

# **User's Manual for ECCS (Educational Campus-wide Computing System) Cloud Mail System (for Beginners)**

Apr. 1, 2021  
Information Technology  
Center, The University of  
Tokyo

# What is ECCS Cloud Mail?

ECCS Cloud Mail refers to Gmail services operated and managed by the Information Technology Center, The University of Tokyo.

- The mail addresses are configured with the domain of [@g.ecc.u-tokyo.ac.jp](#).
- Anyone who has acquired a UTokyo Account can use ECCS Cloud Mail,
- [For more information about ECCS Cloud Mail, click here.](#)



# What is ECCS Cloud Mail System?

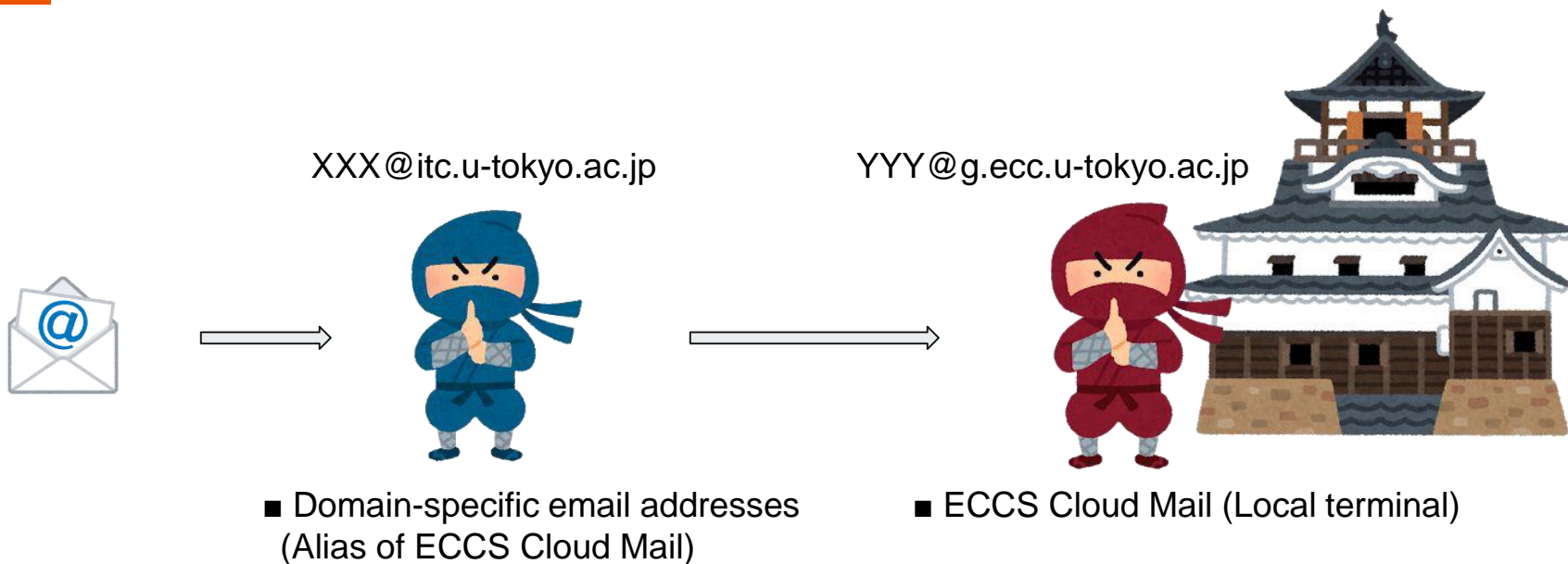
This is a system to link between ECCS Cloud Mail (the email domain of @g.ecc.u-tokyo.ac.jp) and the other emails of independent domains operated and managed by individual organizations.

When you have your own domain email address of XXX@itc.u-tokyo.ac.jp;

- you can receive any emails sent to the domain of @itc.u-tokyo.ac.jp as the emails of the domain of @g.ecc.u-tokyo.ac.jp.
- You can send your emails as the sender from the domain of @itc.u-tokyo.ac.jp.



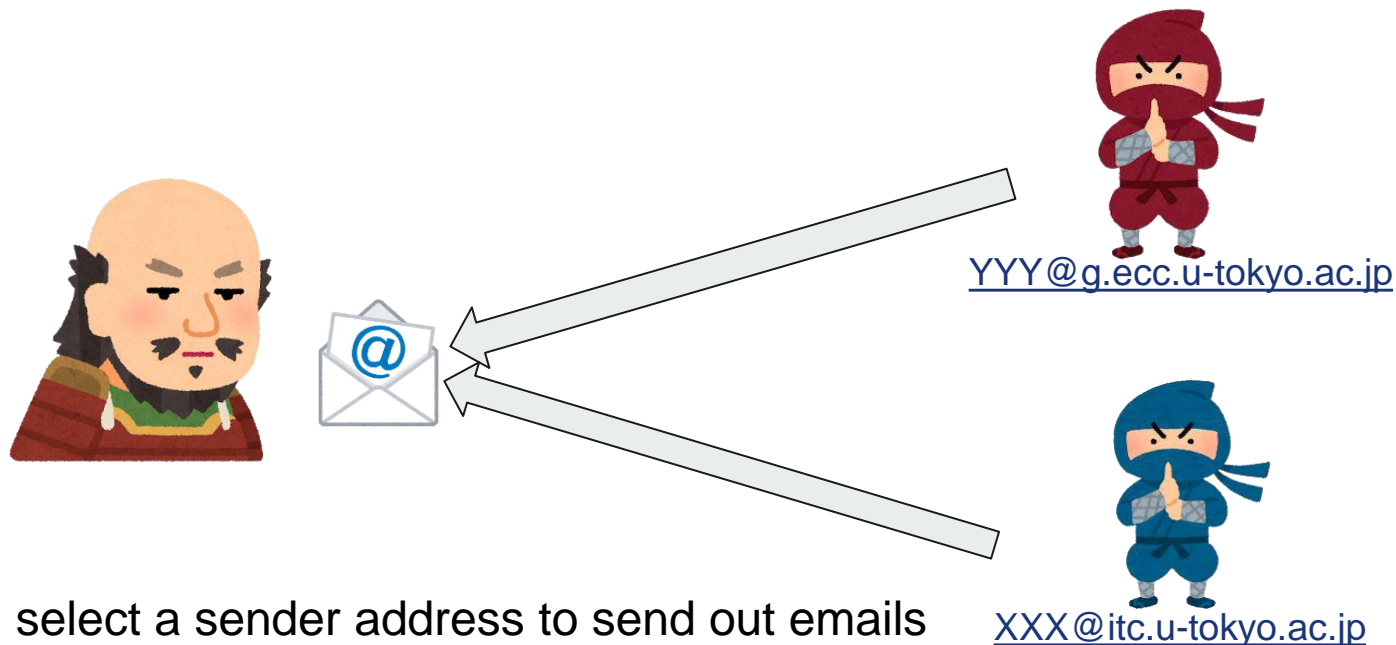
# About ECCS Cloud Mail System (Receiving emails)



Emails sent to the Alias\* can be read at the local terminal.

\*A duplicate or an assumed identity.

