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)

■ Domain-specific email addresses (Alias of ECCS Cloud Mail)

XXX@itc.u-tokyo.ac.jp

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

■ ECCS Cloud Mail (Local terminal)

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.
The URL for ECCS Cloud Mail System is:

https://mhadm.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

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

For additional registration, press the Add button.
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 (@).

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

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) 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.

For additional registration, press the Add button.
Email address (Alias) management feature (Add)

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

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

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

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.

For additional registration, press the Add button.
Forward Mng. feature (Add)

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

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

Enter the external email address for the Forward email address.

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.
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.
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.**
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.
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.

To select the option for the control of spam emails, press the Switch button.

**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.
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)

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)

Enter the email address for the Group Owner.

Press Setting and the Group should be registered.
To check for proper registration, log in to Google Groups.
Be sure to perform the login with the email address registered as the owner.
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

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

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

1. Select the items for batch registration.
2. Load the CSV files for batch registration. (The format of CSV files is described later.)
3. Review the corresponding Results.

CSV Format:
- Header Line: First line
- Encoding: UTF-8
- Line terminator: Windows(CR LF)
- Separator: comma(,)
- Quote character: double quotation("")
- Escape character: double quotation("")
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, 1234567890

[Create email address for forwarding]

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

(Example) test@center.u-tokyo.ac.jp, 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, Center ML, Internal-use ML, “test@center.u-tokyo.ac.jp, 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, test@center.u-tokyo.ac.jp, MEMBER

group@center.u-tokyo.ac.jp, 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)

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

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.

Click on the Download linkage, and the records on the results of execution can be downloaded.
This feature allows downloading of the list of details of setting of “Account Mng.>Forward Mng.” (including the status of setting of Forward email addresses, etc.) in the form of csv files. Select this feature then press the Execute button, and the processing should start.

To show output results, click on the Result button.
Get list of forwarding feature (Reviewing results) [Nov. 4, 2020 newly added feature]

■ Downloading output results

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

■ Example of a downloaded CSV file

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Account</td>
<td>Forward email address</td>
<td>Status</td>
</tr>
<tr>
<td></td>
<td>gm1.test.ecc.u-tokyo.ac.jp</td>
<td><a href="mailto:QQ@gmail.com">QQ@gmail.com</a></td>
<td>accepted</td>
</tr>
<tr>
<td>2</td>
<td><a href="mailto:tst1@gm1.ecc.u-tokyo.ac.jp">tst1@gm1.ecc.u-tokyo.ac.jp</a></td>
<td><a href="mailto:QQ@gmail.com">QQ@gmail.com</a></td>
<td>accepted</td>
</tr>
<tr>
<td>3</td>
<td><a href="mailto:tst2@gm1.ecc.u-tokyo.ac.jp">tst2@gm1.ecc.u-tokyo.ac.jp</a></td>
<td><a href="mailto:QQ@gmail.com">QQ@gmail.com</a></td>
<td>accepted</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>enable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>disable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>There is no valid forwarding address.</td>
</tr>
</tbody>
</table>
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.

The information about domain applicant/administrator can now be registered in the system. 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.

ECCS Cloud Mail System

Domain applicant/administrator

GM1.TEST.ECC.U-TOKYO.AC.JP
MANAGED DOMAIN

Applicant Info.

- Applicant Name (Kanji): TODAI Hanako
- Applicant Name (Kana): TODAI Hanako
- Applicant UTokyo Account: 1234567890
- Applicant Position: Professor
- Applicant Dept.: その他
- Applicant Major/Team name etc.: 
- Applicant Tel.: 55555
Domain applicant/administrator feature (Registration of Applicant Info., Accountant Info.)

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

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.
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.

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