

# Lifelong E-mail Service Usage procedure

1

Please click “Lifelong E-mail Service” at the bottom of the page.



 Information about the latest events  
**Events** [-- Show all](#)

There are no new messages.

 Information about networking with/supporting current students  
**Connect with current students** [-- Show all](#)

There are no new messages.

## Lifelong E-mail Service

Kyoto University provides users with an e-mail address (your name + random numbers/letters@kyoto-u.jp) that can be used for your whole life.

※ it is provided through the Google Inc. Gmail service.

※ Please note that the numbers and letters that appear after your name in the lifelong e-mail address are randomly generated and cannot be deleted or altered.

### Apply for the lifelong e-mail service

 Lifelong E-mail Service

Please Note:

- You will need to submit your ID documents, such as your driver's license or passport when applying for the lifelong e-mail service.
- You choose can to submit the documents via online "upload" or "by post/FAX."
- Your application will not be accepted without the submission of valid ID documents.
- If your ID documents are not received, you will be sent an e-mail titled "Regarding the identity verification documents for the lifelong e-mail address."
- If you do not submit your ID documents within one month after the above mail is sent, your application will be canceled.

 (as reference) Usage procedure

- 2**
- ① Please read “How to apply” and prepare your ID documents.
  - ② Please check the “I agree to the terms” box.
  - ③ Please chose the method of submission (online upload or by post/FAX) and click “Next.”



altered.

Users :

The users of this service are limited to users who are defined by followings and they are entitled to use this service.

- Alumni who used to be enrolled or who is enrolled in the regular course
- Faculty who is registered or who used to be registered as an executive
- Full-time faculty and staff, except for visiting lecture and guest research scholar, who is registered or who used to be registered

**①** How to apply:

we will ask you to show your ID card etc. to confirm the identity of yourself.

\*Applicable ID cards for identity confirmation are shown as below.

- Driver's license (Full name, Date of birth, Picture needed. Back side non-needed)
- Passport(Full name, Date of birth, Picture needed. Only relevant page)
- Health insurance card (Full name, Date of birth, Name of organization needed. Back side non-needed)

If you put your personal information on the internet, identity fraud is concerned.  
To restrain identity fraud, we would like to confirm your identity completely checking your ID card etc. on application.  
We will ask for your understanding and cooperation because it needs for everyone to use this service comfortably.

**②**  I agree to the Terms of service and Privacy Policy below.  
Terms of service : [http://www.alumni.kyoto-u.ac.jp/pdf/terms\(english\).pdf](http://www.alumni.kyoto-u.ac.jp/pdf/terms(english).pdf)  
Privacy Policy : [http://www.alumni.kyoto-u.ac.jp/pdf/privacy\(enelish\).pdf](http://www.alumni.kyoto-u.ac.jp/pdf/privacy(enelish).pdf)

**③**  ファイルを選択 | 選択されています  
 Send by post, FAX, etc.

Next

- 3**
- Please confirm the details and click “Register.”
- \*Upload ⇒ Application completed.
  - \*By post/FAX ⇒ Submit your ID documents by post or FAX.

京都大学 KYOTO UNIVERSITY

《Upload》

Kyoto University Alumni Service "KUON"

Lifelong Email

Please press the "Register" button after confirmation.

Agreement I agree to the Terms of service and Privacy Policy below.

写真① : 125画素□口.jpg (77,269 bytes)

Back Register

**Application completed.**

京都大学 KYOTO UNIVERSITY

《by post/ FAX》

Kyoto University Alumni Service "KUON"

Lifelong Email

Please press the "Register" button after confirmation.

Agreement I agree to the Terms of service and Privacy Policy below.

Send by post, FAX, etc.

Back Register

**Lifelong Email**

Thank you for your application.  
We will proceed with the identity verification process.

※If you choose “by post” or “FAX”, please submit below.

External Affairs Division, Kyoto University  
International Science Innovation Building 3F  
Yoshida-honmachi, Sakyo-ku, Kyoto, 606-8501  
Fax: 075-753-2286

**Please on firm the postal address/FAX number and submit your ID documents.**

It may take a few weeks to complete the identity verification procedure.  
After completion of this procedure, we will send you an email to an email address which you have registered in KUON.

# 4

You will receive “Approval notice” by e-mail.  
Please read the e-mail and click the URL.

Thank you for your patience.

This is to inform you that your lifelong email address has been issued.

In “My Page” on KUON/Kyo-dai Alumni, the inbox for your lifelong email address will be displayed from now on.

■The necessary procedures when you use this service for the first time

1. Visit the URL below and log in to a service(KUON/Kyo-dai Alumni) which you registered for.

[http://hp.alumni.kyoto-u.ac.jp/kuon\\_alumni/](http://hp.alumni.kyoto-u.ac.jp/kuon_alumni/)



2. Click “Lifelong email”. Then, confirm your lifelong email address.

3. Click “Inbox”. (This will take you to the Gmail service.)

4. Enter your lifelong email address(you checked at 2.) in the email address field.

5. In the password field, enter your login password for KUON/Kyo-dai Alumni.

(Attention: this is not a password which you created in the old lifelong email system.)

