



Access to Email (CWEM) System Using Android 5.0

- For further enquiries, please write to ITSC ServiceDesk (<https://servicedesk.itsc.cuhk.edu.hk>)

1. Enabling Screen Lock on Android Device

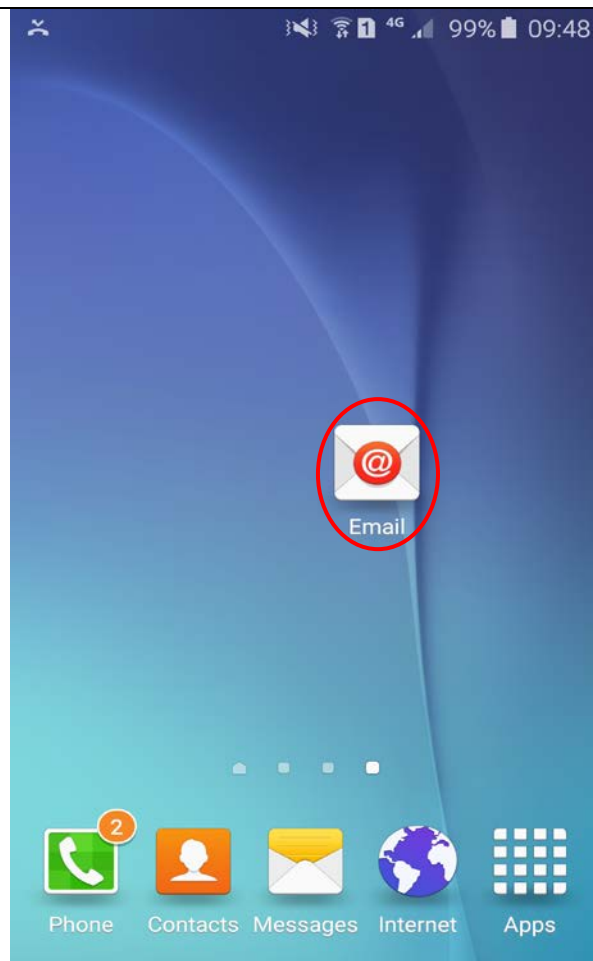
For security reasons, you must enable screen lock on your Android devices before configuring and connecting to Eduroam / University WiFi. It will cause connection failure if you don't enable screen lock. Follow the steps below to enable it:

- Open Settings > Open Lock Screen under Personal > Set up a screen lock for your device

1. Click the application icon for **Email** on Home Screen

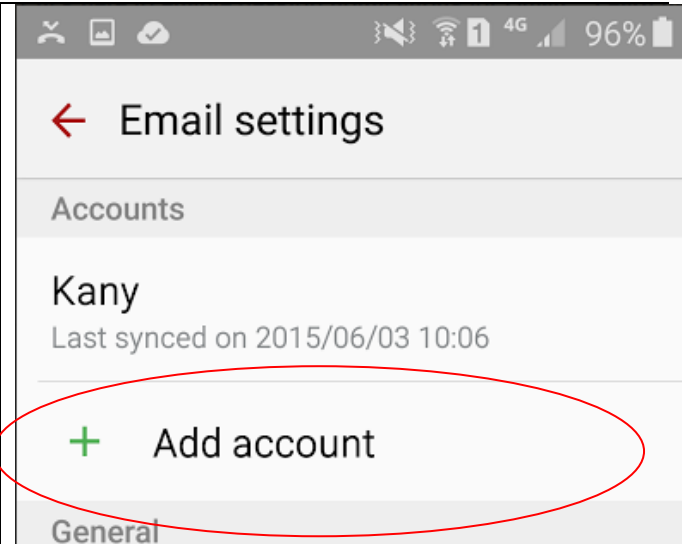
OR

Choose **Email** from Application List



2. If you have not set up any email account before, it will ask you to create one.

If you have another email account set up before, please click **"More"** → **"Settings"** → **"Add Account"**

