

Accessing your institutional email account

All students at the University of Music are assigned an institutional email account which usually takes the following format: name.lastname@conservatorio.ch.

To activate and access your institutional email account, follow these steps:

1. Got to www.gmail.com.
2. Type your @conservatorio.ch email account (as provided by the school).
3. Type the temporary password (as provided by the school).
4. Read and accept the terms and conditions.
5. Set your preferred language.
6. When asked, type your new password two times. Remember that the password must be at least 8 characters long.

In the future, you'll only have to type your institutional address and your newly created password.

Set automatic email forwarding to your private email account

If you don't wish to check your institutional email account but would like to receive all messages in your private email account, follow these steps:

1. Login to your @conservatorio.ch email account.
2. On the top-right of the page, click the cog icon.
3. Then select "Settings".
4. From the top navigation menu, click the voice "Forwarding and POP/IMAP".
5. In the Forwarding section, click the button "Add a forwarding address".
6. Type the email address as indicated.
7. Click the "Save changes" button at the bottom of the page.

Configuring your email client for your checking your institutional email account

If you wish to access your institutional email account via a personal email client (Apple Mail, Outlook, Gmail, etc.), follow these Gmail tutorials:

1. [For IMAP](https://support.google.com/mail/answer/7126229), which allows you to read messages from different devices (while synchronizing everything in real time), read this tutorial: support.google.com/mail/answer/7126229
2. [For POP](https://support.google.com/mail/answer/7104828), which may be used in a single computer. Emails are synchronized in real time, but are downloaded from the server. The tutorial is available in this link: support.google.com/mail/answer/7104828