

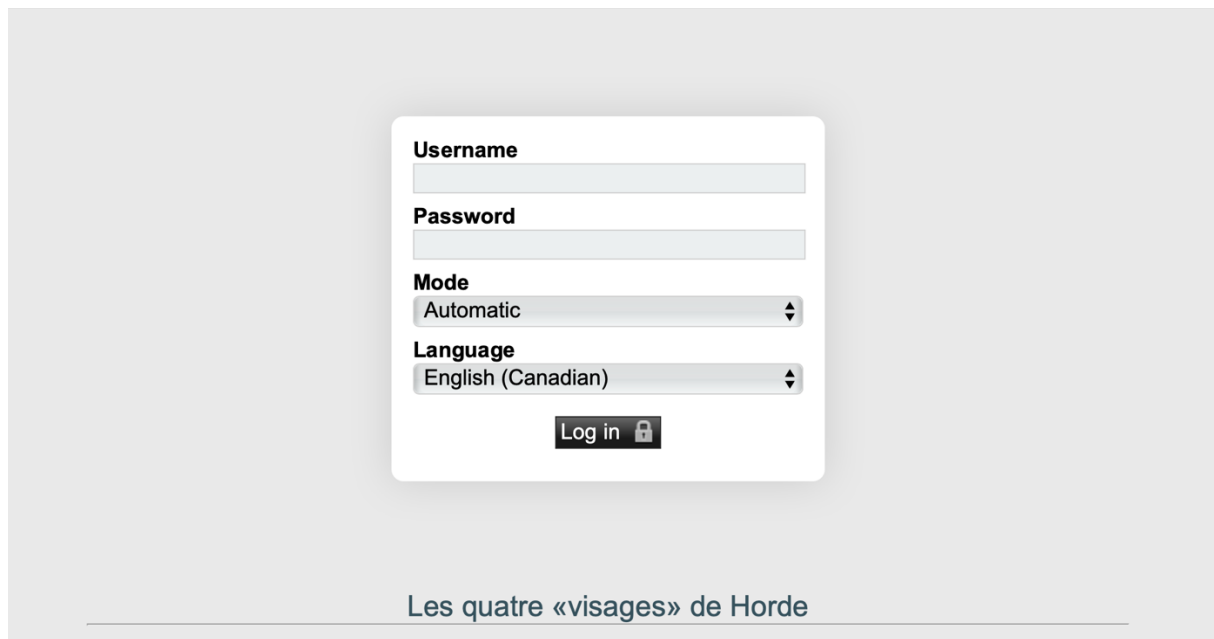


Horde:

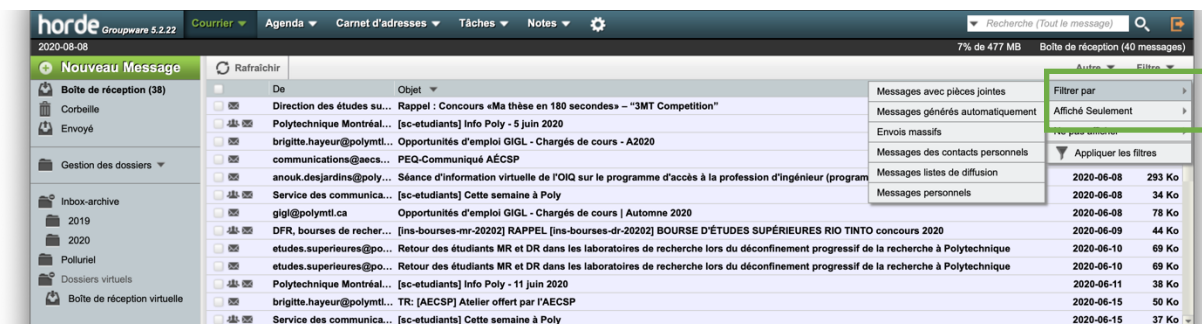
Aide-Mémoire

The Horde is the platform that allows you to access your emails from your institutional address. The following video [la Horde](#) will allow you to discover the basic functionalities offered by The Horde.

