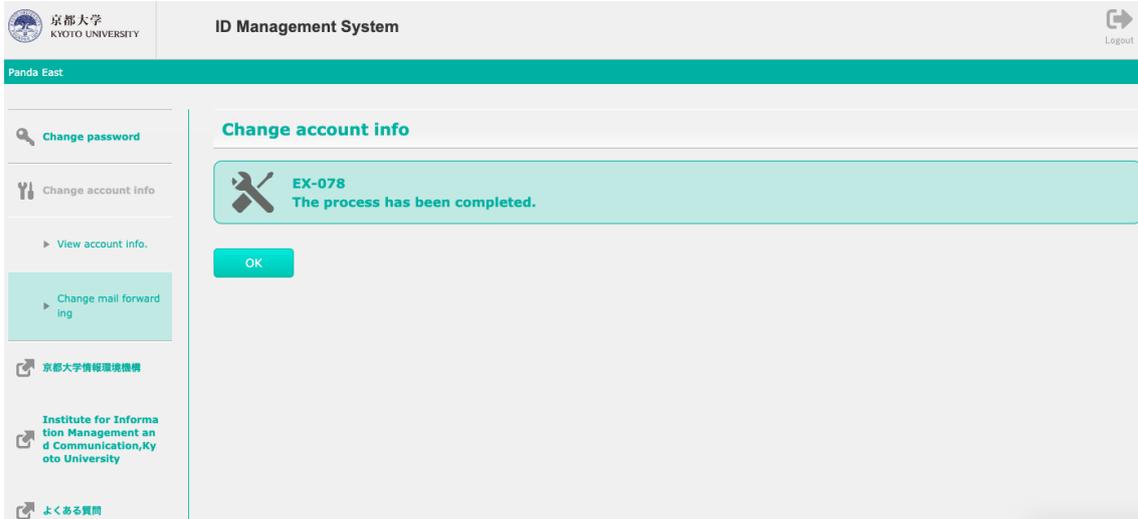
At the bottom of the form, there are two buttons: 'SAVE' (highlighted with a red box) and 'RESET'.

This screenshot shows the same 'Change account info' page as above, but with a confirmation pop-up displayed. The pop-up contains the following text:

idmpch1.iimc.kyoto-u.ac.jp の内容
EX-125
Are you sure?

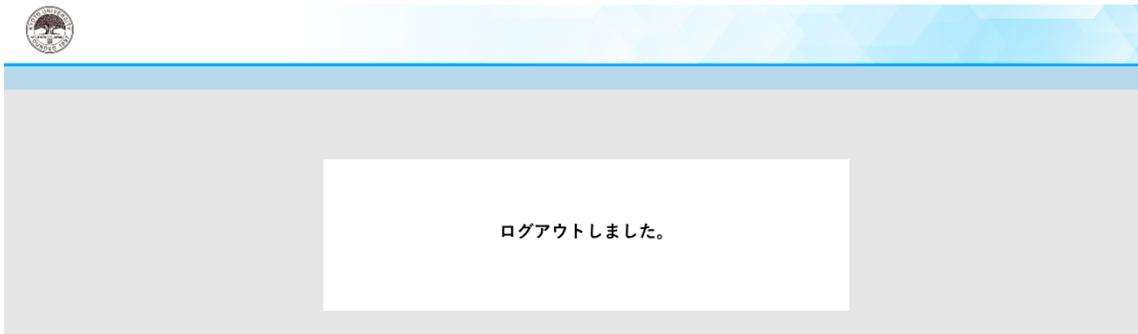
At the bottom of the pop-up, there are two buttons: 'キャンセル' (Cancel) and 'OK' (highlighted with a red box).

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



The screenshot shows the 'ID Management System' interface. At the top left is the Kyoto University logo and name. The page title is 'ID Management System'. In the top right corner, there is a 'Logout' button. Below the header, there is a green bar labeled 'Panda East'. On the left side, there is a navigation menu with options: 'Change password', 'Change account info', 'View account info.', 'Change mail forwarding', '京都大学情報環境機構', 'Institute for Information Management and Communication, Kyoto University', and 'よくある質問'. The main content area is titled 'Change account info' and displays a success message in a light green box: 'EX-078 The process has been completed.' Below the message is an 'OK' button.

