

Define Email Alias/ Address

CUHK staff and students can define their own email address, which is called email alias.

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For enquiries, please contact ITSC

- Hotline: 3943 8845 (during office hours)
- Online Service Desk: http://servicedesk.itsc.cuhk.edu.hk



A. Define Email Alias/ Address - for Staff

1. After connecting to Campus My E-mail Alias and E-mail Address [Help] Network OR CUHK / SSL VPN, go Login ID https://cai.itsc.cuhk.edu.hk/alias/ Onepass (CWEM) Password Verification Code Log in with your Staff ID and OnePass Password. Login CADS (CADS Reference Number: 065) 2. On the page, you can New Email Address A standard email address* is alias@cuhk.edu.hk in which alias is defined by (alias@cuhk.edu.hk) a. Find your default email Note: You get only one chance to change your email alias. Once updated, you cannot address; *Check University Standard Email Address b. Enter your preferred email change it again. **Optional, up to three characters of any letters, numbers and special characters including dot (.) or hypen (-) alias (standardized format for ***Optional, up to 3 digits (0-9) CUHK staff). [optional] Initial names [optional] Number @cuhk.edu.hk Click Submit Modification. Your new email alias, highlighted in blue below, should be in 4 - 32 characters. It CANNOT contain Staff ID or Computing ID. @cuhk.edu.hk Once decided, you cannot change the email alias again.



3. After a successful submission, the new email address will be effective online in 30 minutes and effective across Office 365 in 24 hours. It will also be your new login ID at CUHK Login Page and Office 365 services in 30 minutes.

Your old email address will then become invalid.



My E-mail Alias and E-mail Address



My E-mail Alias and E-mail Address

[Help] [Logout]

Your email alias has been updated successfully.

For staff personal account, this newly defined alias will also be your new login ID of CUHK Office 365 in 30 minutes.

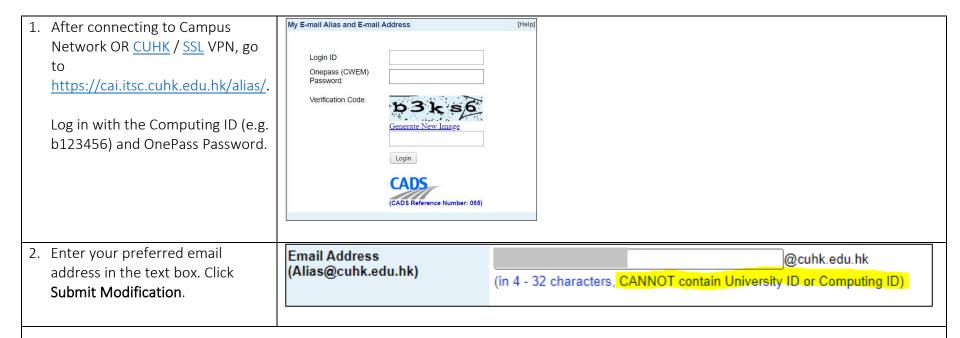
Mew My Record

Change My Record Again

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B. Define Email Alias/ Address - for Department / Project / Student Organization



- 3. After a successful submission, the new email address will be effective online in an hour and effective across Office 365 in 24 hours.
 - For email address in the format of <u>alias@cuhk.edu.hk</u> (i.e. Account in Staff Cloud)
 The new email address will also be your new login ID at <u>CUHK Login Page</u> and Office 365 services in 30 minutes. Your old email address will then become invalid.
 - For email address in the format of xxx@link.cuhk.edu.hk (i.e. Account in Student Cloud)

 The new email address will
 - o Be another email address of the account, in addition to the default one i.e. <u>Computing-ID@link.cuhk.edu.hk</u>. However, your login ID at <u>CUHK Login Page</u> and Office 365 services will still be <u>Computing-ID@link.cuhk.edu.hk</u>.
 - o Be shown as your sender email address which your recipients can see.