# About ECCS Cloud Mail System (Sending emails)



You can select a sender address to send out emails from Gmail by proper prior setting.

# URL for ECCS Cloud Mail System

The URL for ECCS Cloud Mail System is:

<https://mhadm.ecc.u-tokyo.ac.jp/>

.

<https://mh.ecc.u-tokyo.ac.jp/>

The ECCS Cloud Mail System is also accessible from the top page of <https://mh.ecc.u-tokyo.ac.jp/> (official site of email hosting service).

# Logging in to the ECCS Cloud Mail System

- Login is only allowed for the **Domain Administrators** registered in this System.
- Login requires prior setting of proper two-step authentication for ECCS Cloud Mail.
- Log in to the System with the Account and Password for ECCS Cloud Mail.



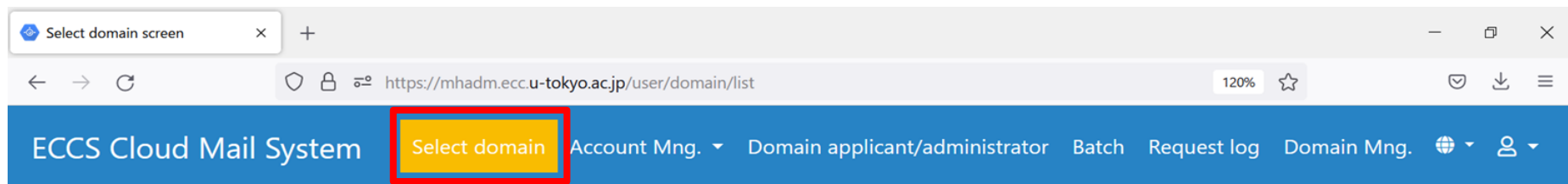
# Features available with the ECCS Cloud Mail System

The ECCS Cloud Mail System offers the features listed below.

- Select domain
- Administrator Management (Mng.)
- Account Mng.
  - Alias Mng.
  - Forward Mng.
  - Group Mng.
- Batch
- Request log
- Domain Mng.



# Select domain feature



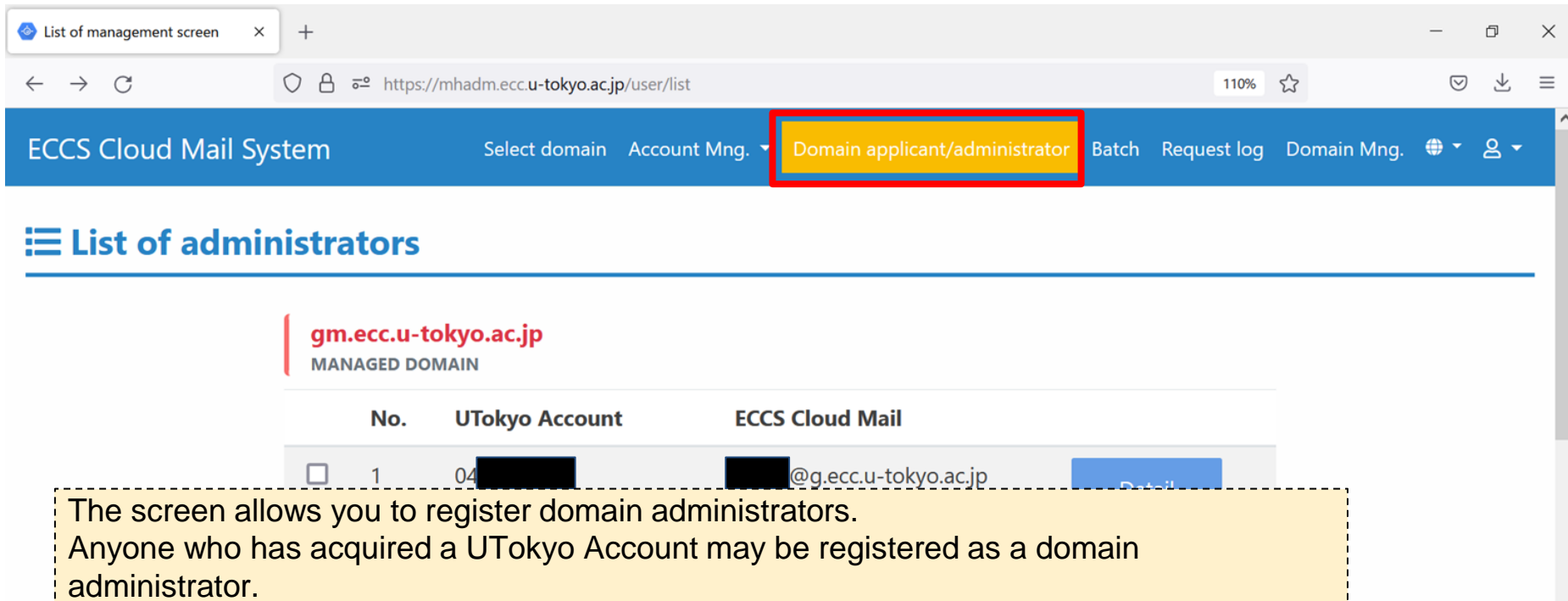
## Select domain

Domain	Domain Description
<input checked="" type="radio"/> gm.ecc.u-tokyo.ac.jp	gmドメイン

Select

The screen allows you to select a domain.  
On this screen, select the domains you want to manage when you are managing multiple domains.

# Administrator Mng. feature



The screenshot shows a web browser window with the address bar displaying `https://mhadm.ecc.u-tokyo.ac.jp/user/list`. The page title is "List of management screen". The main navigation bar is blue and contains the following items: "ECCS Cloud Mail System", "Select domain", "Account Mng.", "Domain applicant/administrator" (highlighted with a red box), "Batch", "Request log", and "Domain Mng.". Below the navigation bar, the page title "List of administrators" is displayed. The main content area shows a table for the domain `gm.ecc.u-tokyo.ac.jp` (MANAGED DOMAIN). The table has three columns: "No.", "UTokyo Account", and "ECCS Cloud Mail". The first row shows a checkbox, the number "1", the UTokyo Account "04 [REDACTED]", and the email address "[REDACTED]@g.ecc.u-tokyo.ac.jp".

No.	UTokyo Account	ECCS Cloud Mail
<input type="checkbox"/>	1 04 [REDACTED]	[REDACTED]@g.ecc.u-tokyo.ac.jp

The screen allows you to register domain administrators.

Anyone who has acquired a UTokyo Account may be registered as a domain administrator.

The initial registration is under responsibility of the Information Technology Center, but thereafter, once registered, every domain administrator is allowed to register additional domain administrators.

Delete

Add

For additional registration, press the Add button.

# Administrator Mng. feature (Add)

Management details screen x +

← → ↻ https://mhadm.ecc.u-tokyo.ac.jp/user/detail 110% ☆

ECCS Cloud Mail System Select domain Account Mng. Domain applicant/administrator Batch Request log Domain Mng. ④

## ✓ Administrator details

Back

Where you have selected the Common ID, enter a 10-digit number (UTokyo Account).

Where you have selected the ECCS Cloud Mail Account, enter the part of ECCS Cloud Mail address before the at sign (@).