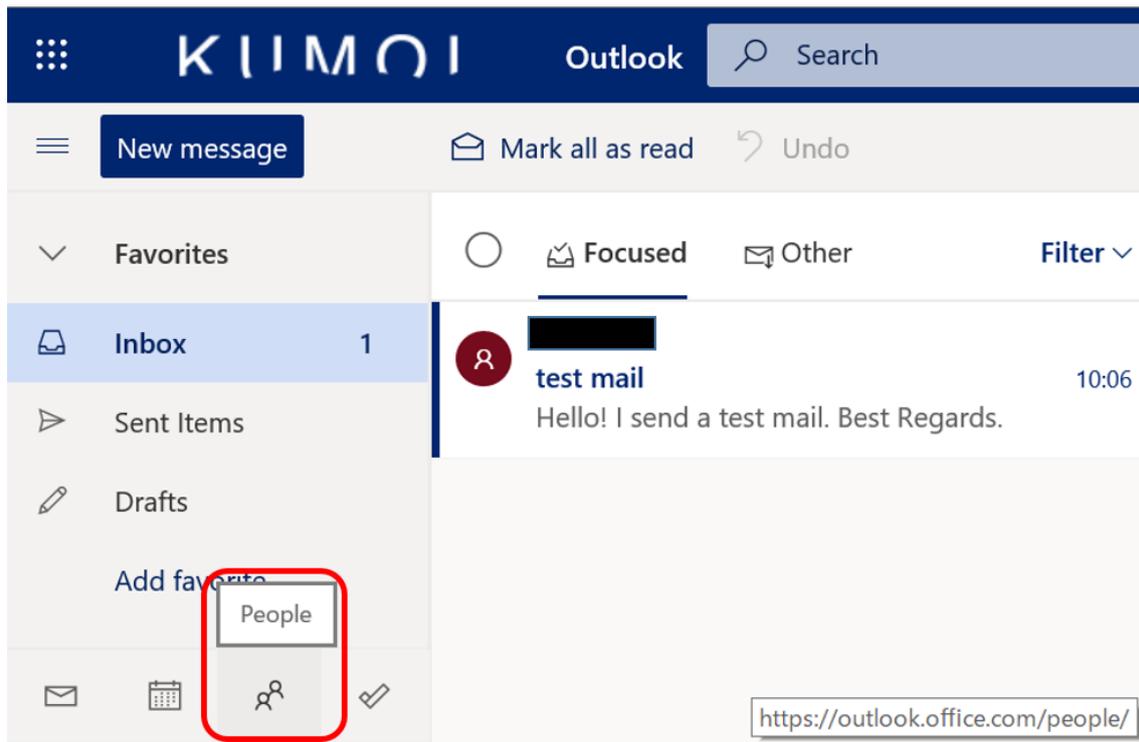
7. To logout from the configuration, click [Logout] in the upper right.



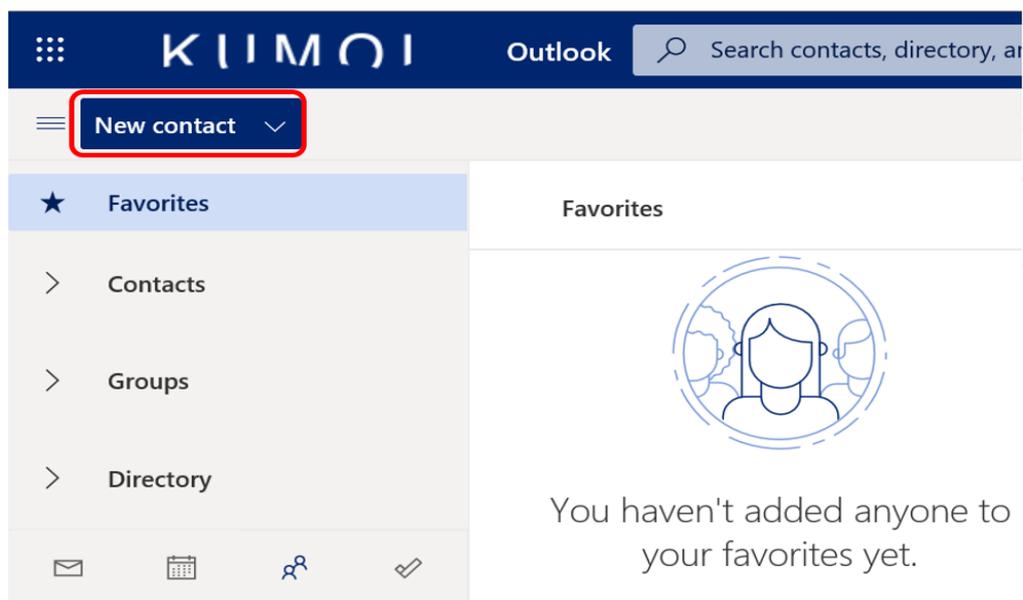
The screenshot shows a page with a light blue header and a grey background. In the center, there is a white rectangular box containing the text 'ログアウトしました。' (Logout completed).

8.6. Adding Contacts

1. Click [people].



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



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 and birthday. Select **Add more** to bring up more options.

First name
cccccc

Last name
dddddd

Contact information

Email address
cccccc.ddddddd.eee@gmail.com

Mobile phone number
xxx-yyyy-zzzz

Work

Company

Notes

Add notes

Create **Discard** + Add more ▾

Discard?