C. Define Email Alias/ Address - for Students

1.	After connecting to Campus	My E-mail Alias and E-mail Address		[Help]	
	Network OR <u>CUHK</u> / <u>SSL</u> VPN, go				
	to	Login ID			
	https://cai.itsc.cuhk.edu.hk/alias/.	Onepass (CWEM) Password			
	Log in with your Student ID and OnePass Password.	Verification Code	Generate New Image Login CADS (CADS Reference Number: 065)		
2.	On the page,	Alias for @Link		@link.cuhk.edu.hk	$\overline{1}$
2.	On the page, a. Read <i>Guideline for Proper</i>	Alias for @Link		2 characters in length and CANNOT contain Student ID or Computing ID.	
2.	,	Alias for @Link	Your e-mail alias must be 4 - 3. Note: Your alias for @Link coul	2 characters in length and CANNOT contain Student ID or Computing ID.	
2.	a. Read <i>Guideline for Proper</i> Selection of E- mail Alias of CUHK Webmail and @Link	Alias for @Link	Note: Your alias for @Link coul	2 characters in length and CANNOT contain Student ID or Computing ID.	L
2.	 a. Read Guideline for Proper Selection of E- mail Alias of CUHK Webmail and @Link b. Enter your Alias for @Link 	Alias for @Link	Note: Your alias for @Link coul	2 characters in length and CANNOT contain Student ID or Computing ID. Id only be defined once.	1.
2.	 a. Read Guideline for Proper Selection of E- mail Alias of CUHK Webmail and @Link b. Enter your Alias for @Link (eg: chantaiman) 	Alias for @Link	Note: Your alias for @Link coul	2 characters in length and CANNOT contain Student ID or Computing ID. Id only be defined once. Der Selection of E-mail Alias of CUHK Email Address before your submission	l.
2.	 a. Read Guideline for Proper Selection of E- mail Alias of CUHK Webmail and @Link b. Enter your Alias for @Link (eg: chantaiman) c. Check I confirm the above to 	Alias for @Link	Note: Your alias for @Link coul	2 characters in length and CANNOT contain Student ID or Computing ID. Id only be defined once. Der Selection of E-mail Alias of CUHK Email Address before your submission	I.
2.	 a. Read Guideline for Proper Selection of E- mail Alias of CUHK Webmail and @Link b. Enter your Alias for @Link (eg: chantaiman) c. Check I confirm the above to be my permanent alias for 	Alias for @Link	Note: Your alias for @Link coul	2 characters in length and CANNOT contain Student ID or Computing ID. Id only be defined once. Der Selection of E-mail Alias of CUHK Email Address before your submission	1.
2.	 a. Read Guideline for Proper Selection of E- mail Alias of CUHK Webmail and @Link b. Enter your Alias for @Link (eg: chantaiman) c. Check I confirm the above to be my permanent alias for @link. 	Alias for @Link	Note: Your alias for @Link coul	2 characters in length and CANNOT contain Student ID or Computing ID. Id only be defined once. Der Selection of E-mail Alias of CUHK Email Address before your submission	1.
2.	 a. Read Guideline for Proper Selection of E- mail Alias of CUHK Webmail and @Link b. Enter your Alias for @Link (eg: chantaiman) c. Check I confirm the above to be my permanent alias for 	Alias for @Link	Note: Your alias for @Link coul	2 characters in length and CANNOT contain Student ID or Computing ID. Id only be defined once. Der Selection of E-mail Alias of CUHK Email Address before your submission	ı.



- 3. The new email address
 - o Will be effective in 3 hours
 - o Cannot be further reverted
 - o Will be another email address, in addition to the default student email address i.e. Student-ID@link.cuhk.edu.hk. However, your login ID at CUHK Login Page and Office 365 services will still be Student-ID@link.cuhk.edu.hk.
 - o Will be shown as your sender email address which your recipients can see.

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