

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



UFS  
EDUCATION

## UFS4life email access guide

### What is the UFS4life email?

The UFS4life email is an email system powered by Google. A UFS4life email address is created and awarded to every single registered UFS student. Numerous faculties have used this email service very successfully. Due to the effectiveness of the UFS4life email service, **the UFS will only send correspondence to your UFS4life email address.** Therefore, it is extremely important to check your UFS4life mails regularly.

*Your email address will be your student number@ufs4life.ac.za*

E.g. 2001234567@ufs4life.ac.za

### How to access your UFS4life email?

1. Go to [www.ufs4life.ac.za](http://www.ufs4life.ac.za)

**Username:** studentnumber@ufs4life.ac.za

(eg 2013000001@ufs4life.ac.za)

**Password:** Novel Password (the password you use to access Blackboard)

For any password related inquiries, please visit the student desk in the ICT laboratory next to the Sasol library.

2. Follow the easy steps to update your e-mail
3. If you have an existing Gmail account, sign off and un-select the “keep me logged in icon”

## Setting up forwarding

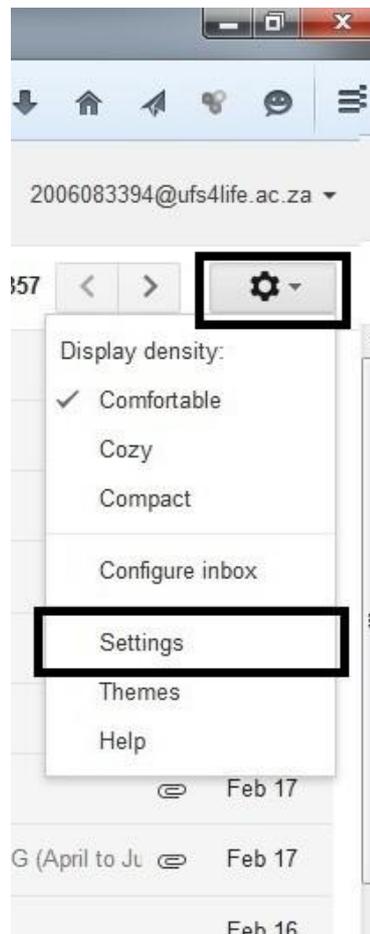
What is forwarding?

You can enter an email address into your UFS4life email account. All emails that are sent to your UFS4life address will then automatically be forwarded to the email address you have entered.

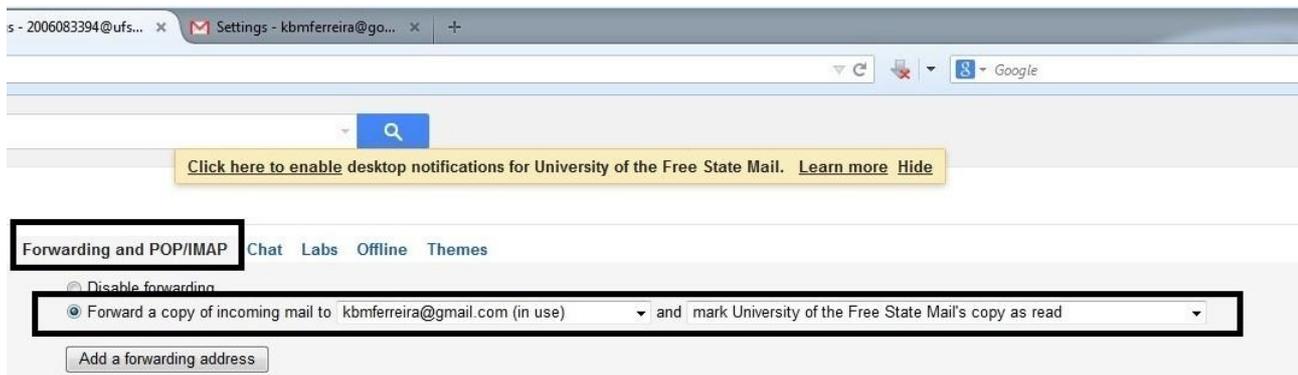
## How to set up forwarding

1. Log into your UFS4life email ([www.ufs4life.ac.za](http://www.ufs4life.ac.za))

Click on the gear icon in the top right corner of the screen. From the menu click on settings.



Click on the forwarding and pop/imap tab. From there check the forward a copy checkbox and enter the email address you want your mails forwarded to in the textbox.



***Remember to click save changes.***