



# Define Email Alias (Email Address)

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

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## Define Email Alias / Email Address – for Staff / Department / Project / Accounts

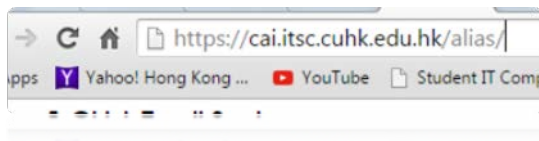
For **Staff**, your default email address (email alias) is **computing-ID@cuhk.edu.hk**.

You can now change it into

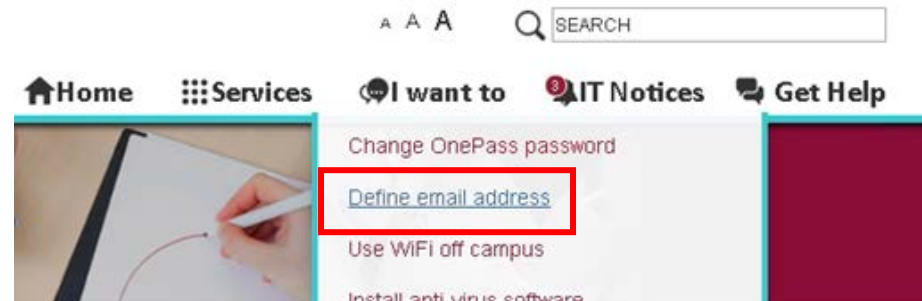
**Email Alias Format:** xxxx@cuhk.edu.hk, e.g. [chantaiman@cuhk.edu.hk](mailto:chantaiman@cuhk.edu.hk)

The following shows how staff, department or project can define email alias of their accounts.

1. Go to <https://cai.itsc.cuhk.edu.hk/alias/> OR go to [ITSC homepage](#) and mouse over **I want to** to choose **Define email address**.



OR





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2. Log in with your Staff ID or Computing ID (for department / project / student organization / visiting guest only) and OnePass Password.

A screenshot of a web-based login form titled "My E-mail Alias and E-mail Address". The form has a light blue header with "[Help]" and "[Logout]" links. Below the header, there are two input fields: "Login ID" and "CWEM Password". A "Login" button is positioned to the right of the password field. At the bottom of the form, there is a logo for "CADS" with the text "(CADS Reference Number: 065)" below it. The entire form is set against a white background with a light blue border.



3. Define your Email Alias / Email Address

- a. Read [Guideline for Proper Selection of E-mail Alias of CUHK Webmail and @Link](#)
- b. Put in your **Alias** for @cuhk.edu.hk (cannot be a Staff ID or Computing ID)
- c. Click **Submit Modification**

**Note:** Your Email Drop Box is where the email goes to. Once you have been Office 365 Mail users, it will be fixed as [computing-ID@gocuhk.mail.onmicrosoft.com](#). It means the emails reaching your [alias@cuhk.edu.hk](#) will go to Office 365 Mail.

**My E-mail Alias and E-mail Address** [Help] [Logout]

**Name** [blurred text]

**Computing ID** [blurred text]

**Department** [blurred text]

**Email Address (Alias@cuhk.edu.hk)** [text box]@cuhk.edu.hk  
(in 4 - 32 characters, # Staff ID or Computing ID)  
For staff personal account, this will be your email address and also Login ID of CUHK Office 365.

**Email Drop Box** [text box]@gocuhk.mail.onmicrosoft.com  
**Warning:** E-mail will be lost if E-mail Drop Box is invalid.

Submit Modification



4. You will receive “Your email alias has been updated successfully” if there is a successful submission. The new email alias you just defined will be the login ID at Office 365 in 30 minutes.

