

# TOKYO TECH PORTAL NEWS

PUBLISHED BY: INFRASTRUCTURE SYSTEM GROUP  
 INFORMATION INFRASTRUCTURE DIVISION  
 RESEARCH PROMOTION DEPARTMENT  
 GSIC AUTHENTICATION AND AUTHORIZATION  
 INFRASTRUCTURES COMMITTEE

## HOW TO USE

Now you have "Tokyo Tech IC card" and why not try "Tokyo Tech Portal" !

"Tokyo Tech Portal" provides you

- Tokyo Tech Mail -- Common e-mail environment anytime, anywhere with high-performance SPAM mail block.
- Online Library services, Ordering System for Office Goods, etc, Online System for Personnel and Salary, Open Course Ware, T2SCHOLA and student records management .
- Access online journals from off-campus; SSL-VPN.

### Glossary...

**Portal** = Gateway

Tokyo Tech Portal is an integrated and easy-to-use gateway to information and communication services in the campus.

**Tokyo Tech IC card** =

Staff card, Student card, and Access card in Tokyo Tech†.

**SSL-VPN** =

Secure Socket Layer-Virtual Private Network



**You need to login first and**

- 1. Password change**
- 2. Name Registration**

Login with the "Matrix Code" printed on the backside of Tokyo Tech IC Card.

Account: Staff ID number  
(Printed on the card)

Password: Initial password is printed on a separate sheet.  
(Neither numeric character nor space is used in the initial password. O = "O" of Oscar, I = "I" of lima, Period ".", and/or slash "/" may be used. Note that upper- and lower- case characters may coexist.)

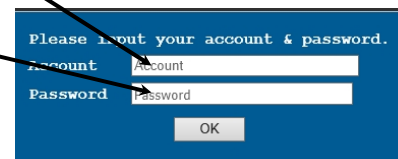
Matrix code (A table printed on the backside of staff card) ↓

	A	B	C	D	E	F	G	H	I	J
1	F	H	C	F	A	Q	Q	B	C	D
2	K	E	F	I	H	R	J	Y	X	D
3	I	E	V	J	T	M	X	F	N	R
4	K	V	C	R	I	M	J	H		
5	D	H	N	O	P	W	X	Q	X	V
6	A	B	C	D	E	F	G	X	D	I
7	E	C	J	T	M	X	F	N	R	K

Lower-case characters are accepted here.

### Way to login

1. Connect the web page of Tokyo Tech Portal as follows.  
**https://portal.titech.ac.jp**
2. Click "Agree (Matrix Code Auth.)" button.
3. Enter your account and password



If previous page (front page) appears after clicking OK button, you might misspell the account or password. Try it again.

4. Choose [Matrix] at "Move to Other Authentication", and click [OK].

At your first login, no this step. )

5. Enter matrix code

[A, 5]

[A, 6]

[C, 1]

Next Page

†An entrance card is also Tokyo Tech IC card for building access but cannot be used for Portal access.

If you succeeded to login,  
now you see portal TOP menu.

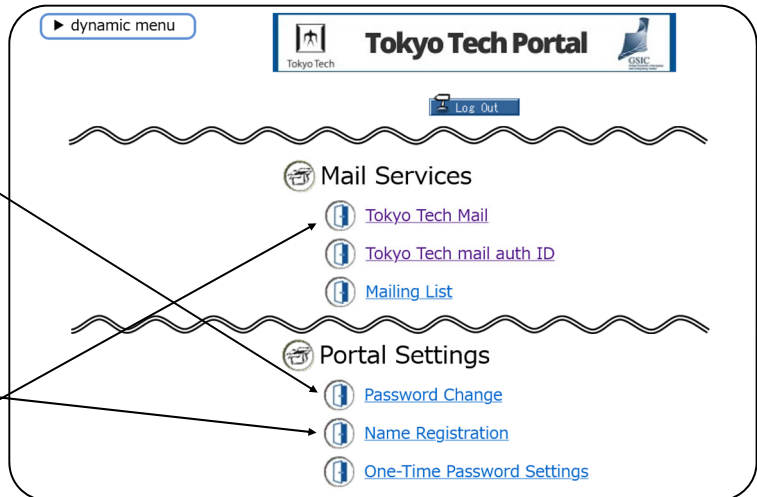
1. Click here first to  
“Password change”

For security reasons, never use the  
same password as the one you are  
using with another service!

2. Next, click  
“Name Registration”

3. Visit “Tokyo Tech Mail”

## Top menu of Tokyo Tech Portal



### What is Name Registration?

Register your own way of expressing a name by roman alphabet. It is used in Portal system and especially important for your email account.

E.g. Last name = Ohoka, first name = Taro

⇒ ohoka.t.ab@m.titech.ac.jp

Called  
“m domain”

Two characters are assigned by the system to assure the uniqueness of the e-mail address.

## LET'S TRY TO USE E-MAIL!

### Three ways for using the e-mail system

- ▶ Webmail (Enter through Tokyo Tech Portal)
- ▶ E-mail software on PC (POP3)
- ▶ E-mail software on PC (IMAP)

#### Web mail

Can be used at Internet Caf 

Login Tokyo Tech Portal and click “Tokyo Tech Mail” at Top menu. That’s it!

#### E-mail software on PC

At first, you need use “Tokyo Tech Mail ID” to get ID from Tokyo Tech Portal as follows.

<https://portal.titech.ac.jp/new-en/ezguide/mailid.html>

##### 1. Start-up email application

There are various email applications like Thunderbird, Outlook, Mail.app, and so on. Start-up email application through the following URL.

<https://portal.titech.ac.jp/new-en/ezguide/mailid.html>

##### 2. Incoming server settings:

In “Server Settings” window,

- Incoming server = **POP3**
- Server name = **mailv3.m.titech.ac.jp**
- Port = **995**
- Security Settings (SSL) = **SSL/TLS**
- Authentication method = **Normal password**
- User name = **Tokyo Tech Mail Auth ID**

##### 3. Outgoing server (SMTP) settings:

- Server name = **smtpv3.m.titech.ac.jp**
- Port = **465**
- Security Settings (SSL) = **SSL/TLS**
- Authentication method = **Normal password**
- User name = **Tokyo Tech Mail Auth ID**

##### 4. After all settings, click OK (Create account).

#### Tips:

- If your department or laboratory provides you another e-mail address, you can use it for “Email address” box in “Mail account setup” window. It may be convenient for some users. Contact the e-mail administrator of your department.
- If you use POP3 and IMAP concurrently, select the check box of “Leave messages on server” at “Server Settings” in “Account Settings” window.
- The emails marked as SPAM are stored in 「迷惑メール」 folder.
- Emails stored in 「ごみ箱」 and 「迷惑メール」 folders are automatically deleted after 30days.
- For more information, visit <https://portal.titech.ac.jp/en> “Online guide”