Domain gm.ecc.u-toky

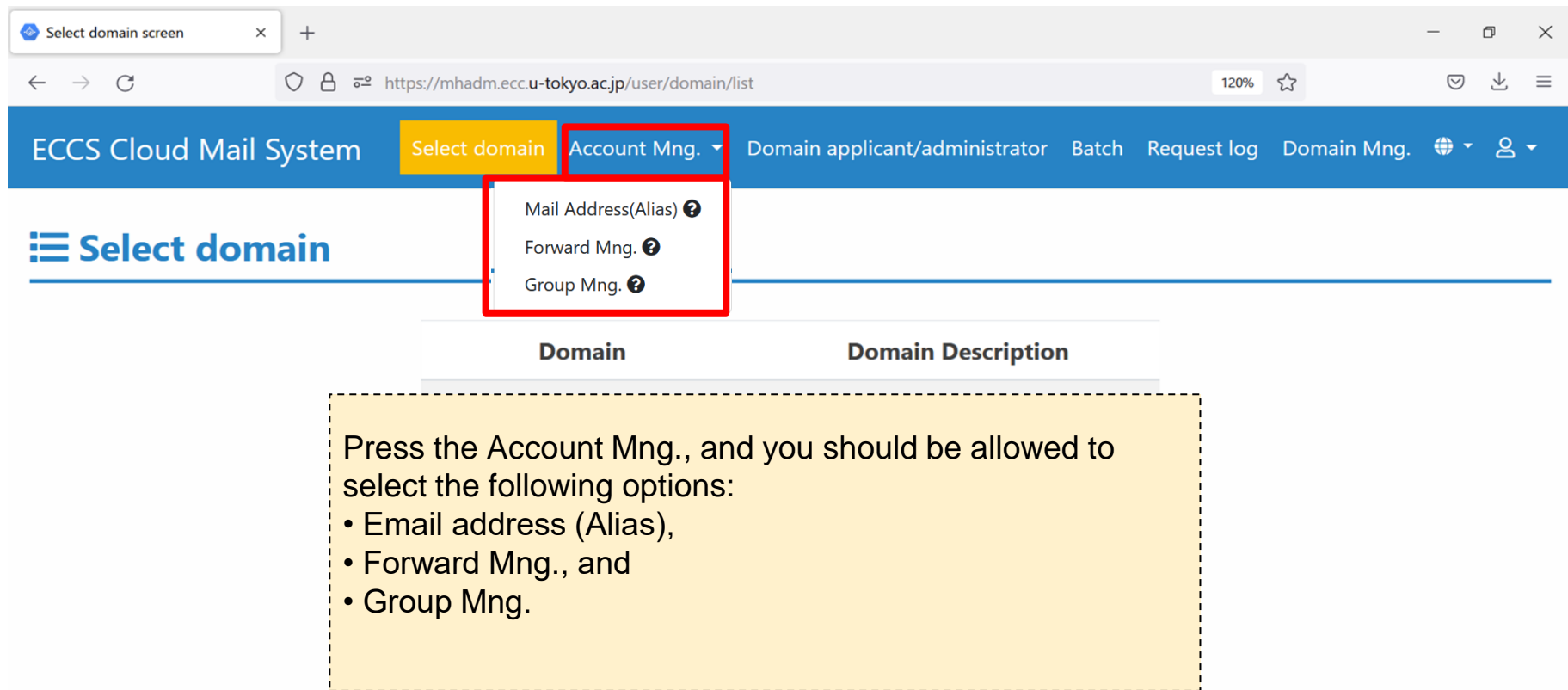
Type ☒ UTokyo Account ☐ ECCS Cloud Mail

Account \*  @g.ecc.u-tokyo.ac.jp

Add

Finally press the Add button, and your entry should be registered.

# Account Mng. feature



The screenshot shows a web browser window with the URL <https://mhadm.ecc.u-tokyo.ac.jp/user/domain/list>. The page title is "ECCS Cloud Mail System". The navigation bar includes "Select domain", "Account Mng.", "Domain applicant/administrator", "Batch", "Request log", and "Domain Mng.". The "Account Mng." dropdown menu is open, showing three options: "Mail Address(Alias)", "Forward Mng.", and "Group Mng.". A red box highlights the dropdown menu. Below the navigation bar, there is a "Select domain" section with a table header "Domain" and "Domain Description".

Press the Account Mng., and you should be allowed to select the following options:

- Email address (Alias),
- Forward Mng., and
- Group Mng.

# Email address (Alias) management feature

List of aliases screen

← → ↻ https://mhadm.ecc.u-tokyo.ac.jp/alias/list?f=m 90% ☆

ECCS Cloud Mail System Select domain Account Mng. Domain applicant/administrator Batch Request log Domain Mng. 🌐 👤

## List of aliases ?

Search Type Search Keyword Search

gm.ecc.u-tokyo.ac.jp  
MANAGED DOMAIN

No.	User Primary Email	Domain Alias	UTokyo Account	Account status?
<input type="checkbox"/> 1	[Redacted]	[Redacted]@gm.ecc.u-tokyo.ac.jp	[Redacted]	有効

Detail

- The screen allows you to manage the email addresses of the domain (= Aliases or duplicates of ECCS Cloud Mail).
  - Link the ECCS Cloud Mail ([@g.ecc.u-tokyo.ac.jp](mailto:@g.ecc.u-tokyo.ac.jp)) with your domain email address on this screen, and you should be able to send and receive emails using the email address you have registered.
- \* For any user who has not yet acquired a UTokyo Account (= ECCS Cloud Mail), use the Forward Mng. feature described later.

Delete

Add

For additional registration, press the Add button.

# Email address (Alias) management feature (Add)

Alias details screen

← → ↻ https://mhadm.ecc.u-tokyo.ac.jp/alias/detail 110% ☆

ECCS Cloud Mail System

Select domain Account Mng. ▾ Domain applicant/administrator Batch Request log Domain Mng. 🌐 ▾ 👤 ▾

## ✓ Alias setting ?

Back

Enter the local part (before the @) of the Domain Mail Address you want to add.

Domain Alias \*  @gm.ecc.u-tokyo.ac.jp

UTokyo Account \*

Add

Enter a 10-digit number of Common ID (UTokyo Account).

Finally press the Add button, and your registration should be completed.

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# Forward Mng. feature

Browser tabs: List of forward screen

Address bar: <https://mhadm.ecc.u-tokyo.ac.jp/forward/list?f=m>

Page Header: ECCS Cloud Mail System

Navigation: Select domain Account Mng. Domain applicant/administrator Batch Request log Domain Mng.

## List of forward

[List of forwarding download screen](#)

Domain Alias Search Keyword Search

gm.ecc.u-tokyo.ac.jp  
MANAGED DOMAIN

No.	Domain Alias	
<input type="checkbox"/> 1	[REDACTED]cc.u-tokyo.ac.jp	Detail

- The screen allows you to manage the domain email addresses (for forwarding).
- This feature is intended for those users who have not yet acquired any UTokyo Account (= ECCS Cloud Mail).
- Emails that have arrived at the domain email address can be transferred to any external email addresses.
- You cannot send out any emails from the email address you have registered by the Forward Mng. feature.

Delete

Add

For additional registration, press the Add button.