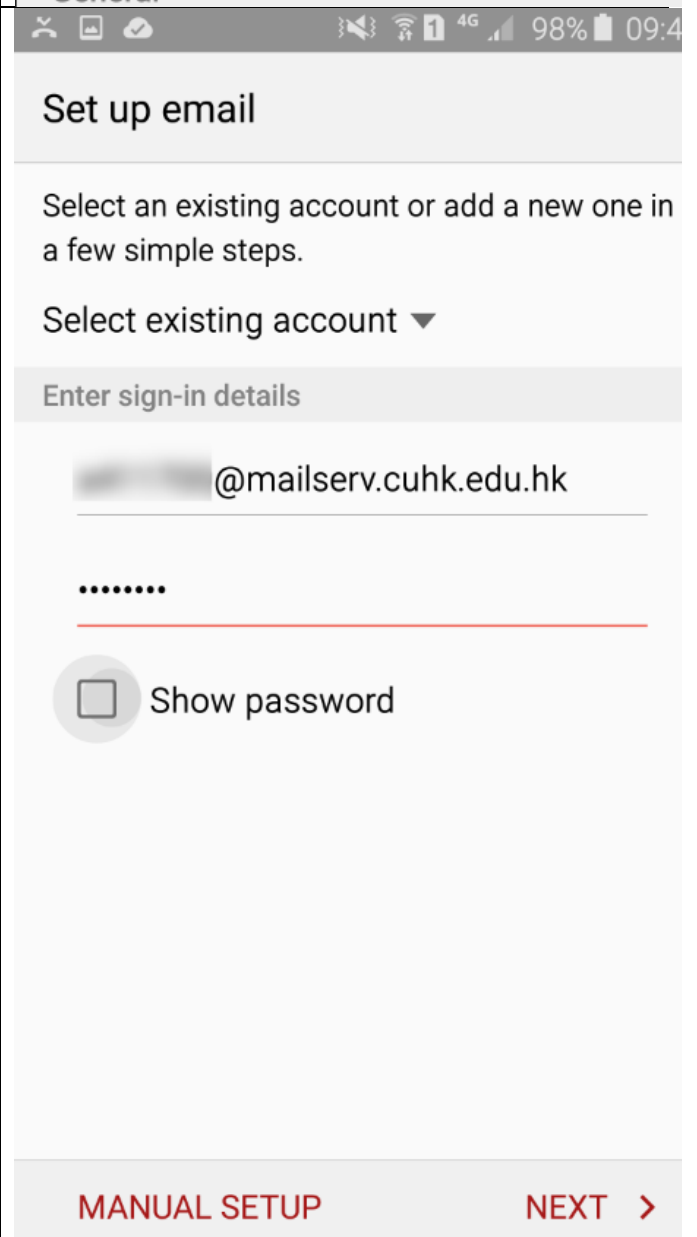


3. Enter your **e-mail address** and **password**:

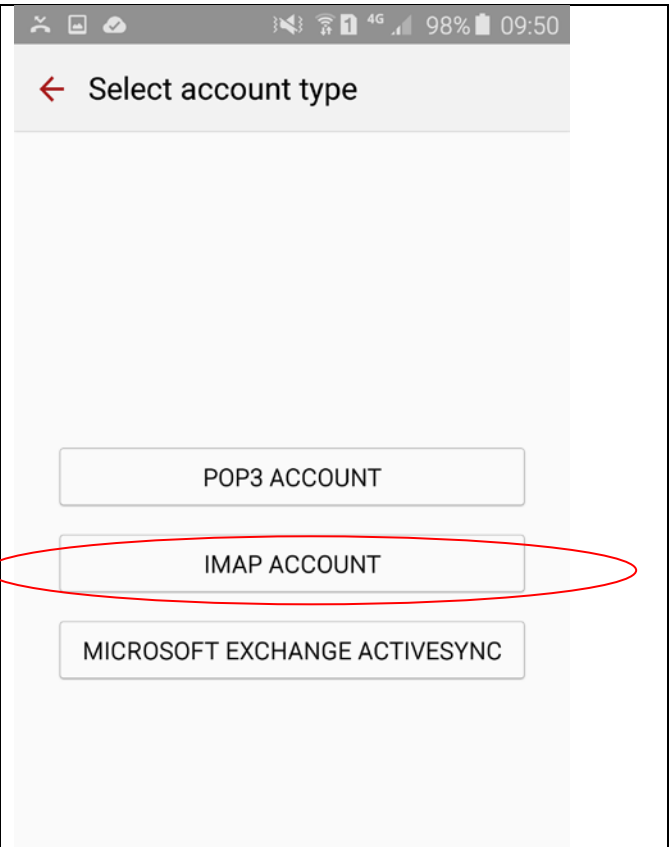
E-mail Address: alias@cuhk.edu.hk or
computing_ID@mailserv.cuhk.edu.hk (e.g.
mikechan@cuhk.edu.hk or
bxxxxxx@mailserv.cuhk.edu.hk)