6. Agree with the Gmail service(user policy ).

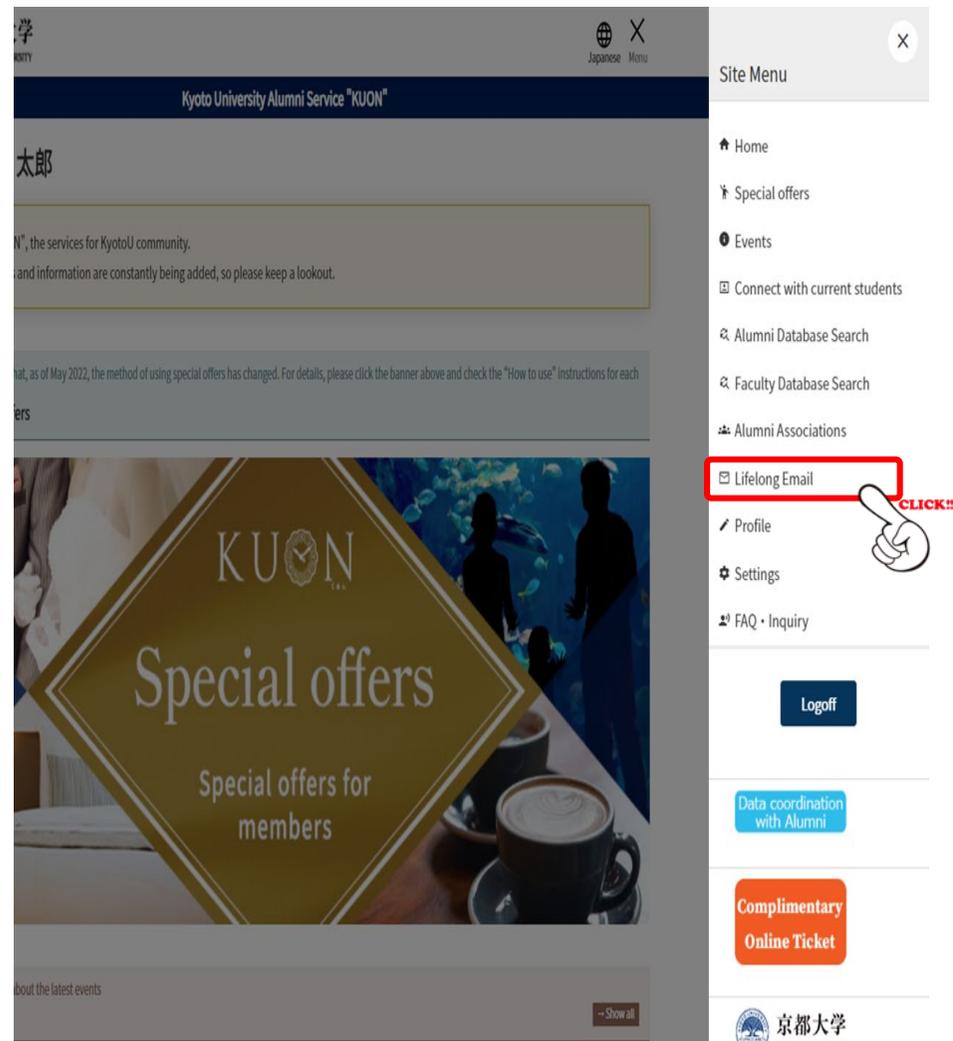
If you have any further questions, please feel free to contact us.

Please contact me if anything happens.

We would appreciate your continued cooperation.

# 5

Please click “Lifelong E-mail” from the Site Menu at the top right of the screen.



## 6 Please confirm your lifelong e-mail address.

The screenshot shows the 'Kyoto University Alumni Service "KUON"' website. The header includes the Kyoto University logo and 'Japanese' language options. The main heading is 'Lifelong Email'. The text explains that the lifelong email address is permanently available and provides instructions on how to use it. A red box highlights the email format: 'Name + alphanumeric@kyoto-u.jp'. Below this, there is a 'How to Use' section with further instructions and a note about password changes.

京都大学  
KYOTO UNIVERSITY

Japanese

Kyoto University Alumni Service "KUON"

### Lifelong Email

Thank you for your application for Lifelong email service. Your lifelong email address is permanently available. Please use it as your communication tool!!

About Lifelong email address: Lifelong email service in Kyoto University is the free email service for graduates of departments and graduate schools, executives, faculty and staff. Users will get a Lifelong email address related to the name of Kyoto University, "〇〇〇(name+random alphanumeric)@kyoto-u.jp". This function uses a free Gmail service developed by Google Inc. in the U.S.A. Please refer to FAQ for the use qualification and the utilization of the service.