# Forward Mng. feature (Add)

The screenshot shows a web browser window with the URL `https://mhadm.ecc.u-tokyo.ac.jp/forward/detail`. The page title is "Forward details screen". The navigation bar includes "ECCS Cloud Mail System", "Select domain", "Account Mng." (highlighted in yellow), "Domain applicant/administrator", "Batch", "Request log", and "Domain Mng.". The main heading is "Setting forward" with a checkmark icon. A "Back" button is on the left. The form has a "Domain Alias" label with a red asterisk, a text input field (highlighted with a red rectangle), and a suffix "@gm.ecc.u-tokyo.ac.jp". Below the input field is a blue "Add" button (also highlighted with a red rectangle). Two green dashed boxes provide instructions: one points to the input field saying "Enter the email address for the domain you want to add.", and the other points to the "Add" button saying "Press the Add button, and you should be moved to the Detail screen."

Forward details screen

https://mhadm.ecc.u-tokyo.ac.jp/forward/detail

ECCS Cloud Mail System

Select domain Account Mng. Domain applicant/administrator Batch Request log Domain Mng.

## Setting forward

Back

Domain Alias \*

@gm.ecc.u-tokyo.ac.jp

Add

Enter the email address for the domain you want to add.

Press the Add button, and you should be moved to the Detail screen.

# Forward Mng. feature (Detail 1)

The screenshot shows a web browser window with the address bar displaying `https://mhadm.ecc.u-tokyo.ac.jp/forward/detail`. The page title is "Forward details screen". The main header is "ECCS Cloud Mail System" with navigation links: "Select domain", "Account Mng.", "Domain applicant/administrator", "Batch", "Request log", and "Domain Mng.". The page content is titled "Setting forward" with a "Back" button.

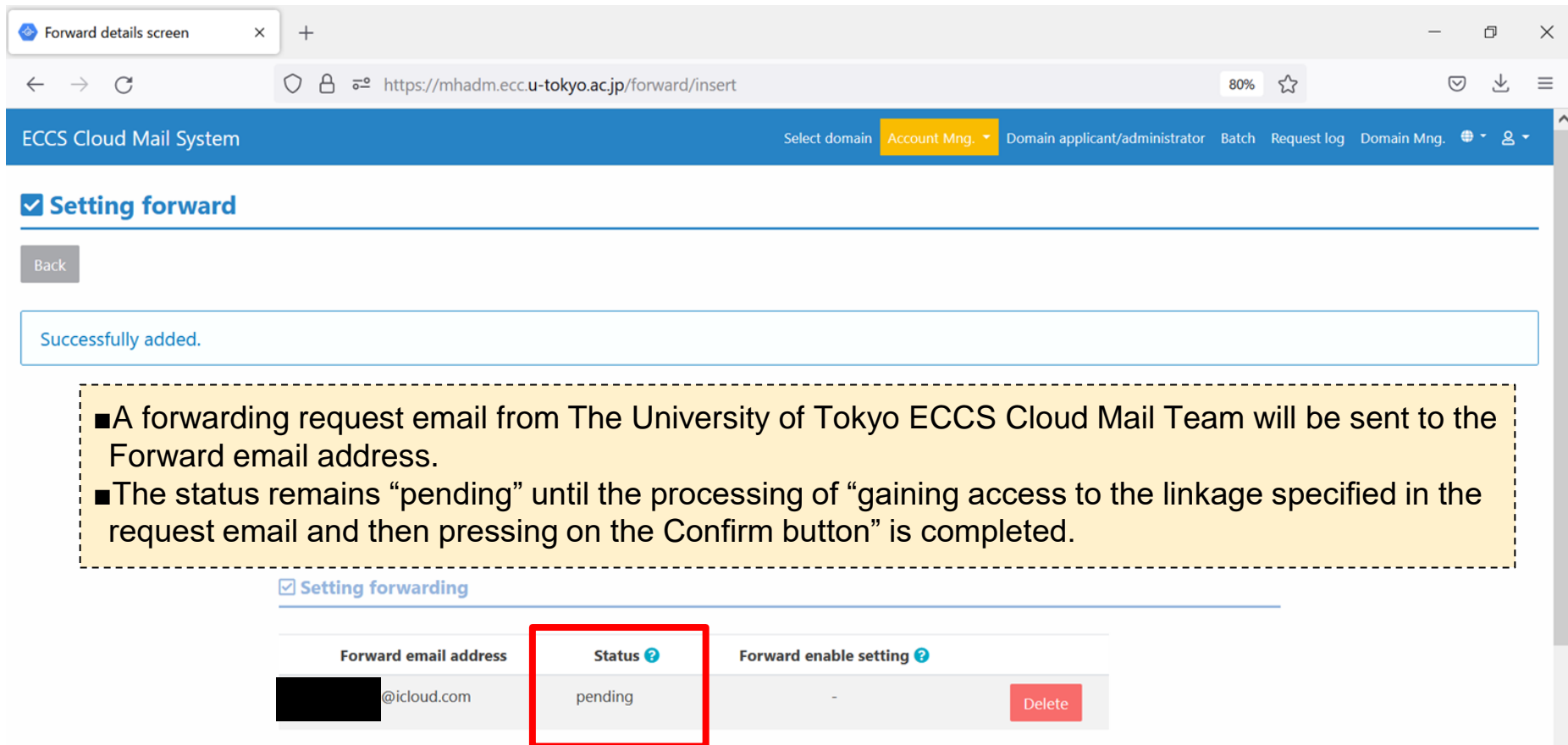
There are two main sections with callouts:

- Automatic reply status:** Includes a "Disenable" button and an "Enable" button. A callout box states: "When you press the Enable button, a message stating 'no email has been delivered' will be automatically returned to the Sender until you complete the Setting Forward."
- Forward email address:** Includes a text input field (containing a redacted address), a "Status" link, a "Forward enable setting" link, and a "Setting" button. A callout box states: "Enter the external email address for the Forward email address."

A second callout box points to the "Setting" button and states: "When you press the Setting button, a confirmation email will be sent to the Forward email address. At this point of time, the forwarding will not start yet."

At the bottom, a note reads: "Email will be sent to the forwarding email address when 'Setting' is clicked."

# Forward Mng. feature (Detail 2)



Forward details screen

← → ↺ https://mhadm.ecc.u-tokyo.ac.jp/forward/insert 80% ☆

ECCS Cloud Mail System Select domain Account Mng. Domain applicant/administrator Batch Request log Domain Mng. 9

## Setting forward

Back

Successfully added.

- A forwarding request email from The University of Tokyo ECCS Cloud Mail Team will be sent to the Forward email address.
- The status remains “pending” until the processing of “gaining access to the linkage specified in the request email and then pressing on the Confirm button” is completed.

### Setting forwarding

Forward email address	Status ?	Forward enable setting ?
██████████@icloud.com	pending	-

Delete

# Forward Mng. feature (Detail 3)

Forward details screen

← → ↺ https://mhadm.ecc.u-tokyo.ac.jp/forward/insert 80% ☆

ECCS Cloud Mail System Select domain Account Mng. Domain applicant/administrator Batch Request log Domain Mng. 80% ☆

## Setting forward

Back

Successfully added.

■ Once the processing of “gaining access to the linkage specified in the request email and then pressing on the Confirm button” has been completed, the status will change to “accepted” but the forwarding will still not proceed even in this status.

