How to access your email from the university website

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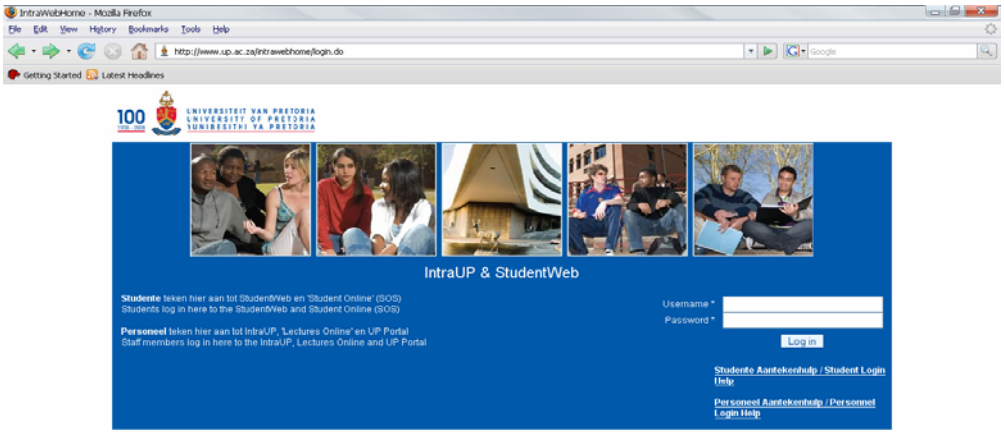
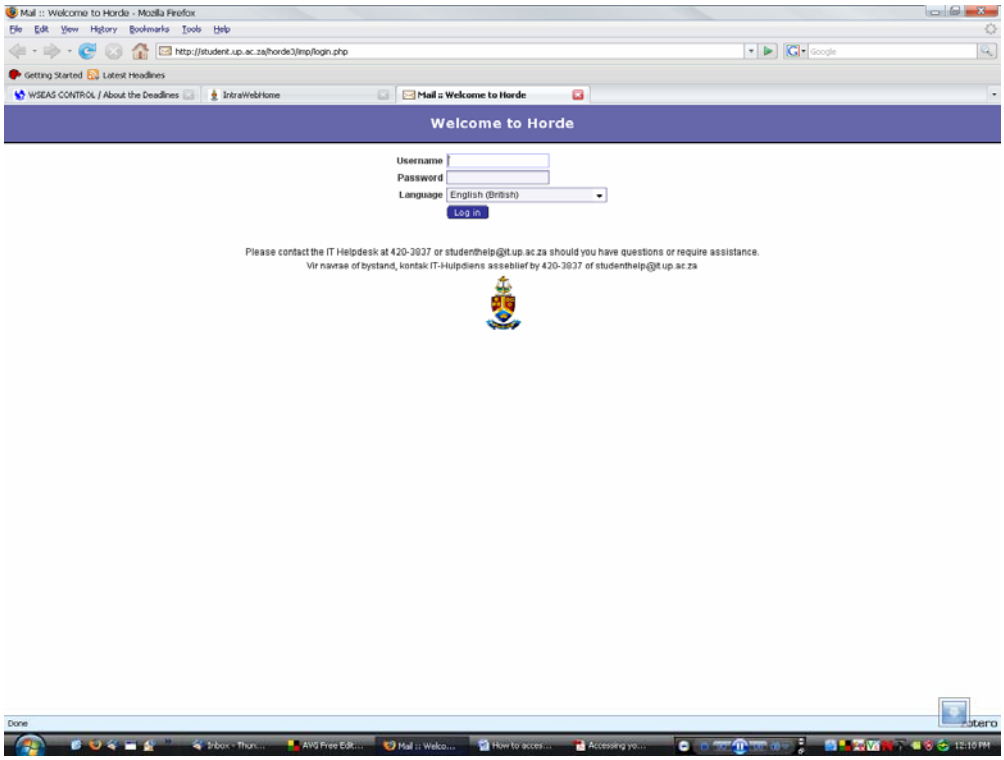
1 Website

There are two ways of getting to the website to acquire your emails. They are:

- Firstly, access the website of the University of Pretoria (www.up.ac.za). See the figure below. Log in using your student number and password. If you have not yet registered, your password should be your ID number. A link to the email facilities should be in the right hand pane of the window (Links for current students). Remember to use the main campus link.



- The second method (the easier of the two) requires you to remember the address of the mail server site. In Internet Explorer, type the following address: *student.up.ac.za/email*. This will also take you to the login screen as in method 1.



