

**HOW DO I LOG IN
TO UCM EMAIL?**

WHAT IS THE UCM E-MAIL?

The UCM email is the primary way that the university, your coordinators, and professors will communicate with you. You will receive important messages about all your classes, potential schedule or classroom changes, and other university activities through your UCM email.



Here's how it works:

- From the Virtual Campus to your UCM email: Whenever your professor sends you a message through the Virtual Campus, you will also receive a copy in your UCM email inbox.
- Not the other way around: If you receive a message in your UCM email, it won't automatically appear in the Virtual Campus.

In simple terms:

Think of your UCM email as a direct line of communication between you and the university. It's essential that you check it regularly to stay updated on everything you need to know about your studies.

Key points for international students:

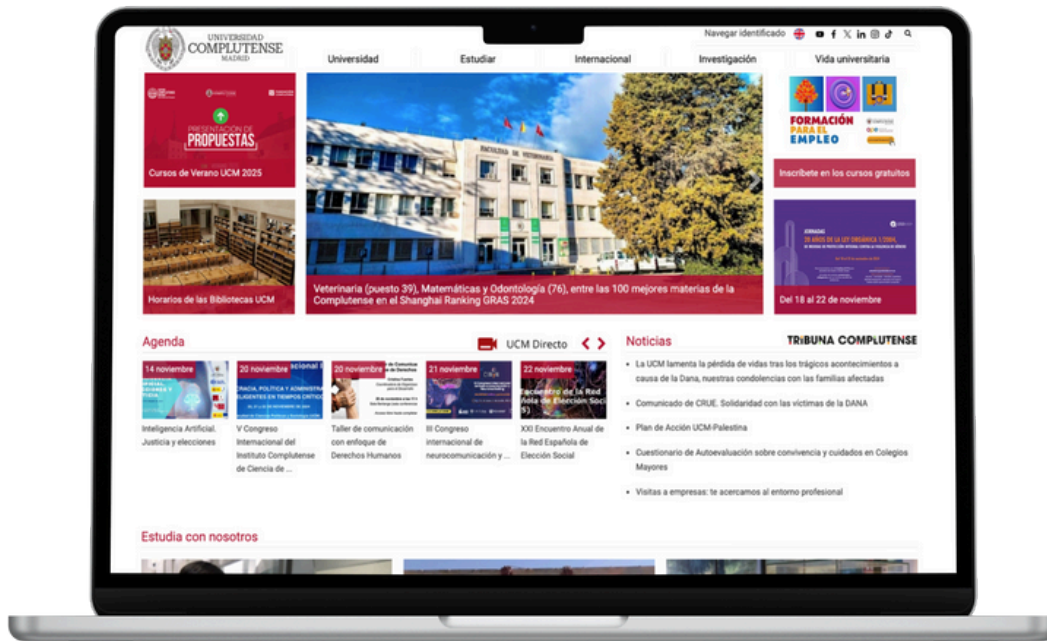
- Importance: Your UCM email is your official university email address.
- Purpose: It's used for all kinds of important communications.
- Frequency: Check it often to avoid missing out on important information.
- Virtual Campus connection: Messages sent through the Virtual Campus will also be sent to your UCM email.

By understanding the UCM email, you'll ensure that you're always in the loop and can make the most of your time at the university.

HOW DO I LOG IN TO MY UCM ACCOUNT?