■ **REMEMBER to press the Effectiveness button to activate Setting forward.**

### Setting forwarding

Forward email address	Status ?	Forward enable setting ?	
██████████@icloud.com	accepted	Effectiveness	Delete

# Forward Mng. feature (Detail 4)

Forward details screen

← → ↺ https://mhadm.ecc.u-tokyo.ac.jp/forward/enable 80% ☆

ECCS Cloud Mail System Select domain Account Mng. Domain applicant/administrator Batch Request log Domain Mng.

## ✓ Setting forward

Back

Successfully registered.

■ Once the Forward enable setting has become validated as shown below after pressing the Effectiveness button for activating Forward enable setting, the forwarding should start.

Disenable

### ✓ Setting forwarding

Forward email address	Status ?	Forward enable setting ?	
nakai.hironori@icloud.com	accepted	Validate	Delete

# Forward Mng. feature (Detail 5) [Mar. 30, 2021 newly added feature]

In case where any email received is determined to be unsolicited or spam email, you can set the control active.

- **Block spam mail:** Any email determined to be spam will be kept from forwarding. (Default option)
  - \* Any email, once blocked, can never be checked and reviewed.
- **Unblock spam mail:** Any email, even if determined to be spam, will be forwarded to the destination.

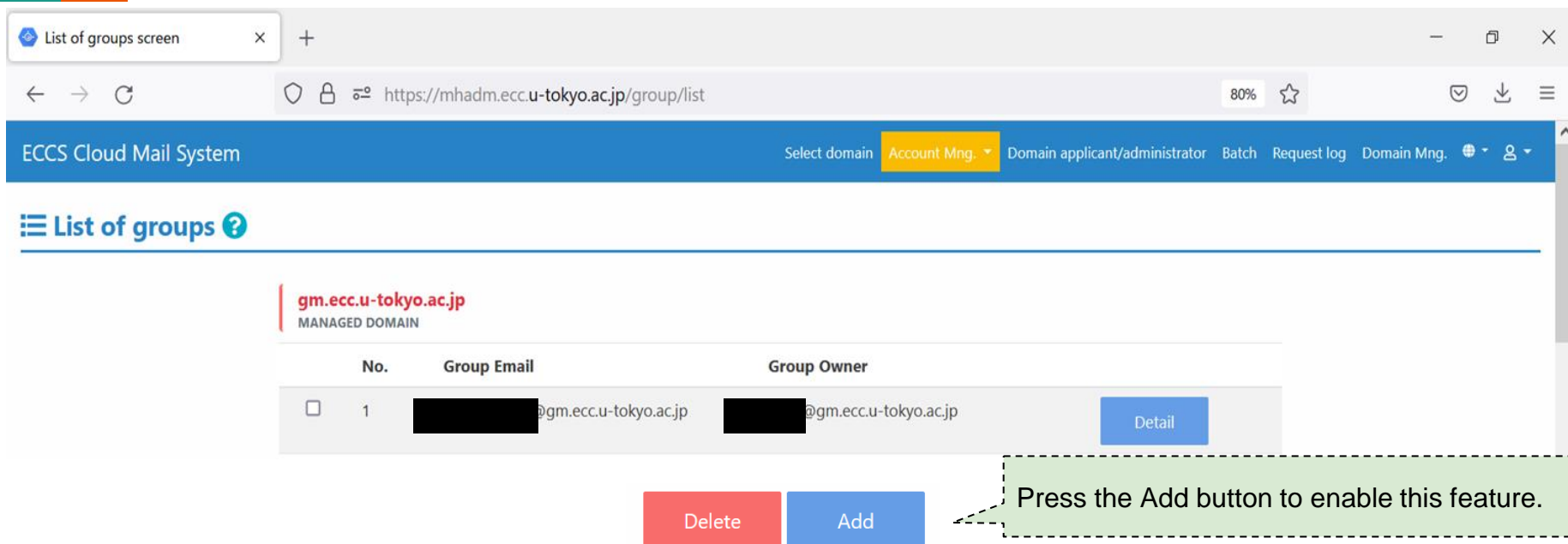
## ☒ Spam Filter Setting

Spam Filter Status	Spam Filter Setting
Block spam mail	<div>Switch</div> <div>To select the option for the control of spam emails, press the Switch button.</div>

### ■ Notes when you do not block any spam emails

- Spam emails, if any, are also forwarded, so it is the responsibility of the user to take proper actions, such as reviewing the settings of email software and installing appropriate anti-virus software.
- When you select the control setting of “Unblock spam mail,” the emails transmitted from your own domain may be regarded as possibly spam and as a result the reputation of your domain may be compromised. This may result in refusal to receive emails sent from your domain. Carefully consider the possible risks as described above before selecting the option for the control of spam emails.

# Group Mng. feature



List of groups screen

← → ↺ https://mhadm.ecc.u-tokyo.ac.jp/group/list 80% ☆

ECCS Cloud Mail System Select domain Account Mng. Domain applicant/administrator Batch Request log Domain Mng. 人

### List of groups ?

gm.ecc.u-tokyo.ac.jp  
MANAGED DOMAIN

No.	Group Email	Group Owner	
<input type="checkbox"/>	1	[REDACTED]@gm.ecc.u-tokyo.ac.jp	[REDACTED]@gm.ecc.u-tokyo.ac.jp

Detail

Delete Add

Press the Add button to enable this feature.

- This feature is intended to manage the mailing list (Google Groups).
- It allows you to create a mailing list and register the owner.
- Detail setting of mailing list, addition of new members, and other actions can be attained through the screen for management of Google Groups side.

# Group Mng. feature (Add)

The screenshot shows a web browser window with the address bar displaying `https://mhadm.ecc.u-tokyo.ac.jp/group/detail`. The page title is "ECCS Cloud Mail System". The navigation bar includes "Select domain", "Account Mng.", "Domain applicant/administrator", "Batch", "Request log", and "Domain Mng.". The main content area has a "Group details" section with a "Back" button. Below it is the "Setting Group" section, which contains two input fields: "Group Name" (containing "ABC Group") and "Group Email" (containing "abc-group"). A dropdown menu for the email domain is set to "@gm.ecc.u-tokyo.ac.jp". A blue "Add" button is located below the email field. Annotations include a green box pointing to the "Group Name" field with the text "Enter a Group Name (any character string).", a green box pointing to the "Group Email" field with the text "Enter a Group Email address.", and a green box pointing to the "Add" button with the text "Press the Add button, and you should be moved to the Group Detail screen.".

Group details screen

Group details

Back

Setting Group

Group Name

Group Email

ABC Group

abc-group

@gm.ecc.u-tokyo.ac.jp

Add

Enter a Group Name (any character string).

Enter a Group Email address.

Press the Add button, and you should be moved to the Group Detail screen.

