



Alumni-Mail of Humboldt-Universität zu Berlin

1. First steps

Picture: Registration for the Alumni-Portal

The screenshot shows the registration page for the Alumni-Portal of Humboldt University Berlin. The page is titled 'Registrierung für das Alumni-Portal der HU'. It contains several sections for data entry: 'Personal details' (Name, Academic title, Last name, First name, Home address, Mobile phone, Date of birth, Email), 'Membership details' (Organizational unit), 'Private Address' (Street, Additional information, ZIP, Postal code, City), 'Education' (Faculty, Field of study, Degree), and 'Service offerings' (Whether to receive a personal Alumni-Mail address). A 'Send' button is located at the bottom right of the form, highlighted by a red arrow.

You will receive your personal Alumni-Mail after you have signed up for the Alumni-Portal. Please make sure to answer the last question of the form with “yes” in order to receive your own Alumni-Mail address. Click “send”. After reviewing your data, the Alumni office will activate your account and send you your access and password.

If you forgot to fill in the box with “yes”, you can order an Alumni-Mail address at the Alumni office at any later point in time. Just contact us: (alumni@hu-berlin.de).

Please note:

- 1) To complete your registration for the Alumni-Portal you need to fill in the form with a current e-mail address of yours. Please do not use your former student mail as it will be deactivated after your withdrawal (Exmatrikulation).
- 2) The last question in the form is, whether you want to receive a personal Alumni-Mail. Please choose “yes” and we’ll send you your access and an automatically generated password.

2. Inbox and server settings

You can retrieve the content of your inbox either via webmail or tie it into an alternative mail provider. If you want to go directly to your inbox, click here: (<https://webmail.alumni.hu-berlin.de/src/login.php>)

If you want to retrieve the content of your inbox through another mail provider, please note the following: You can imbed the Alumni-inbox into an alternative mail programme via IMAP and POP.

Key Facts:

Description: mailbox.alumni.hu-berlin.de

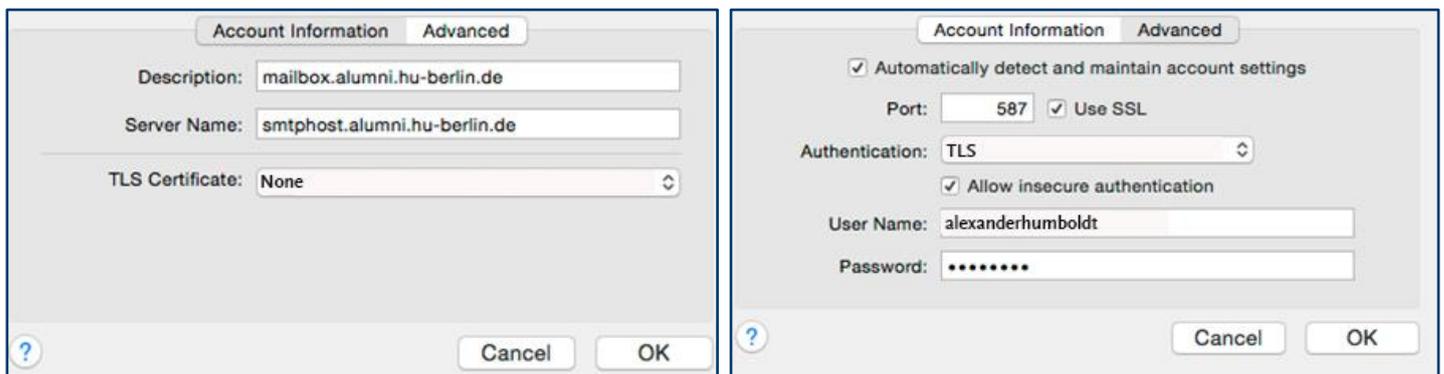
SMTP-Server: smtphost.alumni.hu-berlin.de

Port: 587

SSL must be activated for the mail account in the server settings.

Authentication and usage of TLS

Password: normal



3. Important notice for your log-in

Please be aware that your access name for the Alumni-Portal differs from the one used for the Alumni-Mail! To Log-In to the Alumni-Mail write your first and family name in one word. To Log-In to your Alumni-Portal please insert a dot between first and last name. Your password is identical for both applications.

Example:

Alumni-Mail: alexanderhumboldt

Alumni-Portal: alexander.humboldt

4. Safety for users

Only alumni and former employees of Humboldt-Universität zu Berlin have access to the Portal. Your data is transmitted via encrypted coding (SSL) - a technique which is widely used, e.g. for online banking services.

Users can choose which and how much information they want to share with other users. You can manage your data by adjusting the privacy settings. If you have any further questions, please contact the Alumni office. (alumni@hu-berlin.de) Make sure to send us screen shots when explaining a problem to speed up the process.

Enjoy your Alumni-Mail.