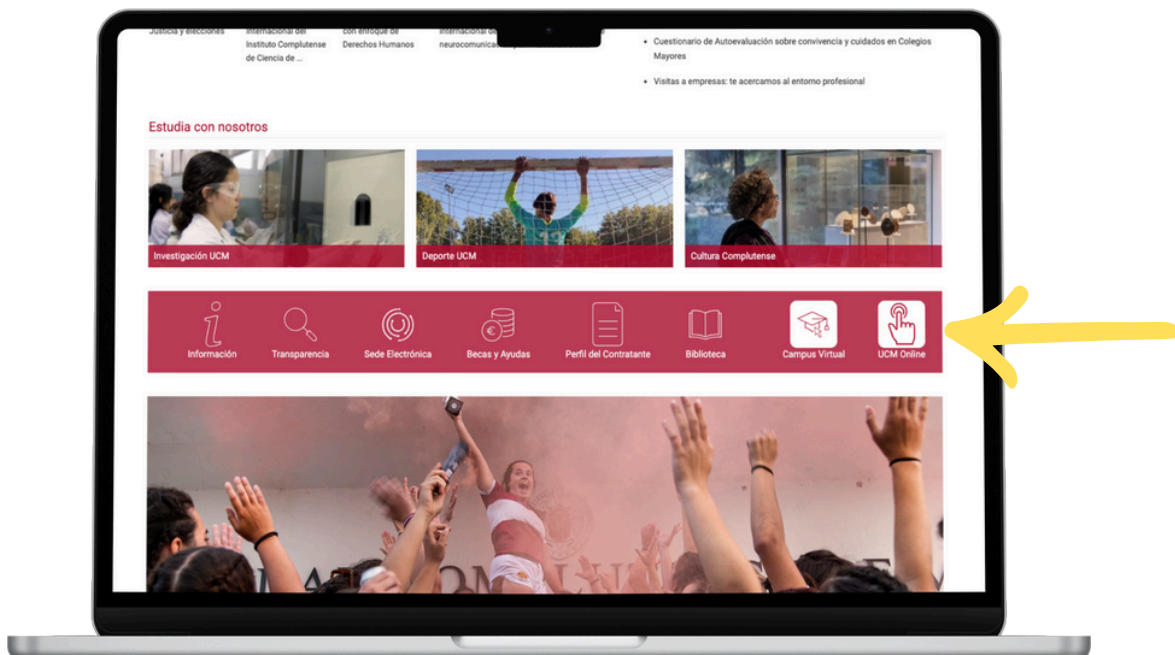
1

Go to www.ucm.es



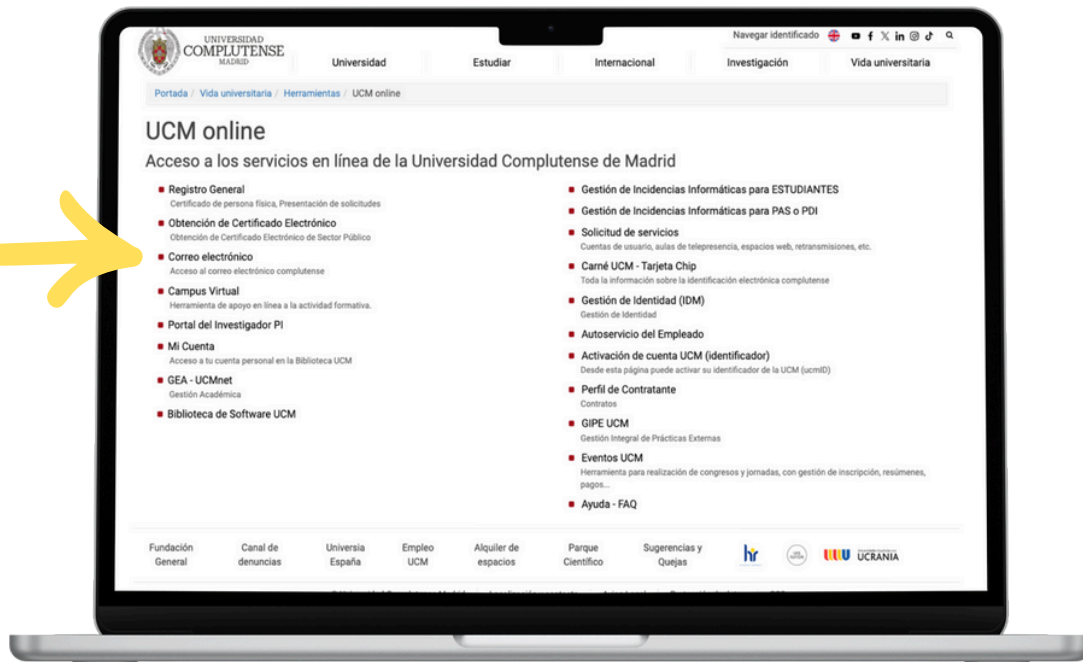
2

Scroll down to the bottom. Click on 'UCM online'.