# Group Mng. feature (Detail)

The screenshot shows a web browser window with the address bar displaying `https://mhadm.ecc.u-tokyo.ac.jp/group/detail`. The page title is "Group details screen". The main header is "ECCS Cloud Mail System" with navigation links: "Select domain", "Account Mng." (highlighted in yellow), "Domain applicant/administrator", "Batch", "Request log", and "Domain Mng.". The page content is titled "Group details" with a "Back" button. Below this is the "Setting Group" section, which includes a "Group Name" field containing "ABC Group(test)" and a "Setting" button. A green callout box points to the "Setting" button with the text "Press Setting and the Group should be registered." Below the "Setting Group" section is the "Setting Group Owner" section, which includes a "Group Owner" field containing a redacted email address and a "Setting" button. A green callout box points to the "Setting" button with the text "Enter the email address for the Group Owner."

Group details screen

← → ↻ `https://mhadm.ecc.u-tokyo.ac.jp/group/detail` 80% ☆

ECCS Cloud Mail System Select domain Account Mng. Domain applicant/administrator Batch Request log Domain Mng.

✓ Group details

Back

✓ Setting Group

Group Name ABC Group(test) Setting

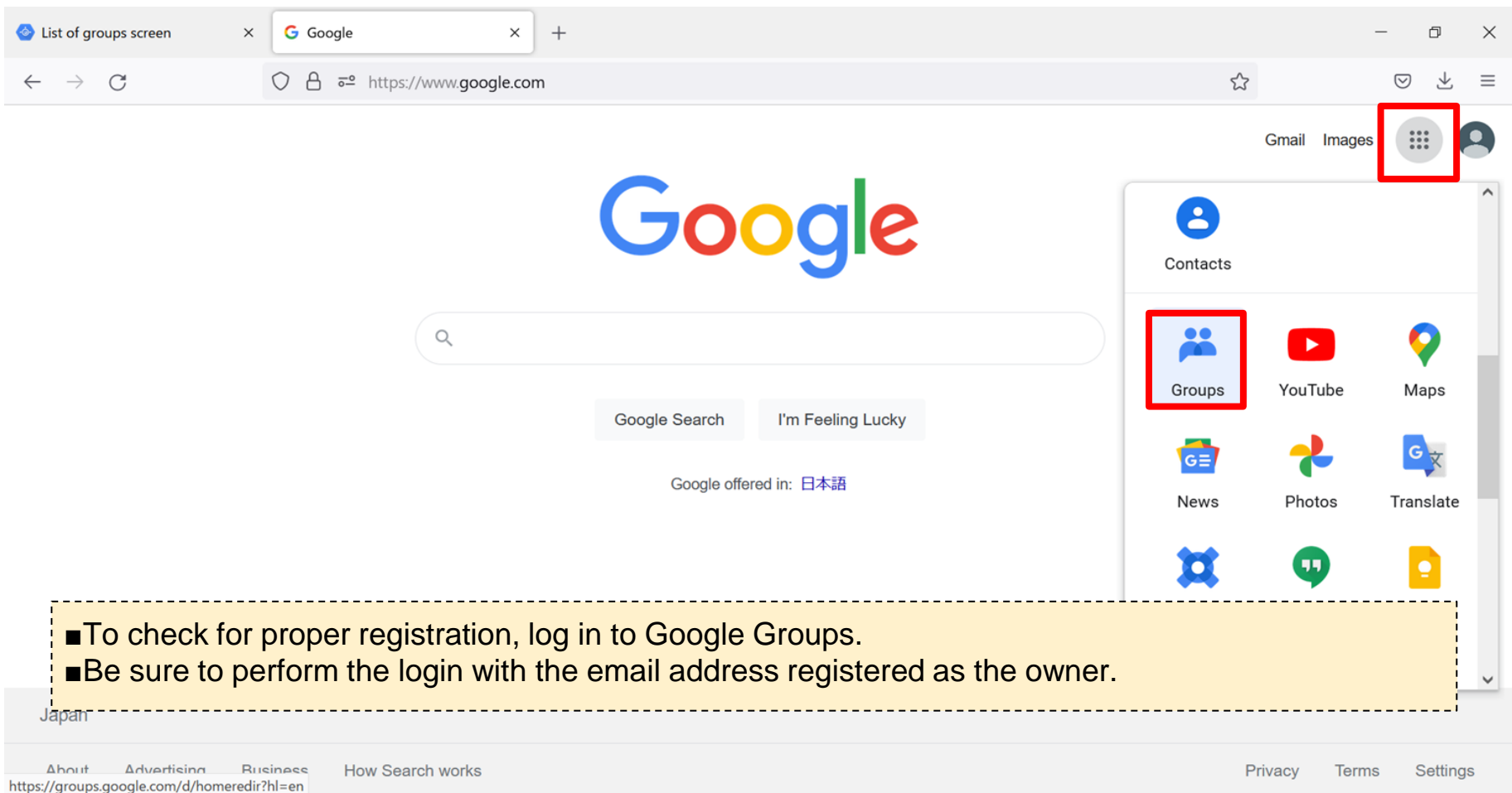
Enter the email address for the Group Owner.

Press Setting and the Group should be registered.

✓ Setting Group Owner

Group Owner [Redacted]@g.ecc.u-tokyo.ac.jp Setting

# Group Mng. feature (Google Groups side)




The screenshot shows the Google homepage in a web browser. The browser's address bar displays 'https://www.google.com'. In the top right corner, the 'Gmail' and 'Images' links are visible, followed by a grid icon (Google Apps menu) which is highlighted with a red square. Below this menu, the 'Groups' link is also highlighted with a red square. The main content area features the Google logo, a search bar, and buttons for 'Google Search' and 'I'm Feeling Lucky'. At the bottom, there is a link for 'Japan' and a footer with links for 'About', 'Advertising', 'Business', 'How Search works', 'Privacy', 'Terms', and 'Settings'.

■ To check for proper registration, log in to Google Groups.  
■ Be sure to perform the login with the email address registered as the owner.

# Group Mng. feature (Google Groups side 2)

The screenshot displays the Google Groups interface. The browser address bar shows the URL `https://groups.google.com/my-groups?hl=en&pli=1`. The page title is "My groups" with a subtitle "4 groups". The left sidebar contains a "Create group" button and a list of navigation links: "My groups", "Recent groups", "All groups", "Favorite groups", and "Starred conversations". The main content area shows a table of groups. The first group, "ABC Group(test)", is highlighted with a red box. Its details are as follows:

Groups	Join date	Subscription
 ABC Group(test) abc-test@gm1.test.ecc.u-tokyo.ac.jp	Oct 5, 2022	Each email

- The group(s) you have newly added should be seen as registered in Google Groups.
- From here, you can add new members and make other settings.

# Request log feature

Request mail logs screen

My groups

https://mhadm.ecc.u-tokyo.ac.jp/apply/log

80%

ECCS Cloud Mail System

Select domain Account Mng. Domain applicant/administrator Batch Request log Domain Mng.

