A. EMAIL UPM ACCESS GUIDE

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

![Sign in with UPM-ID button](image1)

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

![Login page](image2)

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

![New UPM Email Interface](image3)
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

6. Key-in UPMID password and Click Continue

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

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