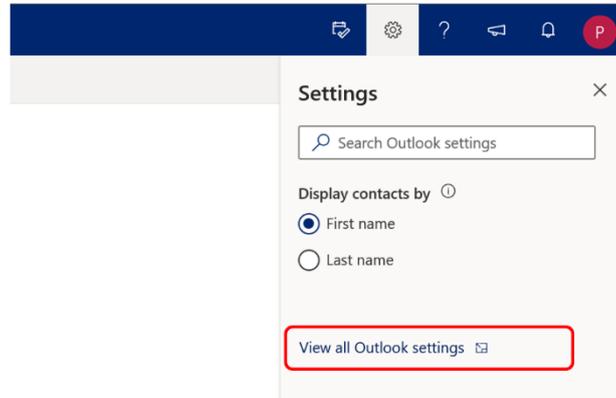
Are you sure you want to discard your changes?

OK **Cancel**

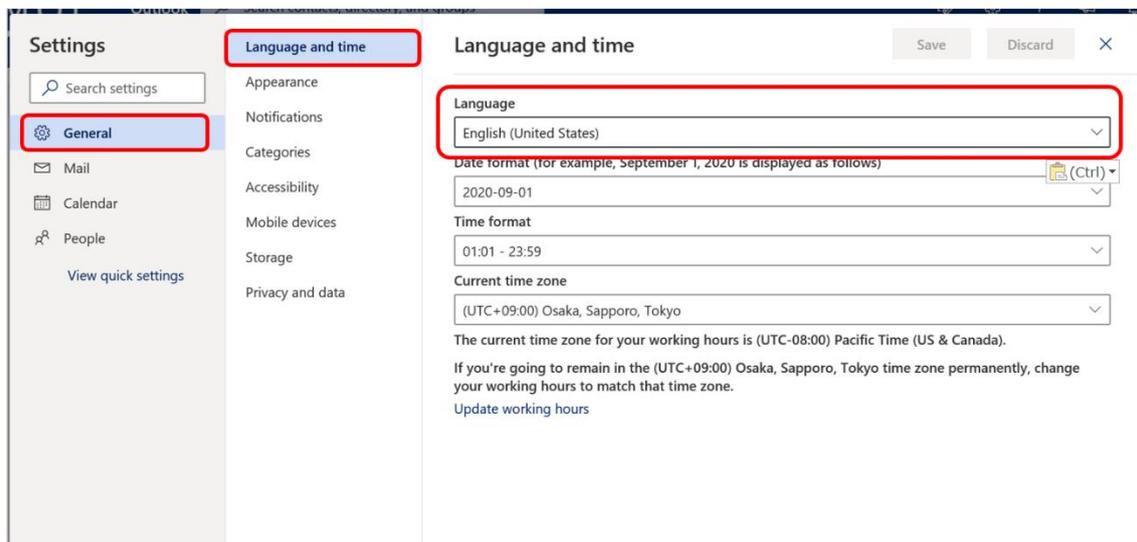
8.7. Changing your language setting

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

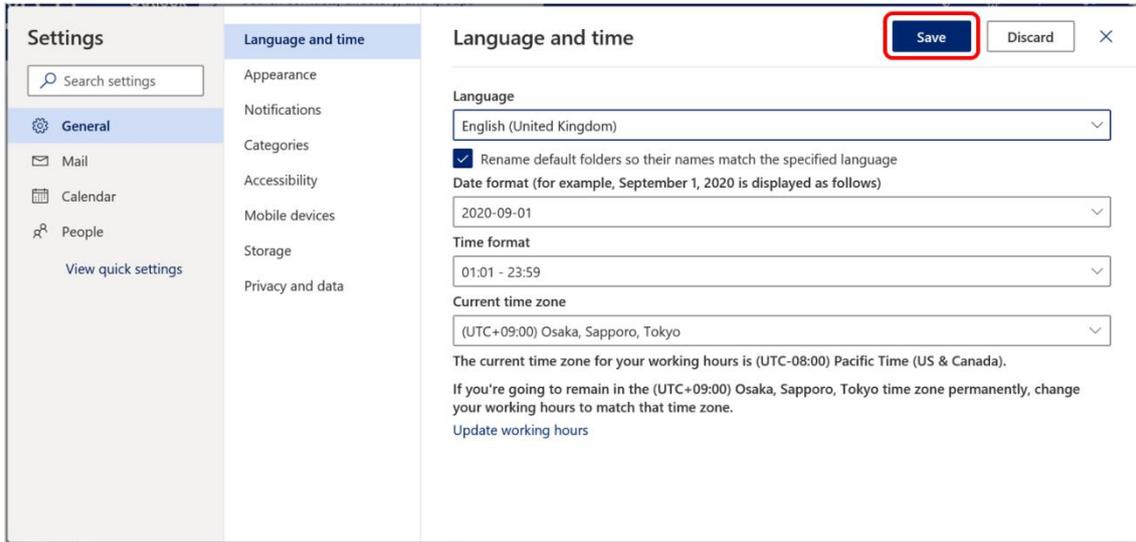
1. Click the gear wheel icon at the top-right of the page. Click [View all Outlook Settings].



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



3. Click [Save]



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 Mozilla 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.



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

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