


# 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.**

**5** Image not found or type unknown

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'**.

**6** Image not found or type unknown

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

**8** Image not found or type unknown

**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'.**

**8** Image not found or type unknown

**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.**

**9** Image not found or type unknown

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

**10** Image not found or type unknown

---

Revision #3

Created 22 January 2025 04:18:51 by Pasan

Updated 22 January 2025 05:25:18 by Pasan