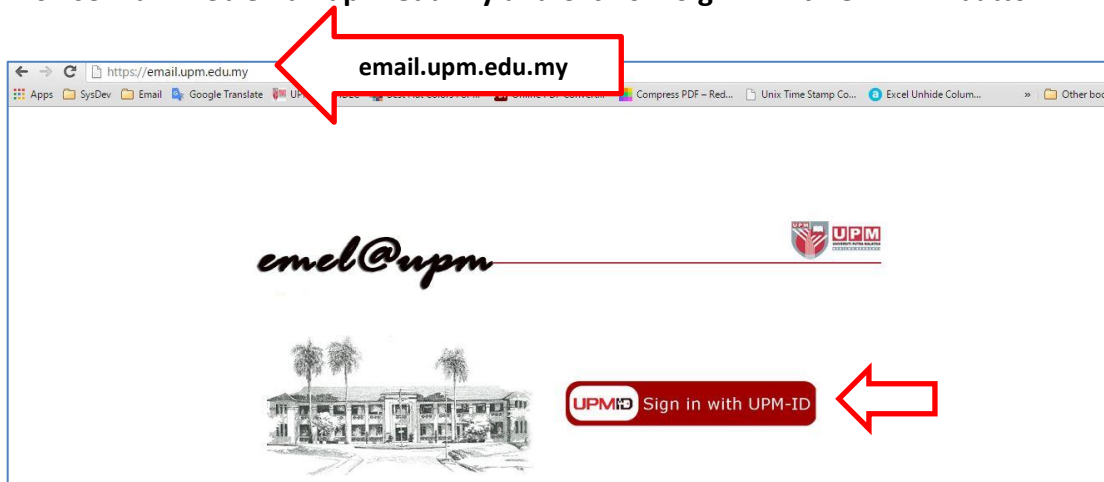
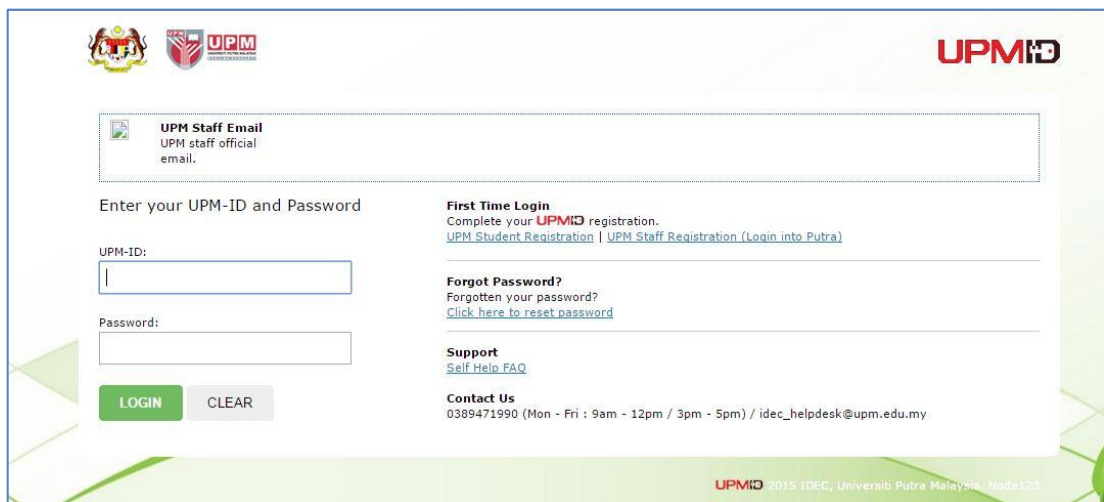


A. EMAIL UPM ACCESS GUIDE

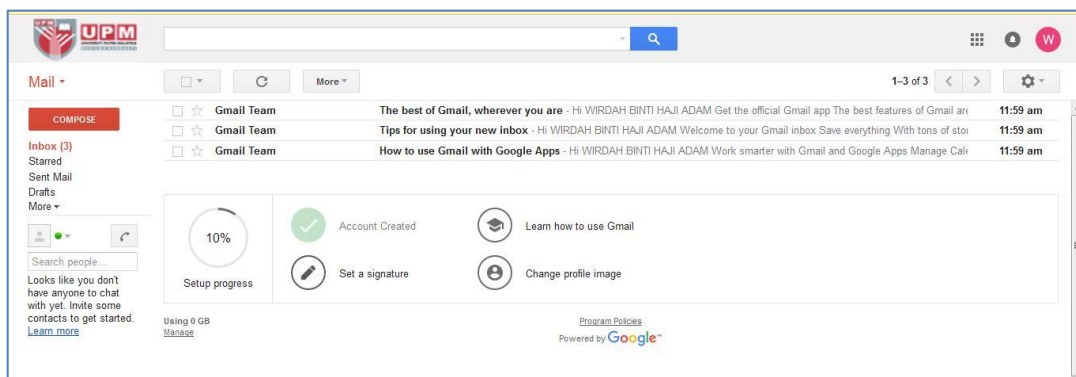
1. Browse main web email.upm.edu.my and Click on 'Sign in with UPM-ID' button



