

E-mail – answers to frequently asked questions

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What is the maximum size for attachments?

The maximum size for attachments is 20MB

What e-mail address do students use?

Students' e-mail addresses end with @metropolia.fi . It is best to use an address of the format userID@metropolia.fi. Aliases made to such accounts are usually of the format firstname.lastname@metropolia.fi. Users who have the same name form an exception. In their case, beginning with the second user's address, a number or a second initial is added between the first name and the last name. Students can check their default alias from [Amme](#).

How do I access my e-mail?

You can read your e-mail via OWA using a browser. You can also use any IMAP application to access your e-mail. To access your e-mail:

Students:

<https://mail.metropolia.fi>

Staff:

<https://mail.metropolia.fi>

MS Outlook 2010

What is the right outgoing e-mail server?

You can use the smtp.metropolia.fi server to send e-mail. To use the server from outside of Metropolia network, a encrypted connection and authentication with one's user ID is required. The encryption options are:

- **TLS** encryption, port 587
- **SSL** encryption, port 465

Can Exchange e-mail be accessed with all IMAP clients?

The answer is Yes, and the instructions can be found [here](#).

What user ID is used in logging in to e-mail?

All students have one user account to Metropolia systems. The same account is used when logging in to workstations, e-mail and the Tube portal.

For how long is my old e-mail account valid?

E-mail sent to the old @stadia.fi and @evtek-fi e-mail addresses are redirected to the new e-mail system.

Where are the instructions to the students' and staff's e-mail system?

The answer: [E-mail instructions and guides to staff and students](#).

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