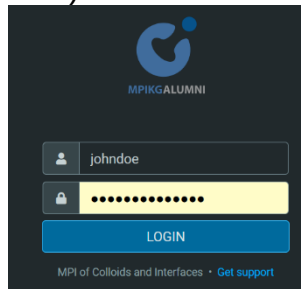


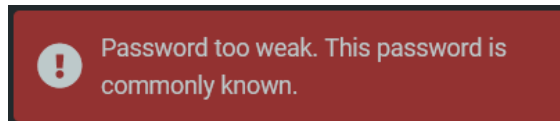
Alummail (Alumni Email access)

Please follow those steps in order to finish the initial setup

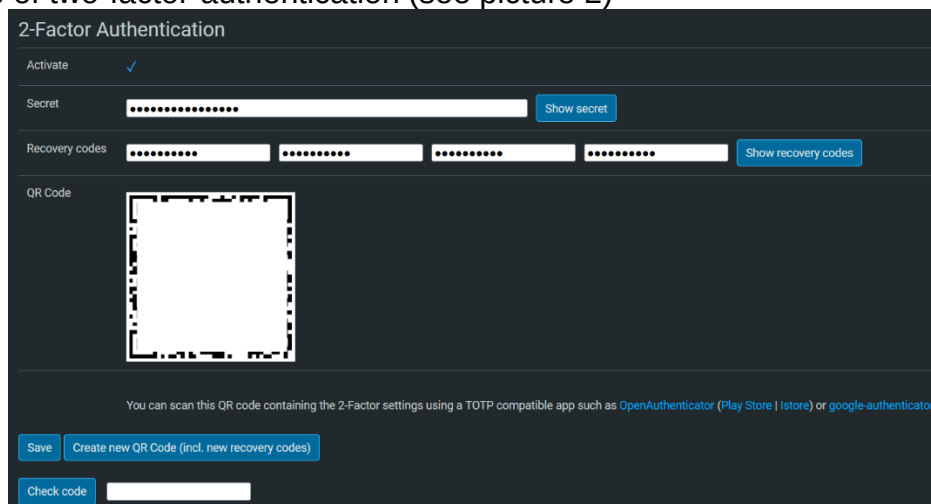
1. visit the webpage <https://alummail.mpikg.mpg.de/>
2. sign in using your username and the initial password (e. g. send to you with Cryptshare)



1. change your password
 1. enter the initial password as "current password"
 2. select your personal password - with at least 12 characters - at best use a unique password
 3. *this password will be securely checked against password leaks in case you are reusing a password and you are notified about your password being commonly known, please change your password on all affected sites!*

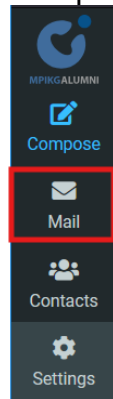


1. Set up of two-factor-authentication (see picture 2)



1. you will be presented with the setup page for two-factor-authentication
2. scan the QR-Code with the authenticator app of your choice (e. g. PrivacyIDEA)
3. enter the 6-digit-code from your authenticator app in the field at the bottom and hit "check code" to verify the functionality

5. when everything is setup correctly, you will be presented with "Code OK"
6. hit "save" in order to finish the two-factor-authentication setup
5. Now you can browse your inbox by navigating to Mail or start writing an email using "Compose" at the top



1.

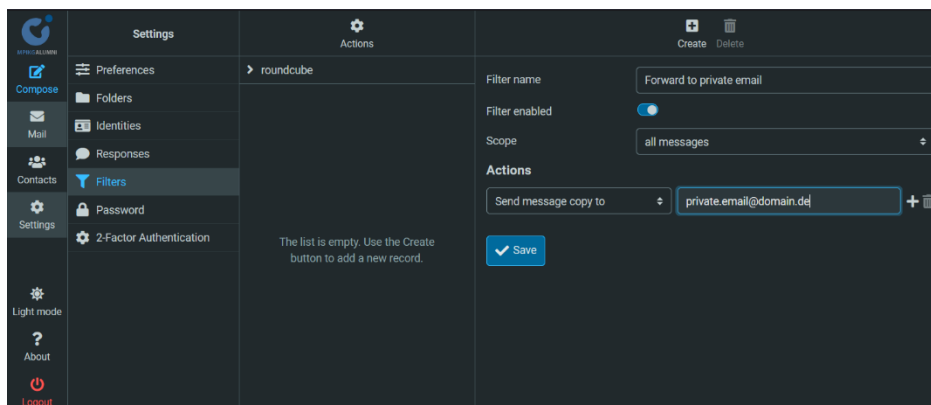
Email Filters (rules/actions)

You can create automated actions and rules, called "Filters".

For example, you could set up a forwarding in order to be notified for emails from former colleagues or leaders.

How-To:

1. go to: "Settings" → "Filters"
2. add a filter by clicking on the "+"-create-Sign at the top right
 1. choose a display name
 2. select a scope (e.g. all messages or specify a filter like from specific addresses)
 3. choose the action, like "send a message copy to" or "move message to" a specific folder
 4. enter the target address
 5. hit "Save"



Important Information regarding Two-Factor-Authentication (2FA)

In case you lose access to your Authenticator-App (e. g. lost or stolen phone) you can use the recovery codes in order to access your account to reset your 2FA.

We recommend storing your recovery codes somewhere safe for you to access in this situation, for example store them in a password manager of your choice.

Keep in mind that those codes are one-time-use and will allow anyone to access your email account, if not properly secured and if your password is not safe or leaked.