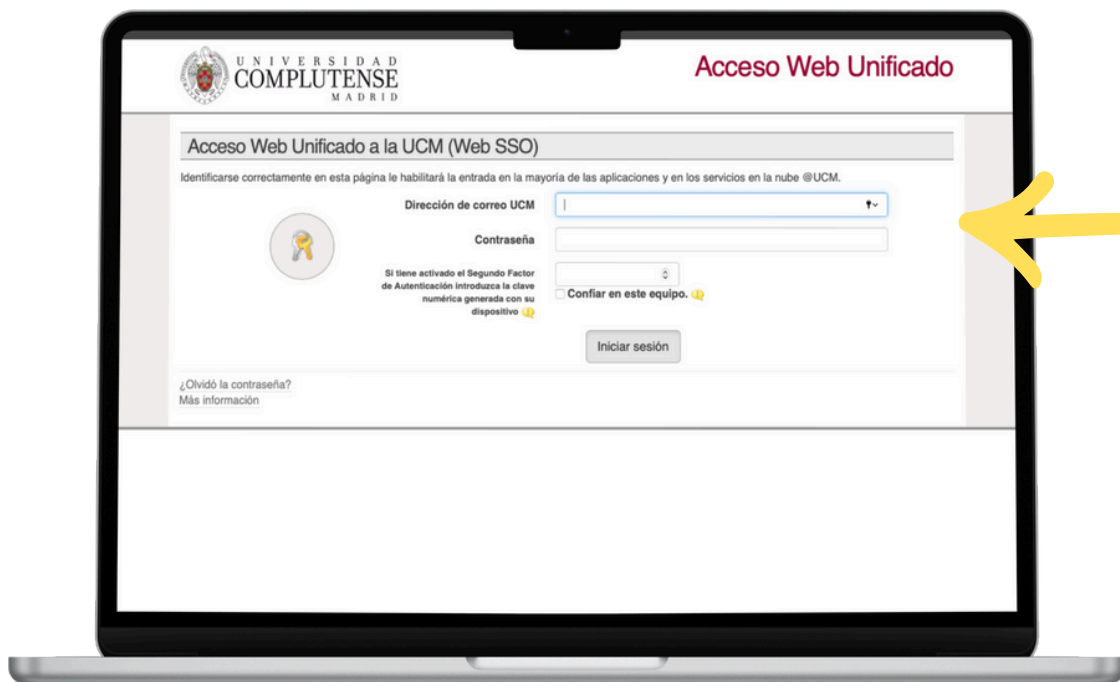
3

Correo Electrónico



4

Type your email address and password and login



KEEP IN MIND THAT...



Acceso Web Unificado

Acceso Web Unificado a la UCM (Web SSO)

Identificarse correctamente en esta página le habilitará la entrada en la mayoría de las aplicaciones y en los servicios en la nube @UCM.



Dirección de correo UCM

xxxxxx@ucm.es

Contraseña

.....

Si tiene activado el Segundo Factor de Autenticación introduzca la clave numérica generada con su dispositivo 📱

123456

Confiar en este equipo. 📱

Iniciar sesión

[¿Olvidó la contraseña?](#)
[Más información](#)

- Your UCM email address and password will be required to log in.
- To access your UCM mail, you have to activate your 'Segundo Factor de Autenticación'. If you do not know how to do this, please refer to the document with instructions on this procedure.



Your chosen **username plus "@ucm.es"** is your full email address (e.g., if you choose "danram12," your email will be "danram12@ucm.es").

Benefits of Your UCM Email:

Your UCM email address is your official university email account. It unlocks access to various university resources and services, including:

- Library services
- Student ID card request
- Virtual Campus access
- Wi-Fi network access
- University announcements and updates



Remember:

- Always use your complete UCM email address ([email address removed]) to access university services.
- Don't share your login credentials with anyone to maintain account security.
- You will need to wait 24 hours to access your UCM email once you have requested it.

Congratulations! By following these steps, you can log in to your UCM email account and enjoying all the benefits it offers.

If you have any questions, let us know by email:

conveniosin@rect.ucm.es



OFICINA DE RELACIONES
INTERNACIONALES

UNIVERSIDAD COMPLUTENSE DE MADRID