TUM e-mail address (employees)

In this manual we show you how to set up your TUM e-mail address and forwarding.

- 1. Choose e-mail address
- 2. Mailbox and forwarding
- 3. Sender address

Please log in to TUMonline and navigate to your business card by clicking on your name top right.

1. Choose e-mail address

In your personal business card, you have the option to set up your TUM e-mail address. Please click on "E-mail Addresses" in the applications menu:

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Screenshot: Applications menu - E-mail Addresses

In the opening window you can set up your TUM e-mail address.

- The e-mail address is made up of your first name and last name, e.g. your e-mail address is firstname.lastname@tum.de (e.g. ute.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 surname or part of your surname in the drop-down field. Note: Double-barrelled names cannot be used.
- A further option is the use of the automatical e-mail address TUM-ID@mytum.de (e.g. qa53xum@mytum.de).
2. Mailbox and forwarding

You can select your mailbox under “Zustellung an”:

- **“TUM-Mailbox (exchange)”:** Your e-mails are forwarded to the exchange mailbox. You can access your e-mails under the following link [https://mail.tum.de](https://mail.tum.de) after logging in with the “TUM-ID” (e.g. “ga53xum”) and your password. You can also call your e-mails with a client such as thunderbird or outlook. Further information on the exchange and the set-up of Outlook or other mail clients can be found at [http://www.it.tum.de/en/faq/it-services/e-mail/](http://www.it.tum.de/en/faq/it-services/e-mail/).
- You can also forward your e-mails to another internal TUM address or work address (LMU, BMW,...): in the input mask, select “Nur Weiterleitung” and enter the appropriate e-mail address (TUM, LMU, BMW,...) in the field provided. (See *Note* below)
- You can also have both: select Exchange and enter the forwarding address.
We recommend to use an exchange mailbox, because the exchange system offers a lot of benefits.

If you have set up an exchange mailbox, you can access your e-mails quickly and easily via the “TUM Mailbox (Exchange)” link in the applications menu.

Note
Forwarding work e-mails to external addresses such as GMX or Gmail accounts is viewed critically since there is no guarantee the data will be sufficiently protected.

3. Sender address

Under “Sender address” you can choose your main TUM e-mail address (name or TUM-ID). This address appears in your TUMonline business card and in the Exchange address book.

The Display name is displayed in the Exchange address book.

E-mail addresses from other domains (e.g. department, ZV, ...) can only be used as sender address (main e-mail address) and in your TUMonline businesscard, if this domain is managed by TUMonline. Please contact the IT administrator of your organization/department.