

# Webmail access to overseas students

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# Instructions

UoM webmail is blocked in other countries for security reasons. To access webmail you must add it to Gmail for the time being.

**If you're importing UoM email, Go ahead and try the steps below after you login to your Gmail account,**

1. At the top right, click the **gear**  **Settings**

2. Select **Settings**.

 **Settings**

3. Select the **Accounts and Import tab**.

4. In the "**Check mail from other accounts**" section, click Add a mail account.

 **Add account**

5. Enter **YOUR full UOM email address ( Eg: tharangk@uom.lk )** , then click Next Step.

**\*\* Please note that here we have used the cites@uom.lk email only for the screen cast purpose. Use your own UOM mail address instead.**

 **Next step**

6. Select **import emails from my other account (POP3)** and click "**next**".

 **Next step**

7. Enter **your password**. Now you have a few options to choose from. Here's our recommended settings:

**Always use a secure connection (SSL) when retrieving mail**

**Label incoming messages** - Check the box if you'd like to easily see which emails in your inbox came from this account.

**Click Add Account.**

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8. Once your account has been added successfully, you'll be asked if you want to be able to send mail as this address. Select **'Yes'** and Click **'Next Step'**.

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9. Enter your Name that should be appeared in the email and check **'Treat as an alias'**. Click **'Next Step'**.

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**10. Enter the SMTP server - submit.uom.lk, Port - 587, your UoM username, and your password for that account. Select 'Secured connection using TLS' and then click 'Add Account'.**

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**11. Now Login to your UOM email from browser via [webmail.mrt.ac.lk](http://webmail.mrt.ac.lk) and copy the verification code** sent to you and paste it in the text box asking for it in the next pop up window or else you also can **click the link sent to your UOM mail to confirm the request.**

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12. Select **Reply from the same address the message was sent to on When replying to a message under send mail as:**

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