Password: OnePass (CWEM) Password

Please visit
<http://www.cuhk.edu.hk/itsc/onlineapp/form/alias.html>
about email alias details. Then click "Next"



4. Choose **"IMAP"**



5. Enter information for
Incoming Mail Server:

Email Address:
your_ComputingID@mailserv.cuhk.edu.hk

User name:
your Computer ID e.g. bxxxxxx

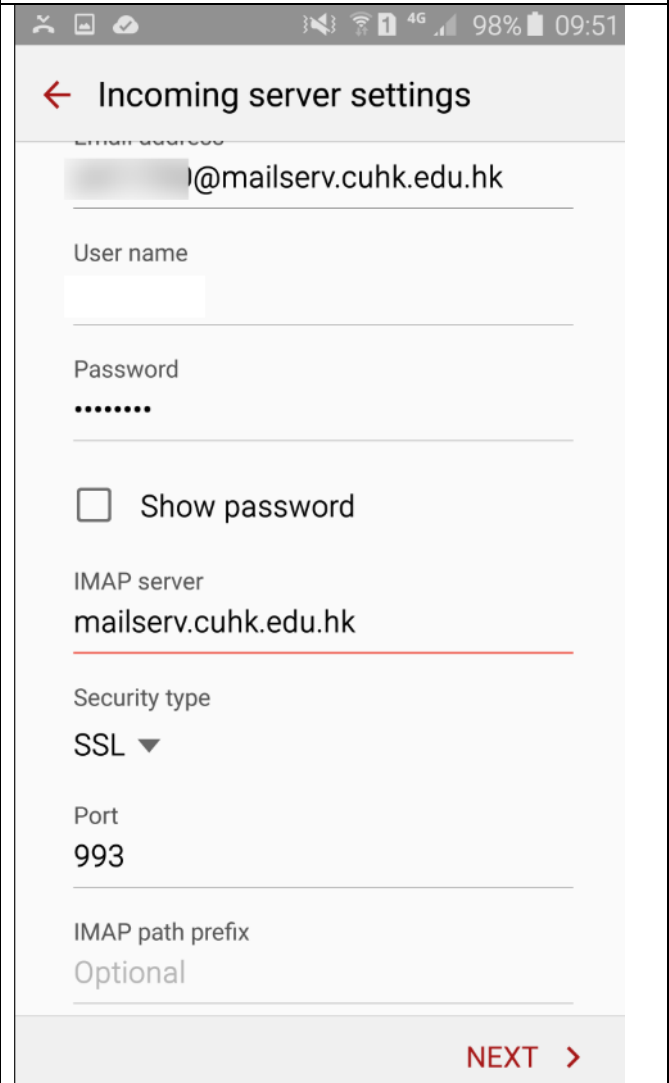
Password:
CWEM password

IMAP Server:
mailserv.cuhk.edu.hk

Safe type :
SSL (if there is no such choice, please choose **SSL/TLS**)

Port:
993

Then, click "**Next**"



6. Enter information for
Outgoing Mail Server:
SMTP Server:
mailserv.cuhk.edu.hk

Safe type:
SSL (if there is no such choice, please choose
SSL/TLS)