Request mail logs

gm1.test.ecc.u-tokyo.ac.jp  
MANAGED DOMAIN

Sender

Up to 5 people

Recipient

Up to 5 people

Date and time range

From 00:00

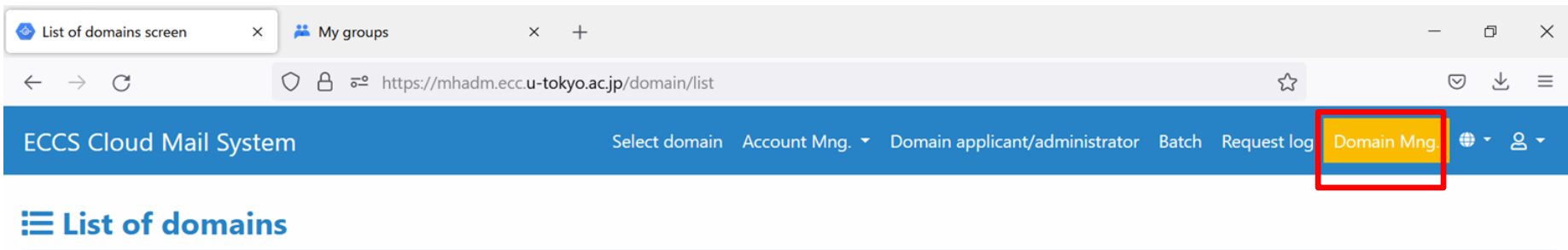
To 23:59

Comment

Request

- This is intended to request the provision of logs for email sending and receiving.
- Enter the log extraction conditions, and press the Request button to send an email to the Information Technology Center.
- In response to the request, the personnel in charge in the Information Technology Center extract the logs and send them to the ECCS Cloud Mail of the requestor.
- Please allow a little time for the personnel in charge to extract the logs manually.

# Domain Mng. feature



The screenshot shows a web browser window with the URL <https://mhadm.ecc.u-tokyo.ac.jp/domain/list>. The page title is "ECCS Cloud Mail System". The navigation bar includes links for "Select domain", "Account Mng.", "Domain applicant/administrator", "Batch", "Request log", and "Domain Mng.". The "Domain Mng." link is highlighted with a red box. Below the navigation bar, the page title "List of domains" is displayed.

No.	Domain	Domain Description	
1	gm.ecc.u-tokyo.ac.jp	gmドメイン	<a href="#">Detail</a>
2	gm1.test.ecc.u-tokyo.ac.jp	動作確認用ドメイン	<a href="#">Detail</a>

Press Detail, and you should be brought to the Detail screen for the domain in concern.

■ The Detail screen allows you to refer to the information about the domain you are managing.

# Domain Mng. feature (Detail)

The screenshot shows a web browser window with the URL `https://mhadm.ecc.u-tokyo.ac.jp/domain/detail`. The page title is "Domain details screen". The main navigation bar includes "Select domain", "Account Mng.", "Domain applicant/administrator", "Batch", "Request log", and "Domain Mng." (highlighted in yellow). The "Domain details" section is active, indicated by a blue checkmark. A "Back" button is visible. The domain details are as follows:

Domain	gm1.test.ecc.u-tokyo.ac.jp
Domain Description	動作確認用ドメイン
Number of alias	9
group	

A dashed box highlights the following text:

- This feature allows you to review the number of aliases, Forward email addresses, and other items set in your domain.
- The financial burden on the user is determined based on the number of aliases (without consideration given to the number of Forward email addresses and mailing lists).

# Other features

The screenshot shows the ECCS Cloud Mail System interface. The browser address bar displays `https://mhadm.ecc.u-tokyo.ac.jp/user/domain/list`. The top navigation bar includes the text "ECCS Cloud Mail System" and several menu items: "Select domain" (highlighted in yellow), "Account Mng.", "Domain applicant/administrator", "Batch", "Request log", and "Domain Mng.". On the right side of the navigation bar, there are two icons: a globe icon and a user icon, both of which are highlighted with red rectangles. Below the navigation bar, the main content area is titled "Select domain". It features a "Domain" section with two radio button options: "gm.ecc.u-toky" and "gm1.test.ecc.u". A blue "Select" button is positioned below these options. A green callout box with a dashed border points to the globe icon and contains the text: "■ You can select an appropriate language for display screen between the options; (Japanese/English/Chinese/Korean)". Another green callout box with a dashed border points to the user icon and contains the text: "Click on here to log out from the System."

Other features

Select domain screen

My groups

https://mhadm.ecc.u-tokyo.ac.jp/user/domain/list

ECCS Cloud Mail System

Select domain Account Mng. Domain applicant/administrator Batch Request log Domain Mng.

Select domain

Domain

gm.ecc.u-toky

gm1.test.ecc.u

Select

■ You can select an appropriate language for display screen between the options; (Japanese/English/Chinese/Korean)

Click on here to log out from the System.

# Batch feature [July 31, 2020 newly added feature]

ECCS Cloud Mail System

Select domain Account Mng. ▾

Domain applicant/administrator

Batch

Request log

Domain Mng. 地球 ▾

👤 ▾

## Execute batch

gm1.test.ecc.u-tokyo.ac.jp

MANAGED DOMAIN

☒ Data update

Type *	<div><input checked="" type="radio"/> Create account Create account and Add alias</div> <div><input type="radio"/> Add forward email address Setting automatic reply and Add forward email address</div> <div><input type="radio"/> Create group</div> <div><input type="radio"/> Add group members</div>	<div>Result</div> <div>Result</div> <div>Result</div> <div>Result</div>
Target file *	<div>参照... ファイルが選択されていません。</div> <div>CSV Format、"Header Ling: First line,Encoding: UTF-8,Line terminator: Windows(CR LF),Separator: comma(,),Quote character: double quotation( "),Escape character: double quotation( ")"</div>	

■Where there are too many items to register manually, the batch registration feature allows batch registration from CSV (comma-separated values) files (files with values separated by commas).

# Batch feature (Detail)

ECCS Cloud Mail System

Select domain Account Mng. ▾

Domain applicant/administrator

Batch

Request log

Domain Mng. 🌐 ▾

👤 ▾

## ≡ Execute batch

(1) Select the items for batch registration.

☒ Data update

Type \*

☒ Create account

Create account and Add alias

☐ Add forward email address

Setting automatic reply and Add forward email address

☐ Create group

☐ Add group members

Result

Result

(2) Load the CSV files for batch registration.  
(The format of CSV files is described later.)

Target file \*

参照... ファイルが選択されていません。

CSV Format, "Header Ling: First line, Encoding: UTF-8, Line terminator: Windows(CR LF), Separator: comma(,), Quote character: double quotation("), Escape character: double quotation("")"

# Batch feature (CSV Format 1)

- Complete the Create account ... Register Alias, or Create a domain mail address for forwarding. At the point of time when you have created a domain mail address for forwarding, the Forward email address is not yet set up. Accomplish the Add forward email address described on the next page.

[Create alias]

(Format) Domain Mail Address, Common ID (10-digit number)

(Example) [test@center.u-tokyo.ac.jp](mailto:test@center.u-tokyo.ac.jp), 1234567890

[Create email address for forwarding]

(Format) Domain Mail Address for forwarding, Forward email address

(Example) [test@cetner.u-tokyo.ac.jp](mailto:test@cetner.u-tokyo.ac.jp), [tensousaki@gaibu.co.jp](mailto:tensousaki@gaibu.co.jp)

(Supplementary information) The Domain Mail Address for forwarding can be reviewed by the Forward Mng. feature.

# Batch feature (CSV Format 2)

- Add forward email address...Register the Forward email addresses in the Domain Mail Address for forwarding you have created in advance. For creation of Domain Mail Address for forwarding, refer to “Batch feature (CSV Format 1)” or “Forward Mng. feature (Add).”

