# How to access your student email or change your contact data

When you enrolled, the university automatically set up a student email account with the format 'ab1234@students.uni-freiburg.de'. This address is assigned to your HISinOne and Ilias accounts. This information is also used by these platforms to generate mail lists which given to the lecturers of the courses you're enrolled in. They normally use the mailing option provided by these platforms to contact you.

Here we show you how you can access this email address using a browser or mail client of your choice, forward your mails to another address you check more regularly or change the contact data in your HISinOne account.

Make sure you use at least one of the following options to make sure that you get all the important information you need.

Your three options:

- a. Check your e-mail regularly using the browser of your choice
- b. Access your student e-mail using a mail client
- c. Change your contact data on HISinOne
- d. Forward your student e-mail to your regular email address

## a. Check your email regularly using the browser of your choice

- 1. Log in to your account on <u>Communigate</u>
- 2. Check your mail

You don't get notifications about new mail from this website and the interface is not user friendly, consider one of the other options below.

## b. Access your student email using a mail client

- With this option you can access your student email using a mail client you already have, so your inboxes will be separate but in the same program
- 1. Open the mail client of your choice (here Microsoft Outlook, Thunderbird documentation can be found <u>here</u>). The settings are the same for all clients, the way you get there may be different)
- 2. Go to 'File' in the top left corner or to wherever your client manages account settings
- 3. Click 'Add Account'

Posteingang -	- Outlook	
e	Account Information	
	Microsoft Exchange	
Open & Export	+ Add Account	
Save As	Account Settings	ccount or set up more
Save Attachments	Settings      Access this account on <u>https://outlook.live.c</u> <u>Get the Outlook app f</u>	on the web. om/owa/outlook.com/ for iOS or Android.
		<u>Change</u>

4. Enter your student mail address and password, click 'connect'

> Outlook Email address 	K IMAP Account Settings Not you? Password To the setting of the se
Connect	
No account? <u>Create an Outlook.com email address to get started.</u>	Go back Connect

5. Outlook tries to connect automatically; it will probably not work immediately. Click 'change account settings'.

If it connects automatically, go to your account settings and check that it entered the correct parameters as shown under 6.

	×
0 Outlook	
Something went wrong	
We couldn't connect to the outgoing (SMTP) server. None of the authentication methods supported by Outlook are supported by your server. For more information, contact your email administrator.	
Troubleshoot problems setting up your account	
→ Not	
→ Change Account Settings	
ightarrow Troubleshoot	
<u>Retry</u>	

6. Make sure you enter mail.uni-freiburg.de for both incoming and outgoing mail, set ports to 993 for incoming mail and 465 for outgoing mail.

	×
IMAP Account Settings	
(Not you?)	
Incoming mail	
Server mail.uni-freiburg.de Port 993	
Encryption method SSL/TLS -	
Require logon using Secure Password Authentication (SPA)	
Outgoing mail	
Server mail,uni-freiburg.de Port 465	
Encryption method SSL/TLS -	
Require logon using Secure Password Authentication (SPA)	
	9
	re
Go back Next	

- 7. Click 'next'
- 8. Your student email should now be connected to your client. Test it by sending an email to yourself using the new address

#### c. Change your contact data on HISinOne

- This option will assign your mail address to the participant lists of your courses and the lecturers can contact you with your regular mail adress using the mailing option provided by HISinOne and Ilias
- 1. Log in to your account on HISinOne
- 2. Go to Service > Personal settings > Edit my contact data

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Home My Studies Studies offered Research Organisation	Service Help
	Personal settings Edit my contact data
Informations BundID E-Learning UB Studierendenwerk Passwords	Requests Define default role Manage contact data.
	User manual for accessibility Device administration
Studierende gesucht: Evaluierung der neuen Kontaktdaten-Anzeige in	Automatic mandatory e-m Manage communication channels de
HISinOne	For all newly enrolled students and newly enrolled doctoral candidates as of the semester 2023, an e-mail account was automatically created for the respective stu account according to the following scheme: <userid>@students.uni-freiburg.de (</userid>
Hinweise") lesen Sie bitte weitere Details. • Die jetzige Kontaktdatenanzeige für Studierende finden Sie unter dem Menüpunkt Me Studium   Studienservice (Reiter "Kontaktdaten") ₪. Wir freuen uns auf Ihre Teilnahme! Ihr HISinOne-Team & HIS eG	This mandatory e-mail address will be used for correspondence related to studies a Freiburg and will automatically be stored as default. E.g. for notifications from centr. HISinOne (https://campus.uni-freiburg.de @) or the learning platform (https://lilas.ur You are therefore required to actively retrieve this e-mail address yourself on a regu Online you can access your mail account via the webmail interface https://mail.uni-

3. Click on the pen next to the mail address assigned to you by the system to edit your contact data. Change it on both contact cards – 'Correspondance' and 'All contact data'

E A + _ S Albert-Ludwigs-Universität Freiburg	Change ro Studier
Home         My Studies         Studies offered         Research         Organisation         Set           You are here:         Home >         Service >         Personal settings >         Edit my contact data	vice Help
Edit my contact data	
Hint Here you can manage the contact data entered in the system.	
(2-K) Student Management - Correspondance	(21) Student Management - All contact data
	Postal address
E-mail E-mail Edit E-mail ((2-k) Student Management - Correspondance)	(registered address)

# d. Forward your student email to your regular email address

- With this option you will receive copies of the mails send to your student address in your regular inbox
- 1. Log in to your account on <u>Communigate</u> (mail.uni-freiburg.de)
- 2. Go to 'Mail Control' in the top right corner

INBOX	Calendar	Tasks
IBOX Calendar Tasks Contacts Summary		Folders Files Notes Trash
CommuniGate Pro welcomes		Help
CONTONIGATE		Settings Mail Control Buddies Log Out
		New: Mail Event Task Contact Group Note

# 3. Click 'copy all mail to', enter your regular mail address, choose additional settings, click 'update'

COMMUNIGATE *****		New: <u>Mail</u> Se	Event Task Contact Group Note httings Mail Control Buddies Log Out
			Help
INBOX Calendar Tasks Contacts Summary			Folders Files Notes Trasl
Mail Control: Rules			Rules
	Enable Vacation Message		
	□ Starts: 1 ♥ Jan ♥ 2022 ♥ □ Ends: 1 ♥ Jan ♥ 2022 ♥		
	Notify:	a	
		3	
	Clear 'Replied Addresses' List		
	Reset Update		
	Copy All Mail To		
	Enter your regular mail address here		
C Keep the Original	o not Copy Automatic Messages	Send on behalf of this Account	
	Reset		
	Junk Mail Control		
High probability:	Medium probability:	Low probability:	•
	Reset Update		
Add Rule			Delete Marked
Priority	Name		

4. Test it: send an email to your university address and see if it appears in the inbox of your regular address.