

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

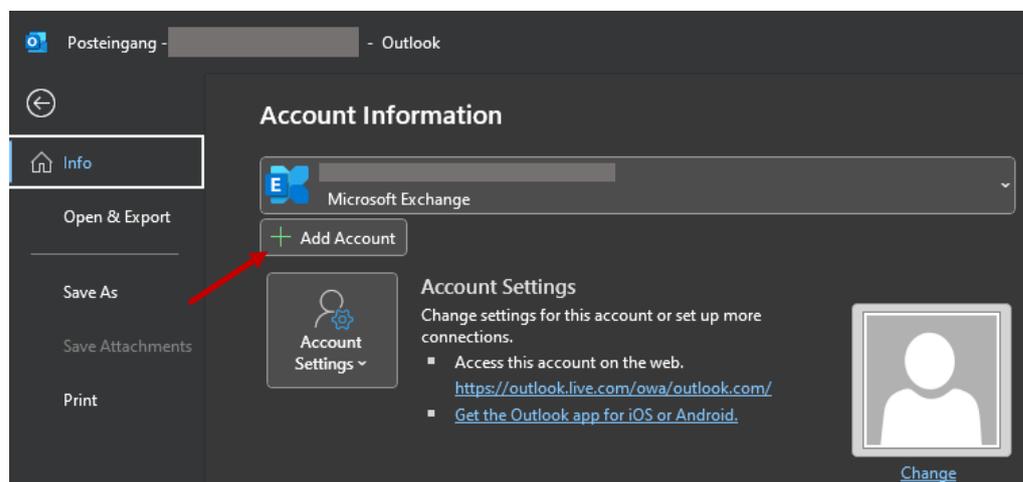
a. Check your email regularly using the browser of your choice

1. Log in to your account on [Communigate](#)
2. Check your mail

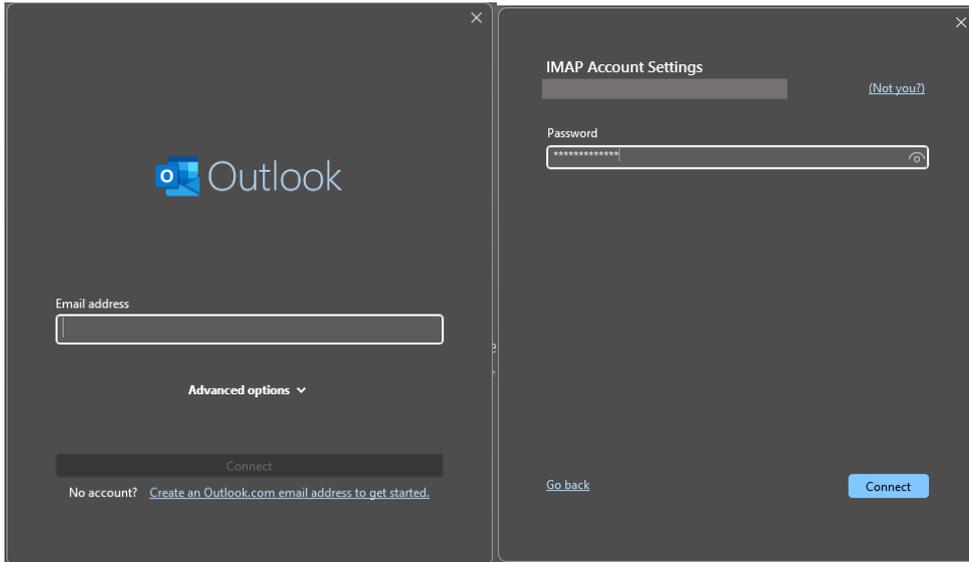
You don't get notifications about new mail from this website and the interface is not user friendly, consider one of the other options below.

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 [here](#)). 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'

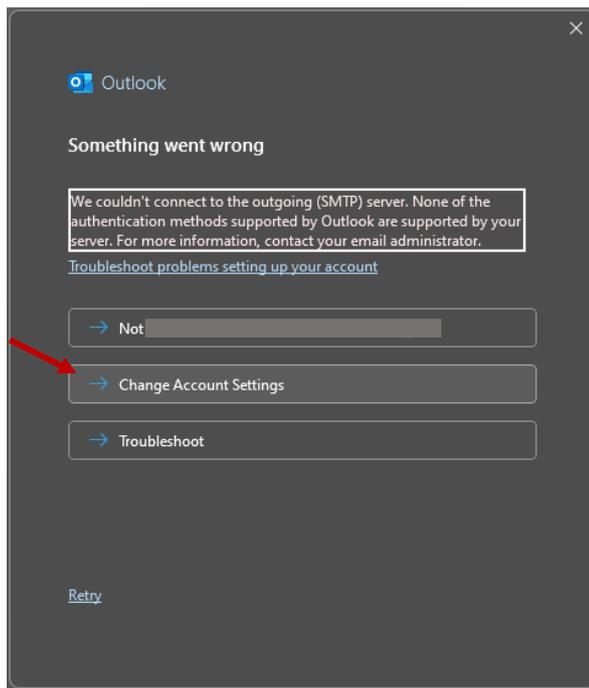


4. Enter your student mail address and password, click 'connect'



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.



- 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.

- Click 'next'
- 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 address using the mailing option provided by HISinOne and Ilias

- Log in to your account on [HISinOne](#)
- Go to Service > Personal settings > Edit my contact data

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’

The screenshot shows the 'Edit my contact data' page in the HISinOne system. At the top, there is a navigation bar with 'Campus Management - HISinOne' and 'Albert-Ludwigs-Universität Freiburg'. Below this is a breadcrumb trail: 'Home > Service > Personal settings > Edit my contact data'. The main content area is titled 'Edit my contact data' and includes a hint: 'Here you can manage the contact data entered in the system.' There are two contact cards displayed. The first card is titled '(2-K) Student Management - Correspondance' and the second is '(21) Student Management - All contact data'. Both cards show a 'Postal address' field (blurred) and an 'E-mail' field (blurred). A red circle highlights the 'E-mail' field in both cards. Below the 'E-mail' field in the first card, there is a link 'Edit E-mail ((2-K) Student Management - Correspondance)'.

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 [CommuniGate](https://mail.uni-freiburg.de) (mail.uni-freiburg.de)
 2. Go to ‘Mail Control’ in the top right corner

The screenshot shows the COMMUNIGATE SYSTEMS interface. At the top left, it says 'COMMUNIGATE SYSTEMS'. In the top right corner, there is a navigation menu with 'New: Mail Event Task Contact Group Note'. Below this, there is a 'Settings Mail Control Buddies Log Out' menu. A red arrow points to the 'Mail Control' option. At the bottom of the page, there are three tabs: 'INBOX', 'Calendar', and 'Tasks'.

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

COMMUNIGATE SYSTEMS

New: Mail Event Task Contact Group Note
Settings Mail Control Buddies Log Out

INBOX Calendar Tasks Contacts Summary Help
Folders Files Notes Trash

Mail Control: Rules

Enable Vacation Message

Starts: 1 Jan 2022 Ends: 1 Jan 2022

Notify

Clear 'Replied Addresses' List

Reset Update

Copy All Mail To

Enter your regular mail address here

Keep the Original Do not Copy Automatic Messages Send on behalf of this Account

Reset Update

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.