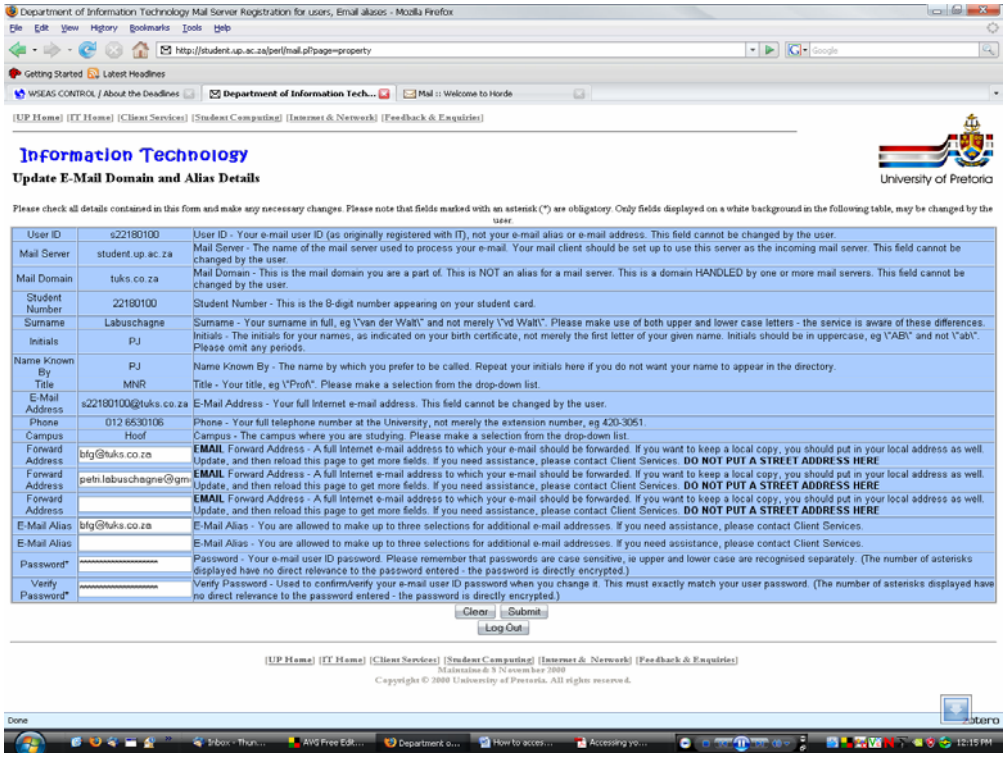
2 Logging In

Once you are at the login screen, you will be prompted to enter:

- Your student number,
- Your password. This password will be the same as the one you use to log in at StudentWeb website. If this password has not been setup, make use of your ID number.

3 Forwarding emails to other addresses

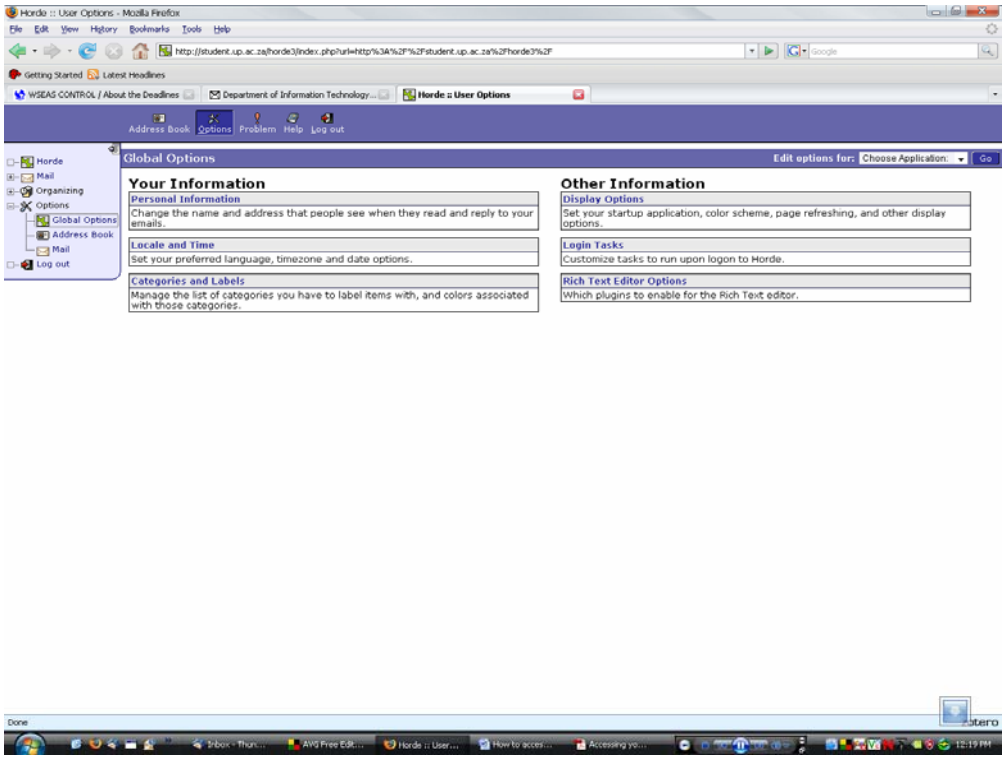
Emails that are sent to your student email account, can also be sent to other email addresses e.g. Gmail, yahoo etc. To active this service, go back to the StudentWeb website and click on the *Email settings* link in the right hand pane of the window (Links for current students). This will also prompt you to enter you student number and password (as with accessing your emails). On completion, you will be given a screen as shown below.