 **My E-mail Alias and E-mail Address**  香港中文大學 · 資訊科技服務處  
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**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.](#)

[View My Record](#)

[Change My Record Again](#)

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## Define Email Alias / Email Address – for Student

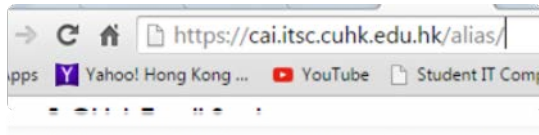
### For Students

Your default email address is [Student-ID@link.cuhk.edu.hk](mailto:Student-ID@link.cuhk.edu.hk). On top of your default email address, you can define another email address, which is called email alias.

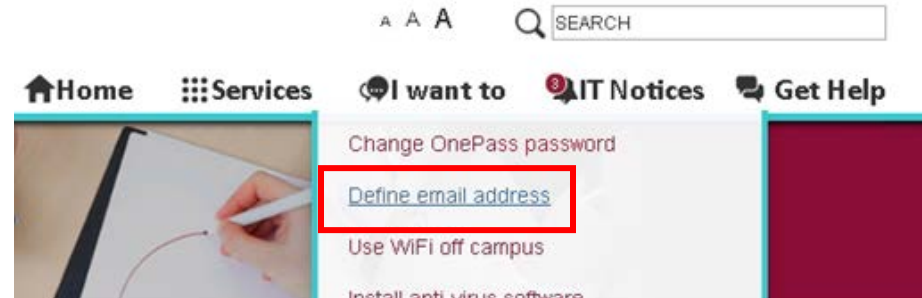
**Email Alias Format:** [Student-alias@link.cuhk.edu.hk](mailto:Student-alias@link.cuhk.edu.hk)

Alias for @Link can be defined once.

1. Go to <https://cai.itsc.cuhk.edu.hk/alias/> OR go to [ITSC homepage](#) and mouse over **I want to** to choose **Define email address**.



OR





2. Log in with your Staff ID or Computing ID (for department / project / student organization / visiting guest only) and OnePass Password.

A screenshot of a web application interface for login. The window title is "My E-mail Alias and E-mail Address" with "[Help]" and "[Logout]" links in the top right corner. Below the title bar, there is a "[Help]" link. The main content area contains two input fields: "Login ID" and "CWEM Password". To the right of the "CWEM Password" field is a "Login" button. At the bottom of the window, there is a logo for "CADS" with the text "(CADS Reference Number: 065)" below it. The entire window is reflected on a light blue surface below it.



3. Define your email address
  - a. Read [Guideline for Proper Selection of E-mail Alias of CUHK Webmail and @Link](#)
  - b. Put in your **Alias** for @link.cuhk.edu.hk (**cannot be a Student ID**)
  - c. Click **Submit Modification**

Guideline for Proper Selection of E-mail Alias of CUHK Webmail and @Link before your submission.' and a blue box labeled 'c' is next to it. At the bottom, a red box highlights the 'Submit Modification' button, and a blue box labeled 'd' is next to it. There is also a red box labeled 'c' next to a checkbox for confirming the alias as permanent."/>





4. The alias for @Link you set will be effective **after 3 hours**. You may view your record to see the e-mail alias or e-mail address of @Link.

The screenshot shows a web interface for managing email aliases. The page title is "My E-mail Alias and E-mail Address" with a blue header bar. The CUHK logo and name are in the top right. The main content area is titled "My E-mail Alias and E-mail Address" and includes a "[Help] [Logout]" link. It is divided into three sections: "Name", "CUHK Student Webmail", and "@Link". Each section contains a table of user information with some fields redacted with grey boxes.

My E-mail Alias and E-mail Address	
Name	[Redacted]
Computing ID	[Redacted]
Department	[Redacted]
CUHK Student Webmail	
Email Address (Alias@cuhk.edu.hk)	[Redacted]@cuhk.edu.hk
Email Drop Box	[Redacted]@mailserv.cuhk.edu.hk
@Link	
Default E-mail Address	[Redacted]@link.cuhk.edu.hk
Alias for @Link	[Redacted]@link.cuhk.edu.hk

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