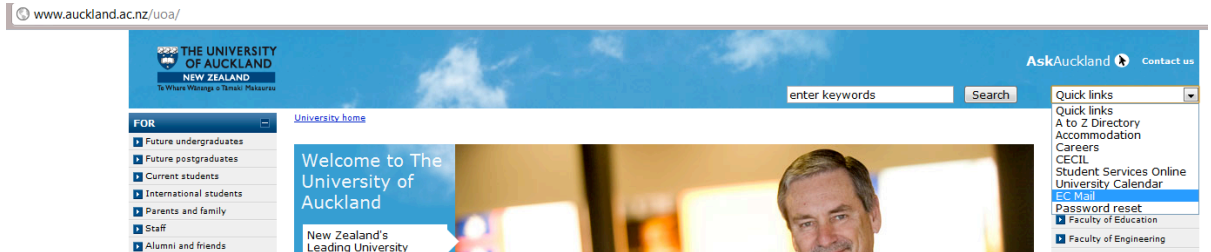


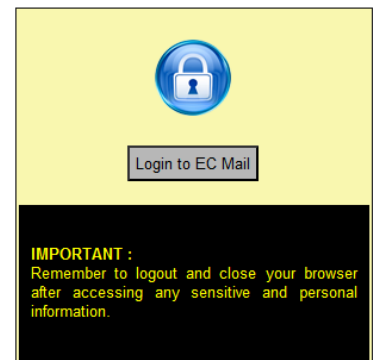
How to re-direct your EC Mail to your personal Email Account


Select 'EC Mail' from the 'Quick links' dropdown menu on the University of Auckland homepage



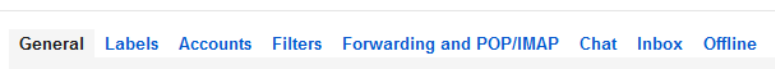
Click the 'Login to EC Mail' button on the left hand corner of the page

Sign in using your UPI and password. Your UPI is four letters followed by three numbers

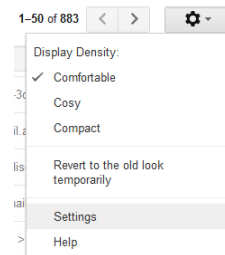
A screenshot of the University of Auckland login page. It features the university logo and a 'Sign in' section with two input fields for 'NetID/UPI or Email' and 'Password'. A blue 'Sign in' button is positioned to the right of the password field. Below the fields are two links: 'Sign up for a new account' and 'I cannot access my account'.

Once you're into your EC Mail, click the  icon at the top right hand corner of the page, and select 'Settings' from the dropdown menu

Settings



Next to 'Forwarding,' click the button 'Add a forwarding address' and enter the email address you'd like your University emails to be forwarded to

A screenshot of a dialog box titled 'Add a forwarding address'. It contains the text 'Please enter a new forwarding email address:' followed by an input field containing 'sev.acher@hotmail.com'. Below the input field are two buttons: 'Next' and 'Cancel'.

Follow the instructions, and a confirmation code will be sent to the email address you entered. Check your emails. There should be a message from The University of Auckland with a confirmation code. Copy this code and click the link to confirm the forwarding request

Go back on the 'Forwarding and POP/IMAP' page and paste the verification code in the field available. Click 'Verify'

Verifysev.acher@hotmail.co.uk

Next to 'Forward a copy of incoming mail to' you should now see this email address in the dropdown menu. Select it, scroll to the bottom of the page, and click 'Save Changes'

[General](#) [Labels](#) [Accounts](#) [Filters](#) **Forwarding and POP/IMAP** [Chat](#) [Inbox](#) [Offline](#)

Forwarding:
[Learn more](#)

Disable forwarding
 Forward a copy of incoming mail to sev.acher@hotmail.co.uk (in use)

Tip: You can also forward only some of your mail by [creating a filter!](#)

POP Download:
[Learn more](#)

1. **Status: POP is enabled** for all mail that has arrived since 01/07/2008
 Enable POP for **all mail** (even mail that's already been downloaded)
 Enable POP for **mail that arrives from now on**
 Disable POP

2. **When messages are accessed with POP** keep The University of Auc

3. **Configure your email client** (e.g. Outlook, Eudora, Netscape Mail)
[Configuration instructions](#)

IMAP Access:
(access The University of Auckland Mail from other clients using IMAP)
[Learn more](#)

Status: IMAP is disabled
 Enable IMAP
 Disable IMAP

Configure your email client (e.g. Outlook, Thunderbird, iPhone)
[Configuration instructions](#)

All done!