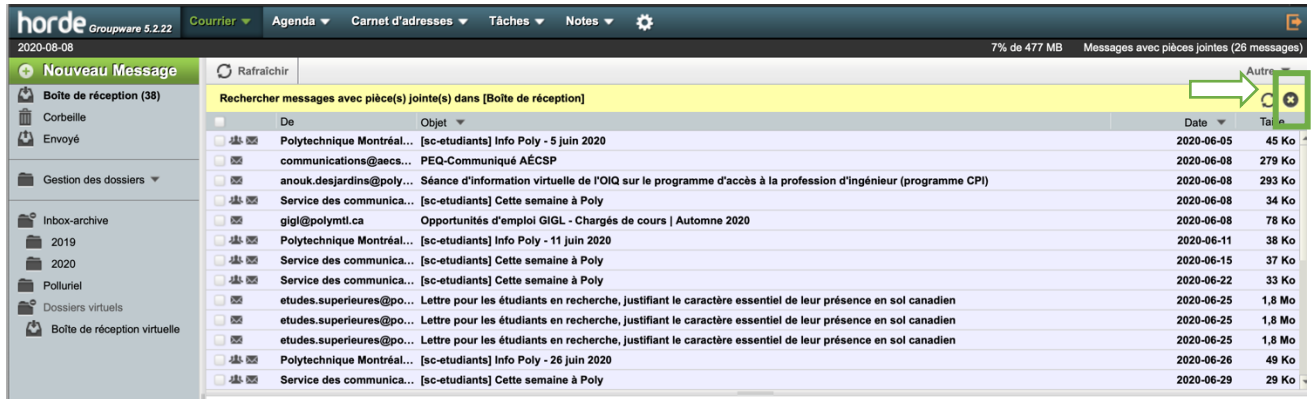
Step 1 – Log on to the Horde website (imp.polymtl.ca) using your access code (same as Moodle and the student file)



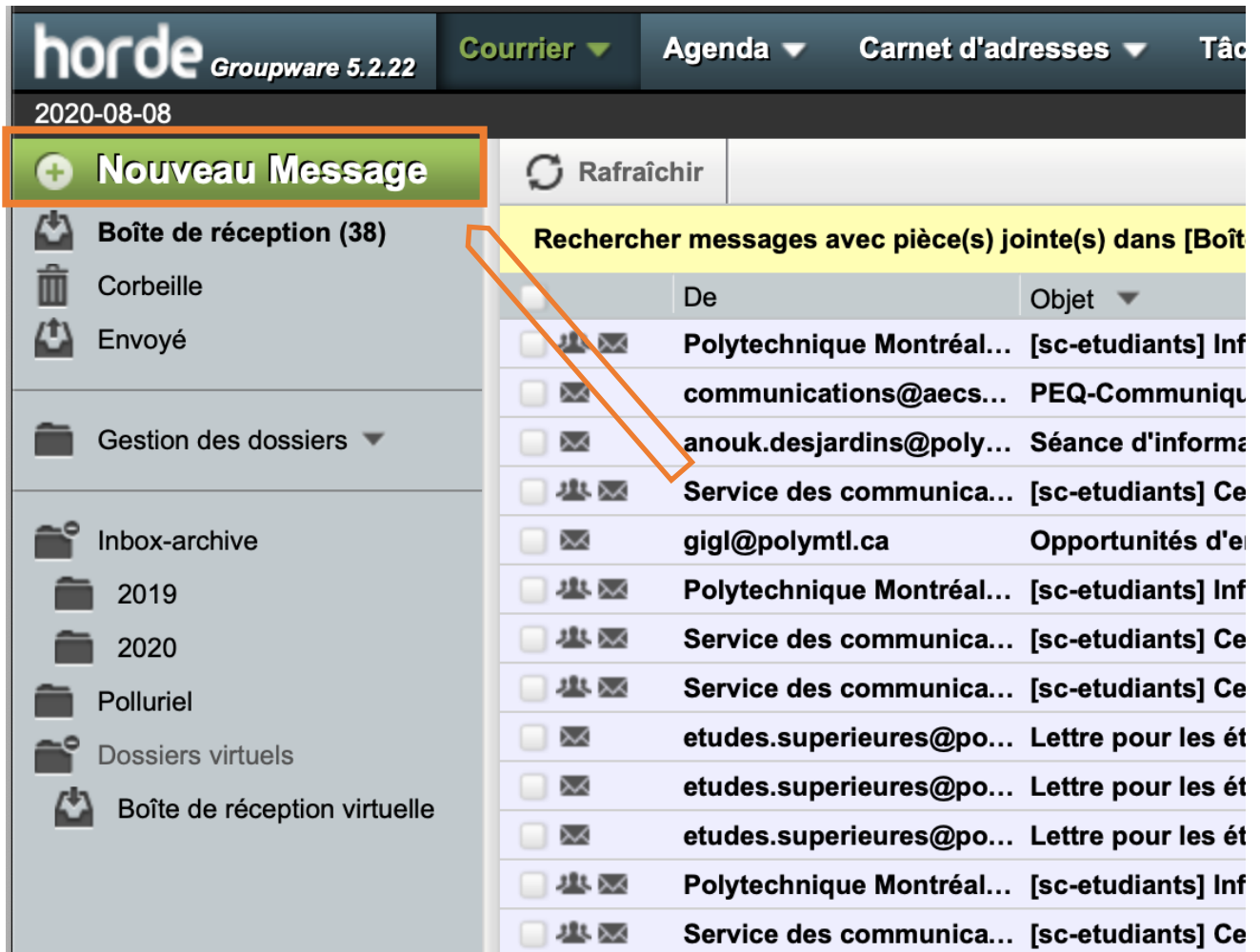
Step 2 – You can consult an email, by clicking on it. You will get the message below. You can filter your mailbox, by clicking on "Filter by" at the top on the right and choose the filter you prefer.