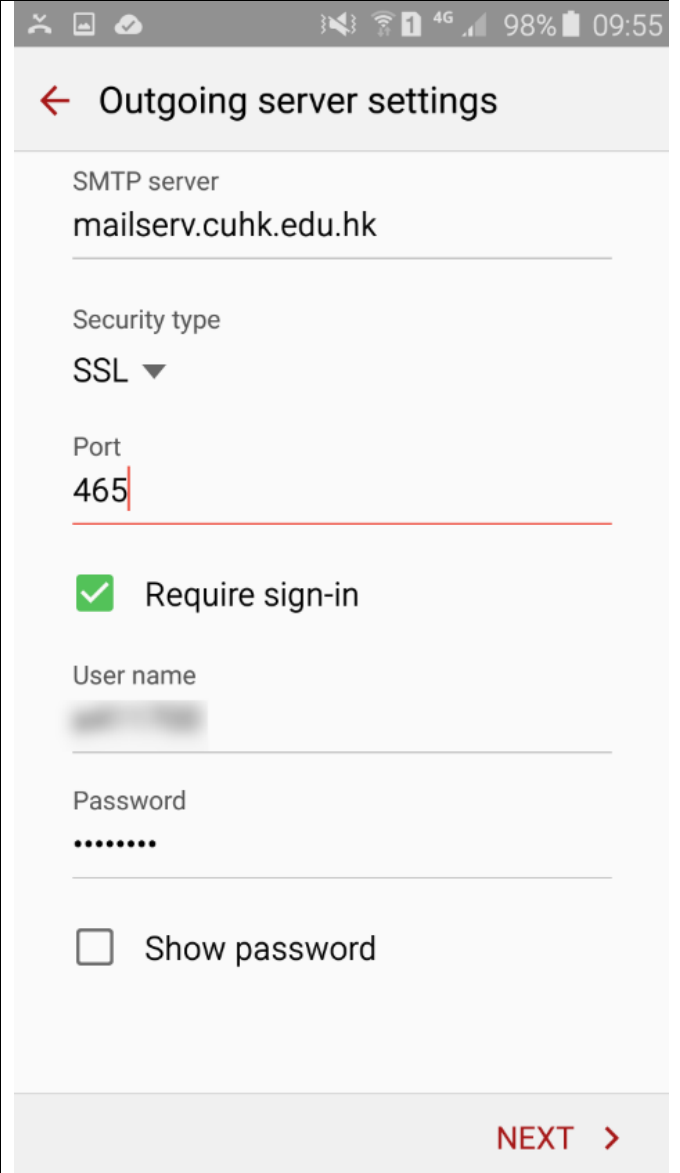
Port:
465

Check the box for “Require sign-in”

User name:
your Computer ID e.g. bxxxxxx

Password:
CWEM password

Then, click **“Next”**



← Outgoing server settings

SMTP server
mailserv.cuhk.edu.hk

Security type
SSL ▼

Port
465

Require sign-in

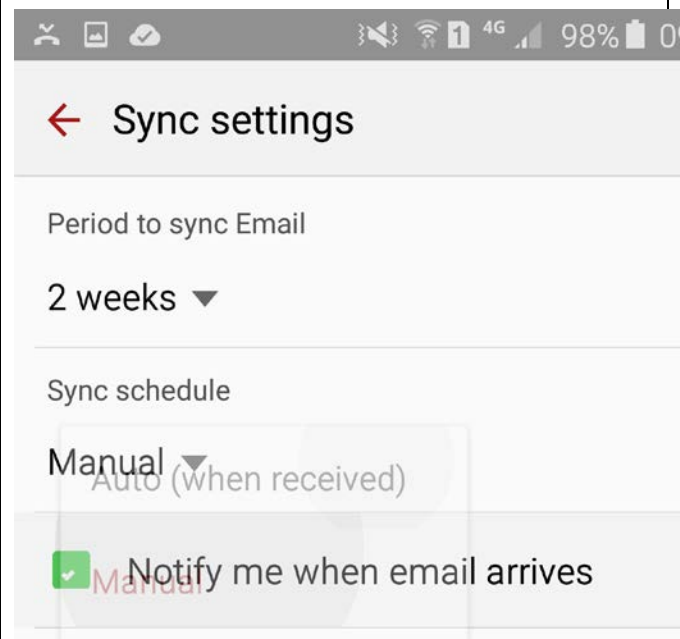
User name
[blurred]

Password
[blurred]

Show password

NEXT >

7. Setup your own configuration
and then Click **“Next”**



← Sync settings

Period to sync Email
2 weeks ▼

Sync schedule
Manual ▼
Auto (when received)

Notify me when email arrives

8. You may set up your own name

Account name

only you will see this

Your name (for outgoing emails)

Your "sender name" (recipients will see this at the from field to know who you are)

Finished!

Set up email

Your account has been set up. You can now change your account name and your name for outgoing emails.

Account name (optional)
Kany

Your name (for outgoing emails)
Kany Lee

DONE >

Prepared by: User Support Division, Information Technology Services Centre

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