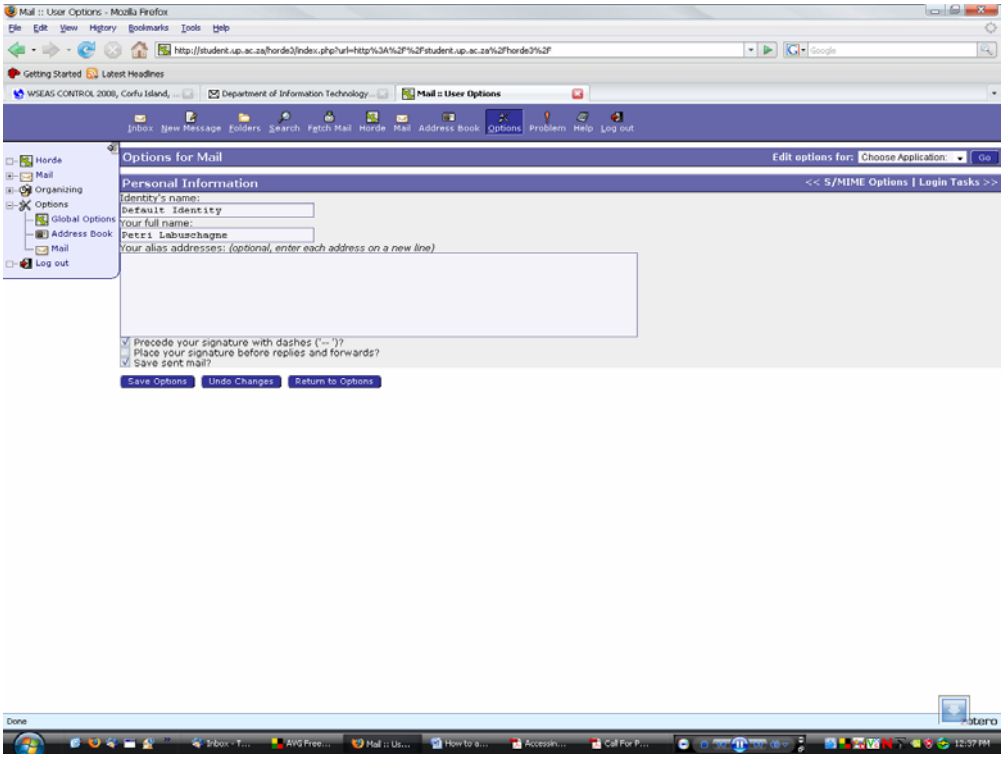
. As shown, there will be 3 boxes to enter forwarding addresses. One should be filled with your current email address at the university, (i.e. s00000000@tuks.co.za), and the rest of them is open for you to fill in. Remember, if you don't want anything sent on, the remaining two should be empty.

4 Changing your email name

This is quite important, especially if you want your lecturer to know who you are when the email appears in his email browser. By default, your email will appear as your student number version (i.e. s...@tuks.co.za). You would preferably want him to see something like petri.labuschagne[s...@tuks.co.za]. To make this change, you need to log in to your email account (as discussed in section 1 and 2). Then you should go to the options tab on the left hand side of the screen (as shown by the figure below).



Click on the *Mail* tab. Under the General Options link, click on the *Personal Information* tab. This should take you to the screen to make the necessary adjustments (as shown in the figure below). In this screen, edit the *Your full name* block and insert your name in this block. This will then show anyone you email your name in their email browser.


Mail :: User Options - Mozilla Firefox
File Edit View History Bookmarks Tools Help
http://student.up.ac.za/horde3/index.php?url=http%3A%2F%2Fstudent.up.ac.za%2Fhorde3%2F
Getting Started Latest Headlines
WSEAS CONTROL 2008, Corfu Island, ...
Department of Information Technology...
Mail :: User Options
Inbox New Message Folders Search Fetch Mail Horde Mail Address Book Options Problem Help Log out
Horde
Mail
Organizing
Options
Global Options
Address Book
Mail
Log out
Options for Mail
Edit options for: Choose Application: Go
Personal Information
<< S/MIME Options | Login Tasks >>
Identity's name:
Default Identity
Your full name:
Petri Labuschagne
Your alias addresses: (optional, enter each address on a new line)
Precede your signature with dashes ('-- ')?
Place your signature before replies and forwards?
Save sent mail?
Save Options
Undo Changes
Return to Options
Done
12:37 PM