Step 3 – To remove the chosen filter, you click on the cross next to the filter.



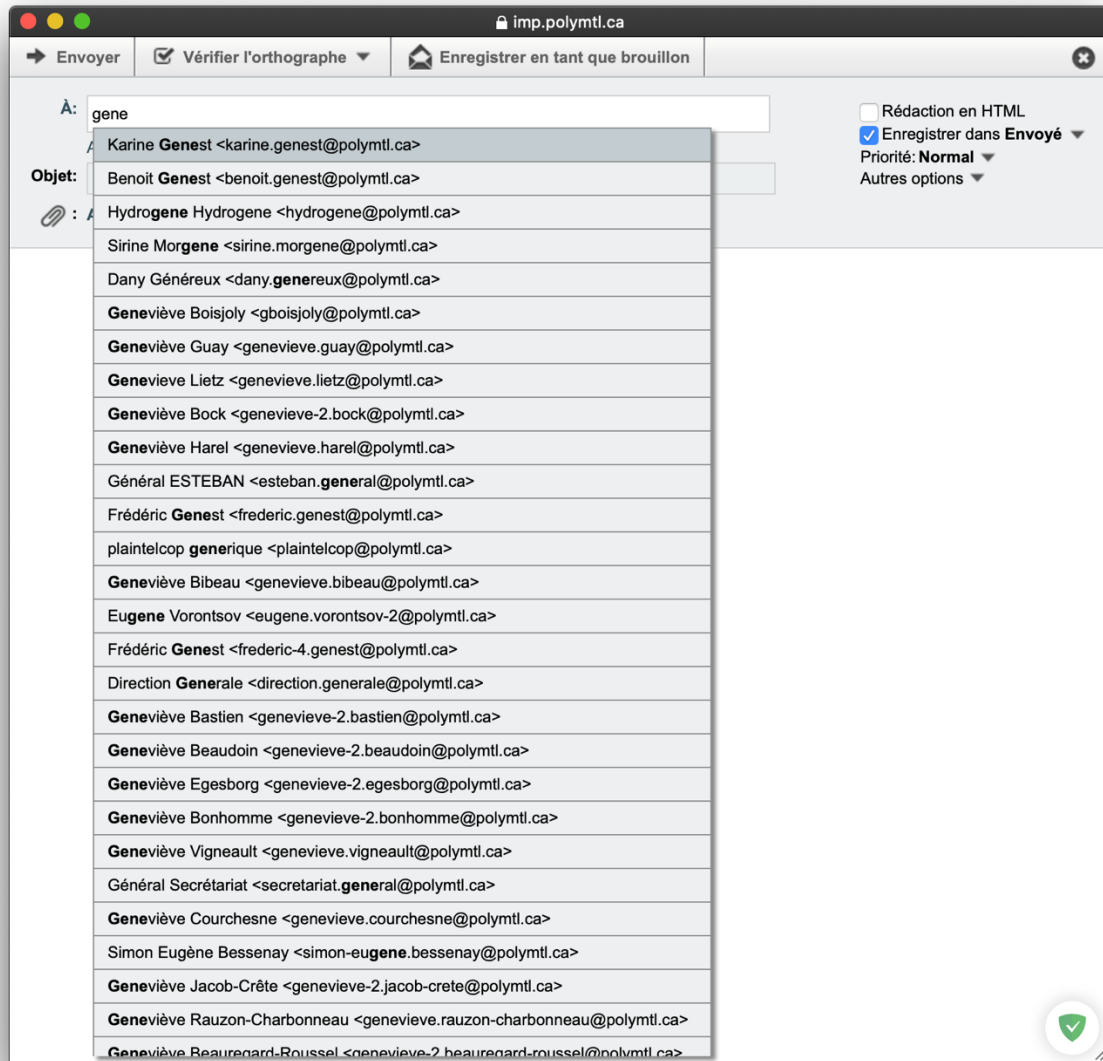
Step 4 – To send a message, simply click on new message.



