## A. EMAIL UPM ACCESS GUIDE

1. Browse main web **email.upm.edu.my** and Click on **'Sign in with UPM-ID**' button

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eme	l@upm				
		upmt Sign in with	h UPM-ID	<b>/</b>	

2. Input user UPM-ID information (UserID & password) and click 'LOGIN' button

UPM Staff Email UPM staff official email.	
Enter your UPM-ID and Password	Eiset Time Login
Enter your official and Password	Complete your UPMID registration.
UPM-ID:	UPM Student Registration   UPM Staff Registration (Login into Putra)
	Forget Password?
	Forgotten your password?
Password:	Click here to reset password
	Support
	Self Help FAQ
LOGIN CLEAR	Contact Us

3. New UPM Email Interface (Google Platform) will be displayed and ready to be used.

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## B. DESKNOW TO GOOGLE MAIL IMPORT GUIDE

- 1. Log into email.upm.edu.my page using user's UPM-ID information (*UserID & password*) (Login id shall be in full email address form i.e. <u>user@upm.edu.my</u>)
- 2. Click the Setting icon (Label #1) and choose Setting (Label #2)

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3. Select Accounts and Import (Label #1) tab and click Delete (Label #2) on Check mail from other account for %admin%[UPMID\_user]@upm.edu.my account

Settings		<b>\$</b> -
General Labels Inbox Accounts at Change account settings: Import mail and contacts: Learn more	nd Import Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes. Google Account settings Change your password and security options, and access other Google services. Import mail and contacts	
Send mail as: (Use Universiti Putra Malaysia Mail to send from your other email addresses Learn more	SITI SYAZWINA BINTI MOHD YUSOF / IDEC <syazwina@upm.edu.my> Add another email address you own</syazwina@upm.edu.my>	edit info
Check mail from other accounts (using POP3): Learn more	%admin%syazwina@upm.edu.my Last checked: 6 minutes ago. 200 mails fetched. View history 12387 mails remaining. Add a POP3 mail account you own	edit info delete
Add additional storage:	Using 0.47 GB. Need more space? Purchase additional storage	2

## 4. Click 'Import mail and contacts' on 'Import mail and contacts' tab

General Labels Inbox Acc	counts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes	
Change account settings:	Google Account settings Change your password and security options, and access other Google services.	
Import mail and contacts: Learn more	Import from Yahool, Hotmail, AOL to other webmail or POP3 accounts.	
Send mail as: (Use Universiti Futra Malaysia Mail to send from yo email addresses) Learn more	SITI SYAZWINA BINTI MOHD YUSOF / IDEC <syazwina@upm.edu.my> Add another email address you own</syazwina@upm.edu.my>	edit info
Check mail from other account (using POP3): Learn more	s Add a POP3 mail account you own	
Add additional storage:	Using 0.47 GB. Need more space? Purchase additional storage	

5. Key-in user's UPMID (e.g syazwina@desknow.upm.edu.my) and Click Continue

What account of	do you want to import from?
syazwina@des	sknow upm.
For example: n	name@example.com

6. Key-in UPMID password and Click Continue

Step 1: Sign into your other email account
Enter the password for syazwina@desknow.upm.edu.my.
Your password will be stored securely and deleted after we've finished importing your mail.
Universiti Putra Malaysia Mail couldn't identify your POP server. Please enter your POP server information below.
POP username:
syazwina
POP server:
desknow.upm.edu.my Port: 110 Edit
Continue Cancel

7. Tick box 1, 2 & 4 and Click Start Import

	Select the import options for syazwina@upm.edu.my.
	🖉 Import mail
	Leave a copy of retrieved message on the server
	Archive incoming messages (Skip the Inbox)
, i	Add label to all imported mail: syazwina@upm.edu.my
	This account is managed by Universiti Putra Malaysia. Your administrator will have access to a emails and contacts you import. Learn more
	Start import Cancel

8. Done. Email will be imported from DeskNow application to the new mail system.