

The Tohoku University DCMail Quick Guide

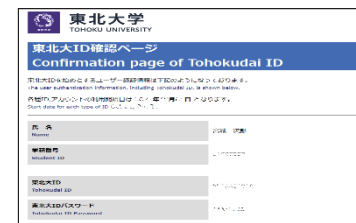
STEP 0 Install Google Chrome

- for Windows , macOS
Download from <https://www.google.com/chrome/> , and install.
- for iOS, iPadOS
Get it from App Store.
- for Android
Not required (installed by default)

STEP 1 Confirm Your Account

(a) New undergraduate and graduate students (April enrollment: April 1 – April 30; October enrollment: October 1 – October 31) should confirm their **Email address, Email initial password and employee ID** on the **Confirmation page of Tohokudai ID**. (See the screenshots below.)

* How to access the page can be found in the materials you have received at the time of admission.



(b) Credited auditors and auditing students, etc.

Check your **Email address, Email initial password and employee ID** in the Tohokudai ID notification letter you have received from the university.

(c) Current students and new students of neither April enrollement nor October enrollement

Check your account via the Tohoku University website (<https://www.tohoku.ac.jp/en/>) by clicking on 'Current students,' then on 'Tohoku University Single Sign-On' (you will have to log in), and 'System,' and on the "統合電子認証システム" option. You can now select Edit Profile to confirm your settings. (You can change this page' s language to English) In case you forget your Tohokudai ID or password, **contact the academic affairs section with your faculty or graduate school.**

STEP 2 Log in to DC Mail and Set up Accounts



(a) Access the Gmail website <https://mail.google.com/> , click "log on" .

(b) Input your **Email address** into the "email address or telephone number" field, click on "Next."

(c) In the "input password" field, input your **Email initial password** , then click "Next."

When you log in for the first time, you will need to create a new password. Don't forget the new password.

(d) If you are requested your **employee ID**, input it.

STEP 3 Setting up the Gmail app (recommended)

The following message will appear on the top of the Gmail website when you are using Android, iOS or iPadOS:



Click 'OPEN,' and follow the instruction to configure the Gmail App.

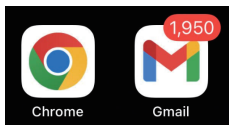
for Android

You do not need to install the Gmail app, but you may need to log in again.

for iOS, iPadOS

Get the Gmail App from App Store.

Chrome settings are copied and available for use.



The Gmail app will notify you of new emails.

STEP X About other email apps (optional)

for Windows, macOS

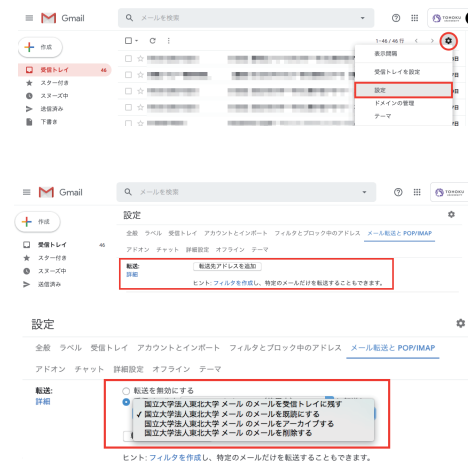
To use Google Chrome is recommended.

for Android, iOS, iPadOS

To use the Gmail App is recommended.

If you want to use the OS standard email app or other email apps, see Google's help site.

STEP X Email forwarding settings (optional)



(a) Gmail <https://mail.google.com/>
Gear Icon > See all settings >
Forwarding and POP/IMAP .

*for Windows or macOS only.

(c) click "Add a forwarding address".

(c) input your email address.

(d) click "Next".

(e) Select "Forward a copy of incoming mail to"
your mail. and "Save Changes"



We have confirmed cases where important emails are mistakenly classified as spam.

*Tohoku University's SSO authentication email may be sorted as spam.

Please log in to DCMail directly, and check your email.

User Support

Tohoku University Co-op provides various support such as

- Set up DCMail
- Set up the on-campus wi-fi service (eduroam)
- Set up Microsoft365
- Install security software (WithSecure)

The opening hours, location, and contact details are as follows.

- Hours: Weekdays 11:00-18:00 (11:00-17:00 in August-September and February-March; closed during the obon and New Year holidays)
- Location: New Life Support Center
(the bookstore at the Sky Kawauchi Forest on the Kawauchi Kita Campus)
- Phone: 022-212-9057
- Email address: m365_help@grp.tohoku.ac.jp

For inquiries on this leaflet:

M507, 5th Floor, Multimedia Education and Research Complex
(Kawauchi Kita Campus)

Inquiries: <https://www.cds.tohoku.ac.jp/contact.html>

Online Guide: <https://www.dc.tohoku.ac.jp/>

* User support is provided by Tohoku University Co-op

