

# Procedure to Opt in Life-long Email Service, @Link for Alumni after Graduation

## Table of Contents

<b>A. Note</b> .....	1
<b>B. Opt-in as an Alum in MyCUHK</b> .....	1

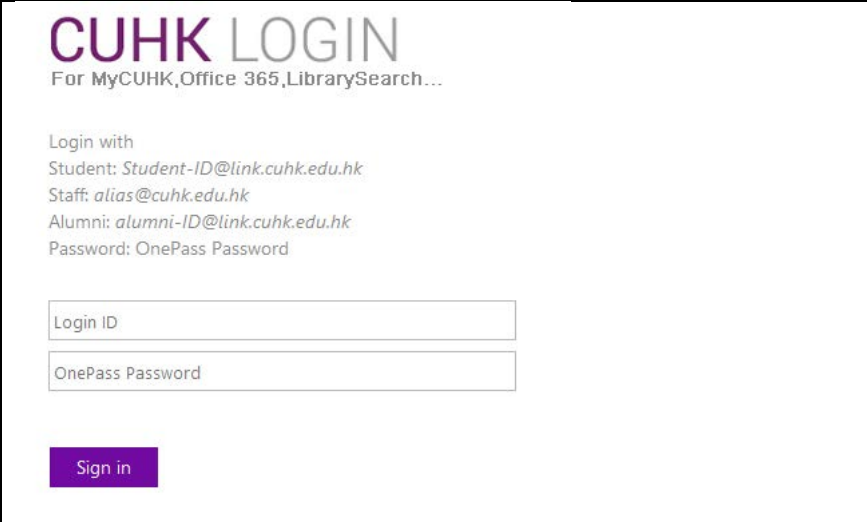
### A. Note

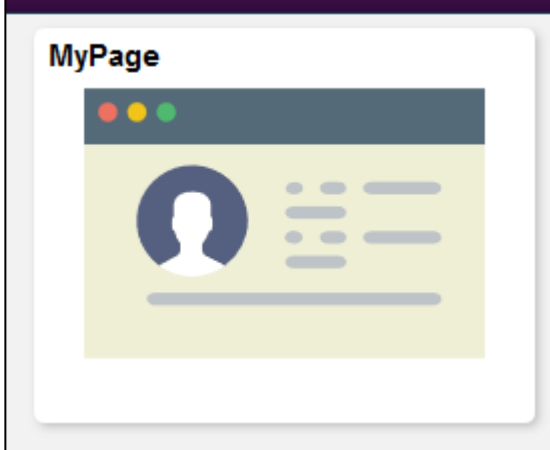
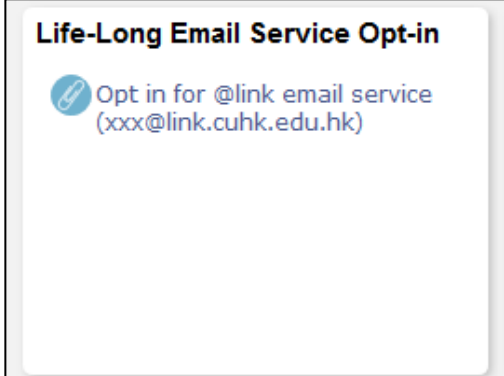
This service is now opened for CUHK alumni. Please check ITSC homepage (<https://www.itsc.cuhk.edu.hk/all-it/email-messaging-and-collaboration/link-email/>) for your eligibility.

