

TUM e-mail address (students)

In this manual we show you, how to set up a TUM e-mail address and/or a forward of your e-mails.

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- 1. Where can I set up my e-mail address?
- 2. Choose e-mail address
- 3. Mailbox and forwarding
- 4. Sender address

✓ Related topics

- [Students](#)
- [Video-Tutorials](#)

Please [log in to TUMonline](#) and navigate to your business card by clicking on your name top right.

1. Where can I set up my e-mail address?

Click on the link "E-mail Addresses in the applications menu:

Teaching & Research	Studies	Resources	Services
Course bookmarks	Applications	Use Policies	Token-Management
Theses	Fees	Calendar	TUMcard passport photograph upload
LV-Bookmarks Timetable	Print Documents	Personal Settings	Software
	Student Files	Login Log	Library
	Course Registration	Current Address	Change Password
	Exam Registration	E-mail Addresses	TUM Mailbox (Exchange)
	Exam Results		TUM Mailbox (myTUM)
	Transcripts		Delete old myTUM Mailbox
	Accreditation/Recognition		Storage (NAS)
	Study Status/Curriculum		Sync+Share

Screenshot: Applications menu - E-mail-Addresses

2. Choose e-mail address

The e-mail window opens up. Here you can set up your TUM e-mail address and select your mailbox.

Please note:

- The e-mail address is made up of your first name and last name, i.e. your e-mail address is [firstname.lastname@tum.de](#) (e.g. [peter.mustermann@tum.de](#)).
- You can edit your first name in the field on the left. You can change the predefined name to a first name.
- In the field on the right, you can select your last name or part of your last name in the drop-down field. Double-barrelled names cannot be used.
- A further option is the use of the automatical e-mail address [TUM-Kennung@mytum.de](#) (e.g. [ga53xez@mytum.de](#)).

E-mail addresses (incoming)

Adresse

Eingabe - Adresse

test .demotest @tum.de

Momentane Adressen

3C3513D77E312121@mytum.de

ga53xez@mytum.de

Mailbox chosen

Nur Weiterleitung

TUM-Mailbox (exchange)

Forward mails to:

tester@gmx.de

Please note:

- If you choose "TUM-Mailbox (exchange)", your mails are forwarded to the exchange mailbox and - if you entered a "Weiterleitungsadresse" - also to this address.
- If you choose "Nur Weiterleitung", you have to enter an address under "forward mails to".

[Further information and help](#)

Sender address (main e-mail address)

Display name Demotest, Test

address Demotest, Test (test.demotest@tum.de)

Please note:

- Your Display-Name is shown as your name in our TUM E-Mail address book and will be set as sender name of all your e-mails. Default is "Surname, Given name". Contact [IT-Support](#) or your user-manager for any changes.

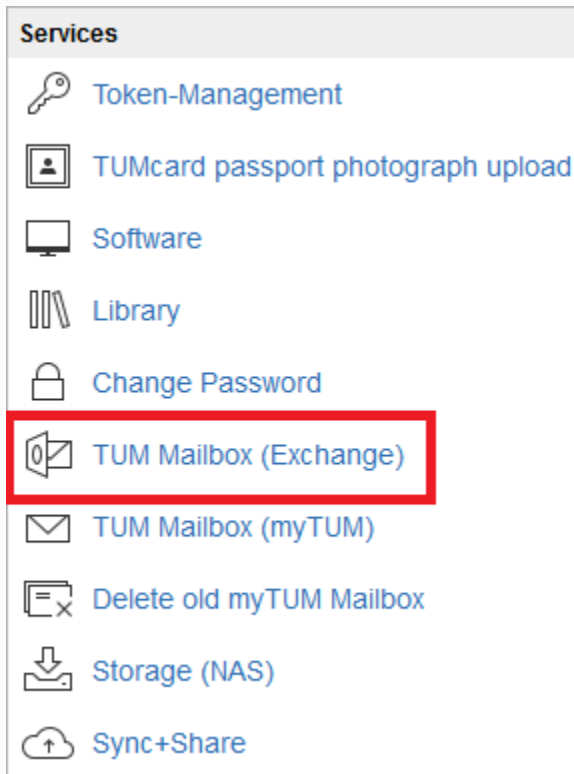
Screenshot: Choose TUM e-mail address

3. Mailbox and forwarding

You can select your mailbox under "**Zustellung an**" *see screenshot above*.

- **"Nur Weiterleitung"**: Your e-mails will be forwarded to the e-mail address entered under "Meine Weiterleitungsadresse." Please enter a valid e-mail address under "Meine Weiterleitungsadresse".
- **„TUM-Mailbox (Exchange)“**: You can call your e-mails in your [Exchange mailbox of TUM](#) .You can access your e-mails under the following link <https://mail.tum.de> after logging in with the TUM-ID (e.g. "ga53xez") and your password.
- If you have entered a forwarding address in this setting, your e-mails get forwarded.

i **Tip:** Once you set up your exchange mailbox, you can access it easily by clicking on "**TUM Mailbox (Exchange)**" in your personal TUMonline business card or via <https://mail.tum.de>



Screenshot: TUM Mailbox (Exchange)

4. Sender address

- Under "Sender address" you can choose your main TUM e-mail address (name or TUM-ID), which is displayed in your personal business card.
- The "Display name" is displayed in the exchange addressbook of TUM.

See screenshot above.