(Format) Domain Mail Address for forwarding, Forward email address

(Example) test@center.u-tokyo.ac.jp, tensousaki@gaibu.co.jp

# Batch feature (CSV Format 3)

- Create group...Create Google Group.

(Format) Group email address, Group Name, Brief description of Group, Group Owner email address\*1\*2

(Example)

[group@center.u-tokyo.ac.jp](mailto:group@center.u-tokyo.ac.jp), Center ML, Internal-use ML, "[test@center.u-tokyo.ac.jp](mailto:test@center.u-tokyo.ac.jp), [test2@center.u-tokyo.ac.jp](mailto:test2@center.u-tokyo.ac.jp)"

\*1 To specify multiple addresses of the Group Owner, enclose them in double quotation marks (").

\*2 If you leave Group Owner blank for registration, the Account of administrator for the domain involved will be registered as the Owner.

# Batch feature (CSV Format 4)

- Add group members ...Additionally register Google Group member(s).

(Format) Group Email, Member email address, Role (MEMBER/OWNER/MANAGER)

(Example)

[group@center.u-tokyo.ac.jp](mailto:group@center.u-tokyo.ac.jp), [test@center.u-tokyo.ac.jp](mailto:test@center.u-tokyo.ac.jp), MEMBER

[group@center.u-tokyo.ac.jp](mailto:group@center.u-tokyo.ac.jp), [test2@center.u-tokyo.ac.jp](mailto:test2@center.u-tokyo.ac.jp), MANAGER

# Batch feature (Notes for the CSV files)

- Ignore the processing for the first line in every CSV file as a header line.
- For the processing on the Google side, the number of lines that can be processed at one time is as follows:
  - 250 lines for Create account:
  - 220 lines for Add forward email address:
  - 70 lines for Create group:
  - 330 lines for Add group members:
    - If the number of lines you are going to register is greater than the limits shown above, split the file into different files and register each in a batch.
- The character encoding of the CSV files is UTF-8.

# Batch feature (Reviewing results)

## Batch results

Back

You can specify the range of dates to display the results of execution.

Start Date 2022/09/29


End Date 2022/10/06

Search

Statistics: Statistical records for the processing resulting in successful registration.

Skip: Records that were skipped from the processing of registration. Register again as necessary.

Failed: Records that were failed for the processing of registration. Register again as necessary.

No.	Results of execution			Last updated	Running status
	Statistics	Skip	Failed		
1	<a href="#">Download</a>	<a href="#">Download</a>	-	2022/10/06 11:41:01	Done 

Click on the Download linkage, and the records on the results of execution can be downloaded.



# Get list of forwarding feature (Reviewing results) [Nov. 4, 2020 newly added feature]

## ■Downloading output results

Start Date

2022/09/29

End Date

2022/10/06

Search

gm1.test.ecc.u-tokyo.ac.jp

MANAGED DOMAIN

Get list of forwarding TYPE

Click on the Download linkage, and the csv files showing the results of acquisition of the list of Forward email addresses can be downloaded.

If "Running status" has "!", it means the data was not acquired. Please check the skipped or failed CSV file by download link.

No.	Results of execution		Last updated	Running status
	Results of execution	Failed		
1	<a href="#">Download</a>	-		

Account: Forward email address created by the Forward Mng.  
Forward email address: Email address specified for the forwarding destination  
Status: To be displayed as pending where the request email is left not authorized, or accepted where the request email has been authorized.  
\* For details about the above Status, refer to the description in "Forward Mng. feature."  
Automatic Forwarding status: Status for Setting forward. Where the status is enable, forwarding becomes available.  
Automatic reply status: Status for Setting automatic reply.  
Message: Messages can be viewed depending on the status of setting of forward email addresses.

## ■Example of a downloaded CSV file

	A	B	C				
1	Account	Forward email address	Status	Automatic forwarding status	Automatic reply status	Message	
2	test1@gm1.ecc.u-tokyo.ac.jp	〇〇@gmail.com	accepted	enable	disable		
3	test2@gm1.ecc.u-tokyo.ac.jp				disable	There is no valid forwarding address.	
4							

# Domain applicant/administrator feature [Mar. 8, 2021 newly added]

This feature allows registration of the information about domain applicant/administrator and financial administration.  
\* Based on this information, the Information Technology Center may contact you, so remember to register your necessary information.

## Domain applicant/administrator

gm1.test.ecc.u-tokyo.ac.jp

MANAGED DOMAIN

☒ Applicant Info.

Applicant Name(Kanji) *	<input type="text" value="TODAI Hanako"/>
Applicant Name(Kana) *	<input type="text" value="TODAI Hanako"/>
Applicant UTokyo Account *	<input type="text" value="1234567890"/>
Applicant Position *	<input type="text" value="Professor"/>
Applicant Dept. *	<div>その他 </div>
Applicant Major/Team name etc.	<input type="text"/>
Applicant Tel. *	<input type="text" value="55555"/>

# Domain applicant/administrator feature (Registration of Applicant Info., Accountant Info.)

## ☒ Applicant Info.

Successfully updated.

Applicant Name(Kanji) \*

TODAI Hanako

Applicant Name(Kana) \*

TODAI Hanako

(1) Enter the various information and click the Update button.

(2) The message stating “Successfully updated” should be displayed, showing successful completion of registration. An error message may alert you to your missed entry of any required items.

Applicant Major/Team name etc. ⓘ

Applicant Tel. \*

55555

Applicant Email ⓘ

Campus mail address \*

Asano information technology center

Update

# Domain applicant/administrator feature (List of administrator information)

✓ Administrators

Scrolling down the screen for domain applicant/administrator feature brings you to the screen showing the list of domain administrators.

Add

Name(Kanji)	Name(Kana)	UTokyo Account
-------------	------------	----------------

Clicking on the Add button allows you to additionally register any domain administrators.

Clicking on the Delete button allows you to delete any domain administrator information from the linked system. (This action only deletes the registration on the linked system, and the relevant account remains registered without deletion.)

Clicking on the Detail button allows you to review the information about domain administrators. This screen also allows editing of any information.

	Detail	Delete
	Detail	Delete
本部 情報システム部	Detail	Delete
	Detail	Delete
	Detail	Delete

# Domain applicant/administrator feature (Registration of administrator information)

Pressing the Detail button on the screen showing the list of domain administrators will bring you to the screen showing details of domain administrators.

Domain administrator details

Administrator Name(Kanji) \*

TODAI Hanako

Administrator Name(Kana) \*

TODAI Hanako

Administrator UTokyo Account \*

ECCS Cloud Mail

@g.ecc.u-tokyo.ac.jp

2-Step Verification

ON

Administrator Position

Administrator Dept. \*

本部 情報システム部

Administrator Major/Team name etc. ⓘ

Administrator Tel.

Administrator Email ⓘ

Cancel

Update

Enter and/or edit various information as necessary and then click on the Update button, and the updated information about domain administrators should be registered.

# Reference information



## ■ Official webpage of email hosting

This page is scheduled to include various information such as transition manual and FAQ.

<https://mh.ecc.u-tokyo.ac.jp/>

## ■ Google Help

This page shows various information referring to Google applications. Please refer to this page before contacting the Information Technology Center.

<https://support.google.com/>