\* Please note that the numbers and letters that appear after your name in the lifelong e-mail address are randomly generated and cannot be deleted or altered.

**Name + alphanumeric@kyoto-u.jp**

**How to Use:**

Please refer to [FAQ](#) or [Google's Help page](#) for this regarding email functions and operational issues.

Please note: as the life-long e-mail service is provided through Google, we are not always able to answer questions regarding the Gmail system.

Click "Inbox in Site Menu". (This will take you to the Gmail service.) Enter your lifelong email address in the email address field. Enter your login password for KUON\* in the password field. \*Except for changing your password at Gmail.

## 7 Open the site menu and click "Inbox."

The screenshot shows the 'Special offers' section of the website. It features a banner for 'Special offers for members' with a background image of a hotel room and coffee. Below the banner, there are two sections: 'Information about the latest events' and 'Information about networking with/supporting current students'. The 'Lifelong E-mail Service' section is highlighted, showing the 'Apply for the lifelong e-mail service' button and the 'Lifelong E-mail Service' button. A red box highlights the '受信トレイ' (Inbox) button in the '生運メールサービスを使う' (Use Life-long Email Service) section.

### Special offers

Special offers for members

Information about the latest events  
Events [Show all](#)

There are no new messages.

Information about networking with/supporting current students  
Connect with current students [Show all](#)

There are no new messages.

#### Lifelong E-mail Service

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※ it is provided through the Google Inc. Gmail service.  
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Apply for the lifelong e-mail service

[Lifelong E-mail Service](#)

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[\(as reference\)](#) [Usage procedure](#)

#### 生運メールサービスを使う

[受信トレイ](#)

生運メールサービス申込み後、生運メールアドレスを取得された方は、こちらよりご利用下さい。

- 8 After the Google login page is displayed, please enter your lifelong e-mail address and click the “NEXT「次へ」” button.

Google  
ログイン  
Gmail に移動

メールアドレスを入力し...  
Name + alphanumeric@kyoto-u.jp

メールアドレスを忘れた場合

ご自分のパソコンでない場合は、InPrivate ウィンドウ  
を使用してログインしてください。 [詳細](#)

アカウントを作成

次へ

- 9 Please enter your KUON password and click the “NEXT「次へ」” button.

Google  
ようこそ

Name + alphanumeric@kyoto-u.jp

マイページログイン用のパスワードを入力!

パスワードを入力

パスワードをお忘れの場合

次へ

## 10

Please agree to the terms of use.



## 新しいアカウントへようこそ

新しいアカウント (shougai.tarou.q82@ga.jposting.net) へようこそ。このアカウントはさまざまな Google サービスに対応しています。ただし、このアカウントを使用してアクセスできるサービスは ga.jposting.net の管理者によって設定されます。新しいアカウントのおすすめの使用方法については、Google のヘルプセンターをご覧ください。

Google サービスの利用に際して、ドメイン管理者は shougai.tarou.q82@ga.jposting.net アカウントの情報 (Google サービスでこのアカウントに保存したデータなど) にアクセスできます。詳細については、[こちら](#)をご覧ください。組織のプライバシーポリシーを参照してください (存在する場合)。メールを含む Google サービスを個人的に使用する場合は、アカウントを別に保持することもできます。複数の Google アカウントをお持ちの場合は、Google サービスで使用するアカウントを管理し、いつでもアカウントを切り替えることができます。ユーザー名とプロフィール画像を確認することで、目的のアカウントを使用していることをご確認いただけます。

組織から G Suite コアサービスへのアクセス権が付与されている場合、これらのサービスの使用には組織の G Suite 契約が適用されます。管理者が有効にするその他の Google サービス (「追加サービス」) には、Google の利用規約と Google のプライバシーポリシーが適用されます。また、追加サービスの中には、サービス別の条件が設定されているものもあります。管理者からアクセス権が付与されているサービスを使用する場合は、必ず該当するサービス別の条件に同意してください。

以下の [同意する] をクリックすることにより、shougai.tarou.q82@ga.jposting.net アカウントの仕組みに関する説明を理解し、Google 利用規約と Google プライバシーポリシーに同意したものと見なされます。

## 11

Your inbox will be displayed, and you can commence using the lifelong e-mail service.

The screenshot displays the Gmail inbox for the account shougai.tarou.q82@ga.jposting.net. The interface includes a navigation menu on the left with options like '作成', '受信トレイ' (3 items), 'スター付き', 'スヌーズ中', '送信済み', '下書き', and 'もっと見る'. The main inbox area shows four emails:

- test-swkyoto: 登録用URL通知 (6月17日)
- Google: セキュリティ通知 (3月18日)
- Gmail チーム: 新しい受信トレイを使用するためのヒント (3月9日)
- Gmail チーム: 公式 Gmail アプリをお試しください (3月9日)

At the bottom of the screen, the status bar indicates: 0 GB を使用中, プログラム ポリシー Powered by Google, and 前回のアカウント アクティビティ: 15 分前 詳細.