



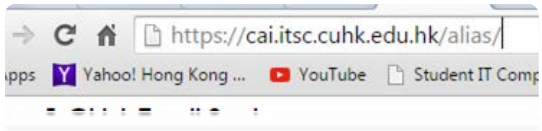
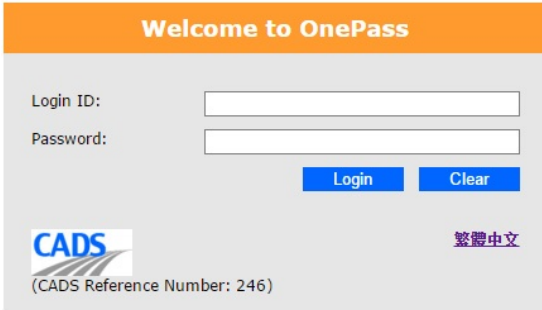
Define Alias for Staff

(Alias@cuhk.edu.hk)

NOTE:

Please make sure you have your CUHK webmail Account ready beforehand.

Alias for Staff can be defined once. You may choose either one of the following to access **My E-mail Alias and E-mail Address** to define Alias for staff.

Method 1	Method 2
<p>1. Go to https://cai.itsc.cuhk.edu.hk/alias/</p> 	<p>1. Go to http://onepass.cuhk.edu.hk and login with Staff ID and OnePass (CWEM) password, click "MyCUHK", click "Login with CUHK OnePass"</p> 



2. Log in with your Student ID and OnePass (CWEM) Password.

2a. Click “Webmail”



2b. Click “Change E-Mail Alias & Drop Box” on the left-hand side menu.





3. a. Put in your Email Address for your CUHK Webmail (cannot be a Staff ID or Computing ID)
- b. Click Submit Modification to save your changes.

Keep the default email drop box. Your CWEM e-mails will be lost if the drop box is invalid.



My E-mail Alias and E-mail Address



My E-mail Alias and E-mail Address

[\[Help\]](#) [\[Logout\]](#)

Name

Computing ID

Department

Email Address
(Alias@cuhk.edu.hk)

a

@cuhk.edu.hk

Your e-mail alias must be 4 - 32 characters in length and CANNOT be a Staff ID or Computing ID.

Email Drop Box

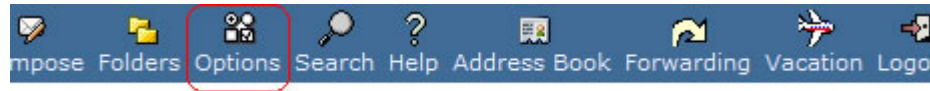
@mailserv.cuhk.edu.hk

Warning: E-mail will be lost if E-mail Drop Box is invalid.

b



4. You need to further define your identity so that you can send emails from CUHK Webmail by using your above new email address. Please log into [CUHK Webmail](#) and choose **options**.



5. Click **Personal Information** under **Your Information**.

Your Information	Mail Management	Other Options
Personal Information Change the name, address, and signature that people see when they read and reply to your email.	Filters Create filtering rules to organize your incoming mail, sort it into folders, and delete spam.	Display Options Change display options such as how many messages you see on each page and how messages are sorted.
Server Information Change mail server settings.	Message Viewing Set preferences for filtering messages for unwanted content.	Message Composition Customize how you send mail and where drafts are saved.
Language Set the language that menu items, explanations, and help are in.	Deleting and Moving Messages Set preferences for what happens when you move and delete messages.	Login Tasks Customize tasks to run upon logon to Mail.
Time Zone Set the current time zone.	Maintenance Operations Customize maintenance operations run upon login to Mail.	New Mail Control when new mail will be checked for, and whether or not to notify you when it arrives.
		Addressbooks Select addressbook sources for adding and searching for addresses.



6. Choose **Edit your identities**.



7. Enter the information

- a. **Identity's name:** please input your profile name
- b. **Your full name:** please input your sender's name you would like your recipient see
- c. **Your From: address:** please input the new email address you define in step 3 here.

Click **Create** to confirm the change.



Identities

Your identities:

Kaho

Identity's name:

Kaho

Your full name:

Kaho

Your From: address:

kahocc@cuhk.edu.hk

Your Reply-to: address: (optional)

kahocc@cuhk.edu.hk

Your signature:

ITSC support team member

- None
- Use Default Value**
- Create a new sent mail folder
- drafts
- Drafts
- ITSC HELPDESK
- resnetsca
- sent-mail
- Sent Items
- None

ishes ('--')
ies and forwards?



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Information Technology Services Centre, CUHK

8. The system will prompt you that your personal information have been saved. Press **Cancel** to return to the **Personal Information** option. And you should also find the default identities. Please select the newly created identify and **Save Options**.

Personal Information

Your default identity:

Kaho

 [Edit your identities](#)

Last Update: 22 Jul 2016

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