

## Important message for students: Brand-new e-mail addresses coming soon

All students of University College Copenhagen will receive a brand-new e-mail address on Friday, 10 August 2018. Your new e-mail address will follow the pattern: *studentnumber@kp.dk*. Your old e-mail address will still function, too.

More information on the process will be available by the end of June. Guides will be formulated and published on IntraPol/Portalen when we move closer to 3 August 2018.

Before the process begins, please note the following:

1. Your e-mails and messages from the current functioning e-mail address (studentnumber@phmetropol OR studentnumber@ucc.dk) will **not be automatically transferred to your new e-mail address**. Please save, backup, or forward important e-mails to your new e-mail address as soon as possible after the 10<sup>th</sup> of August 2018.
2. Your data (documents, PowerPoints, etc.) from OneDrive Business and OneNote must be transferred manually by yourself. We have noticed these two features are particularly in use by students of the former Metropolitan University College. Please, stay informed and check IntraPol/Portalen regularly. We will later publish a guide to assist you.
3. For students of the former Metropolitan University College: From 3 August 2018, your student e-mail (studentnumber@phmetropol.dk) will no longer be able to forward e-mails to your private e-mail. This decision is directly related to regulation in EU law under data protection (General Data Protection Regulation (GDPR)).
4. E-mails received on the former e-mail address (@phmetropol.dk/@ucc.dk) will automatically be forwarded to your new e-mail address (@kp.dk)
5. Only your e-mail address is being changed – Using IntraPol/Portalen and It's Learning must be accessed with the old login: studentnumber@phmetropol.dk / studentnumber@ucc.dk
6. Your old e-mail address will be closed at a later date. We will announce this process well in advance.

Please note that your teacher, supervisors, student counsellor etc. will also receive a new e-mail address.

## Technical Assistance

If you need technical assistance, please contact Basen / it-support.

You may also create a support case via basen.ucc.dk (formerly UCC) or Serviceportalen (formerly Metropolitan University College).

@kp.dk

Til studerende