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

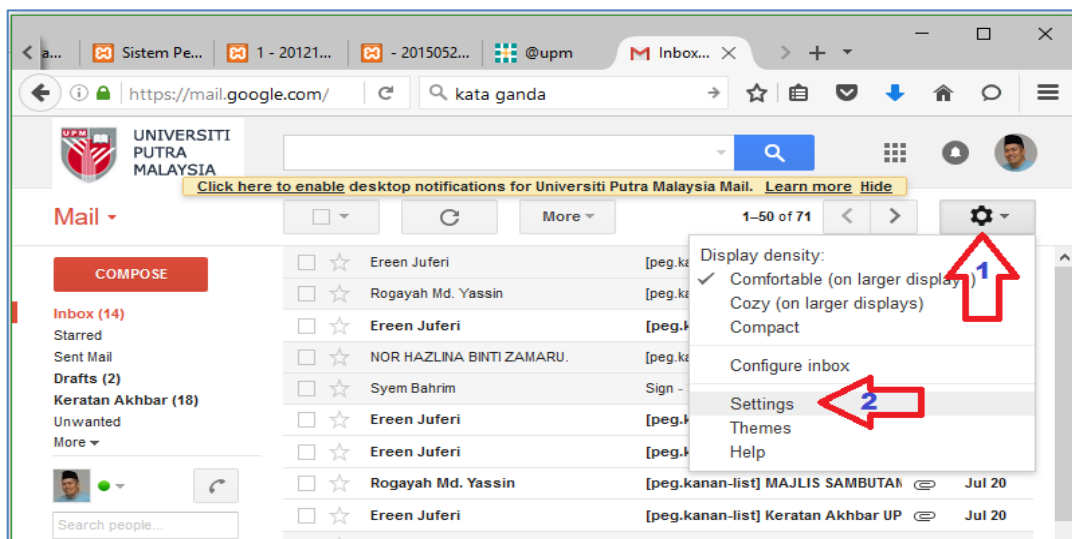


3. New UPM Email Interface (Google Platform) will be displayed and ready to be used.

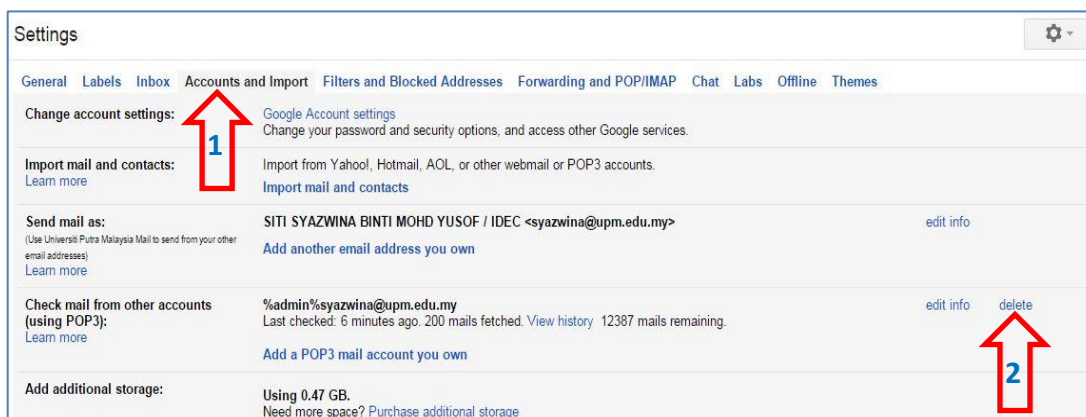


B. DESKNOW TO GOOGLE MAIL IMPORT GUIDE

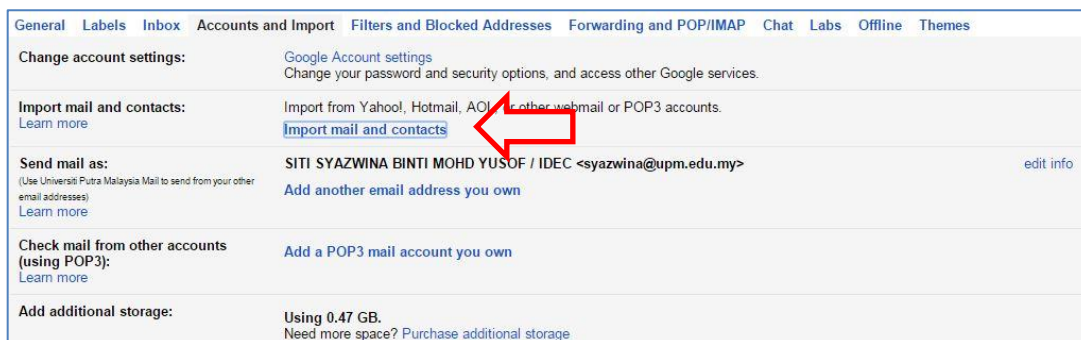
1. Log into **email.upm.edu.my** page using user's **UPM-ID** information (*UserID & password*) (Login id shall be in full email address form i.e. user@upm.edu.my)
2. Click the Setting icon (**Label #1**) and choose **Setting (Label #2)**



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




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



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

Step 1: Sign into your other email account

What account do you want to import from?




For example: 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:

POP server:
desknow.upm.edu.my Port: 110 [Edit](#)


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

Step 2: Import options

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)
 Add label to all imported mail:

This account is managed by **Universiti Putra Malaysia**. Your administrator will have access to all emails and contacts you import. [Learn more](#)



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