For enquiries, please contact ITSC

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

### B. Opt-in as an Alum in MyCUHK

<p>1. Visit <a href="http://portal.cuhk.edu.hk">http://portal.cuhk.edu.hk</a></p> <p><b>Login with CUHK OnePass</b></p> <p><b>Login with</b></p> <ul style="list-style-type: none"> <li>• <b><i>Alumni-ID@link.cuhk.edu.hk</i></b> (same as your Student ID)</li> <li>• <b><i>CUHK OnePass</i></b></li> </ul>	
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<p>2. Click MyPage.</p>	
<p>3. Under Life-Long Email Service Opt-in, please click opt in for @link email service (xxx@link.cuhk.edu.hk).</p>	
<p>4. Read and agree the terms and conditions. Please check the agreement and click Next.</p>	<p><b>Life Long Email Service Opt-in for CUHK Alumni</b></p> <p>Before you indicate your preference to continue with the free @link.cuhk.edu.hk email account, please read the followings.</p> <p><b>1. Terms and Conditions</b></p> <p>Your @link.cuhk.edu.hk email address will be kept in the database of The Chinese University of Hong Kong (the University) for the University to deliver to you information including University events, functions to be held and other alumni affairs related activities.</p> <p>In registering for the lifelong @link email services, users agree to be abided by the following terms and conditions.</p> <ol style="list-style-type: none"> <li>The e-mail service is only for personal use and must not be used for commercial or personal gains.</li> <li>Users have the responsibility to secure their email account and password.</li> <li>Users are not allowed to share or give the email account for others to use.</li> <li>Users are responsible for any content they create or send while using the system. Harassing, defamatory, pornographic, obscene, indecent or distasteful contents cannot be sent.</li> <li>The University reserves the rights to suspend or withdraw the e-mail service from alumni if individual improper uses of the alumni e-mail address and services.</li> <li>The University reserves the right to change the provider of the email service, or to terminate the alumni e-mail service at any time.</li> </ol> <p><b>2. About the Application</b></p> <p>Please note that your submission DOES NOT imply your @link email account will be activated unless you have:</p> <ul style="list-style-type: none"> <li>Accepted the Terms and Conditions as above</li> <li>Chosen an available email alias for @link email account</li> <li>Verified identity again with MyCUHK password</li> </ul> <p>Fail to complete all of above actions would result in email account activation failure.</p> <p><b>3. Notes to past @link email users during study period</b></p> <p>Your @link email account would be reactivated upon successful opt-in application through this platform. Nevertheless, your mailbox and OneDrive have been emptied and no retrieval of previous items could be arranged in any case.</p> <p><input checked="" type="checkbox"/> I understand and accept the above and wish to continue with the Life-long Email Service Opt-in application</p> <p><b>NEXT</b></p>
<p>5. Enter the Alias Name to create your email address (in addition to your default email address, <a href="mailto:alum-id@link.cuhk.edu.hk">alum-id@link.cuhk.edu.hk</a>). Enter the password to</p>	<p><b>Life Long Email Service Opt-in for CUHK Alumni</b></p> <p>Please choose an email alias for your @link email account and enter your OnePass password (MyCUHK login password) to complete the application.</p> <p>Alias Name: <input type="text"/> @link.cuhk.edu.hk</p> <p><small>(Once you have chosen your @link email alias, you are not able to change it. If you have chosen your @link email alias during your undergraduate study, you will see your email alias in dimmed wordings as shown in the above. If this is the first time you opt in for alumni @link email service, please be informed that once the email alias was set, no further changes could be accepted. Please refer to <a href="https://www.itsc.cuhk.edu.hk/tc-policies/guideline-for-proper-selection-of-e-mail-alias/">https://www.itsc.cuhk.edu.hk/tc-policies/guideline-for-proper-selection-of-e-mail-alias/</a> for alias requirements.)</small></p> <p>OnePass Password (MyCUHK login password): <input type="password"/></p> <p><b>SUBMIT</b></p>

confirm your submission  
and press **Submit**.

6. You will see the following message after the application is submitted successfully.

**Life Long Email Service Opt-in for CUHK Alumni**

**Your application will be processed in 1 working day. You may login @link email account in at <https://www.cuhk.edu.hk/o365> with the following upon creation of @link account:**  
**Email address: "Alumni ID"@link.cuhk.edu.hk**  
**Password: OnePass (MyCUHK) Password**

And you will be able to use @Link and OneDrive automatically 1 working day after a successful opt-in.

CUHK Office 365 Portal: <http://www.cuhk.edu.hk/o365>

Login ID: [Alumni-ID@link.cuhk.edu.hk](mailto:Alumni-ID@link.cuhk.edu.hk)

Password: *OnePass Password*

**Prepared by:** User Support Services, Information Technology Services Centre

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