Then you type the email adress of the person you want to send a message to. If it's a teacher or a lecturer, you can find his or her email in the lesson plan.

You can also follow the conventional way: prenom.nom@polymtl.ca.

A last resort would be, to use the service completion list offered by the Horde by typing the first name or last name of the person you wish to correspond with. Then you will get a list of choices.



Step 5 – To link your email to your personal mailbox you have two options:

Link your email by going to the Dossier Etudiant → Renseignements personnels → Rediriger courriel vers boîte (by checking the personal email registered)

POLYTECHNIQUE MONTREAL
UNIVERSITÉ D'INGÉNIERIE

DOSSIER ÉTUDIANT

[AIDE] [DÉCONNEXION]

SÉLECTIONNER UNE OPTION

Matricule: 1873585

COMMANDER UNE CARTE OPUS

RENSEIGNEMENTS PERSONNELS

INSCRIPTION / DÉSCRIPTION - AUTOMNE 2020

Inscrit

RENSEIGNEMENTS PERSONNELS

[AIDE] [DÉCONNEXION]

Pour protéger la confidentialité de votre dossier, vous devez vous déconnecter lorsque vous aurez terminé votre consultation. Votre numéro d'assurance sociale apparaît sous cette forme après la saisie pour en assurer la confidentialité.

INFORMATIONS CONFIDENTIELLES

Nouveau mot de passe	Ancien mot de passe	Code permanent ERIC01873585	Numéro d'assurance sociale (NAS)
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COORDONNÉES

No, rue et appartement 1948 ru Denonville	Ville Montréal	Province Québec	Tél. domicile (514)769-7552
No, rue et appartement (suite)	Code postal H4E 1M5	Pays Canada	Télécopieur

Courriel
eric.schneider701014@polymtl.ca

Courriel personnel
eric.schneider.eng@gmail.com

Rediriger le courriel vers mon courriel personnel

The second way would be to access your email on another platform. To do so, you must go to the IT department's website.(<https://www.polymtl.ca/si/courrier-electronique>) and download the documentation corresponding to the platform of your choice and follow the instructions.

The screenshot shows a website page with a header containing the text "UTILISATION DU SERVICE" and two links: "VISITEZ-NOUS!" and "FAIRE UN DON". Below the header, the section "IMP/POP3" is highlighted in orange. A paragraph of text describes the Horde (POP3) mail server and its compatibility with POP and IMAP protocols. Below this, a section titled "PROCÉDURES DE CONFIGURATION :" lists four items: "IPAD et IPHONE (.pdf)", "Android (.pdf)", "Mozilla Thunderbird (.pdf)", and "Microsoft Outlook (.pdf)". An orange arrow points from the text "tous les clients compatibles avec les protocoles de relève POP ou IMAP" to the list of configuration procedures.

UTILISATION DU SERVICE

IMP/POP3

Le serveur de courriers Horde (POP3) fournit des boîtes de courrier accessibles avec les protocoles de relève de courrier POP ou IMAP. Donc, tous les clients compatibles avec les protocoles de relève POP ou IMAP peuvent être utilisés.

PROCÉDURES DE CONFIGURATION :

- IPAD et IPHONE (.pdf)
- Android (.pdf)
- Mozilla Thunderbird (.pdf)
- Microsoft Outlook (.pdf)