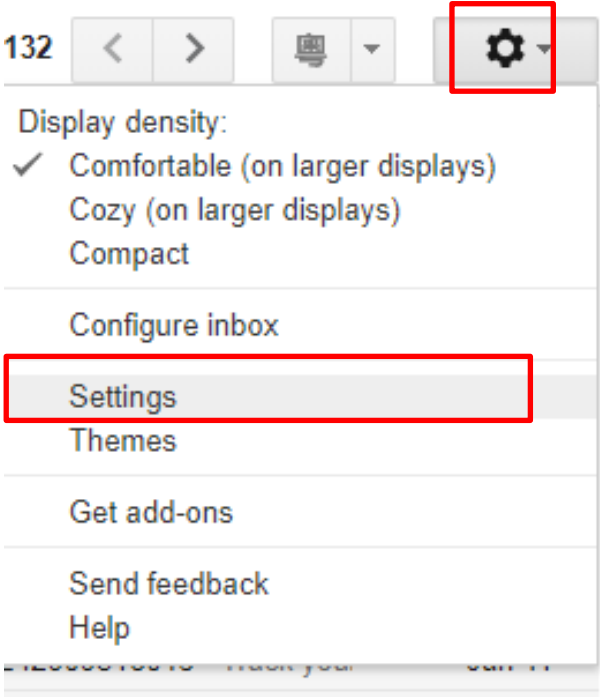
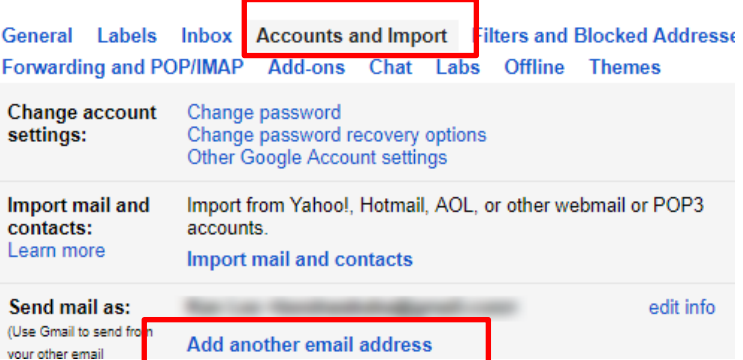
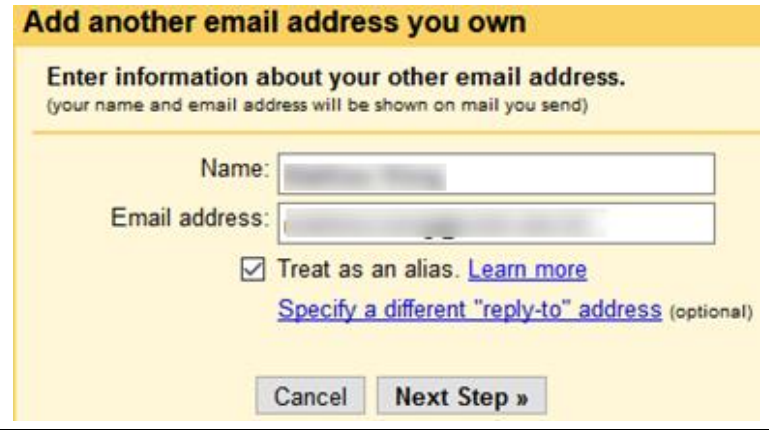
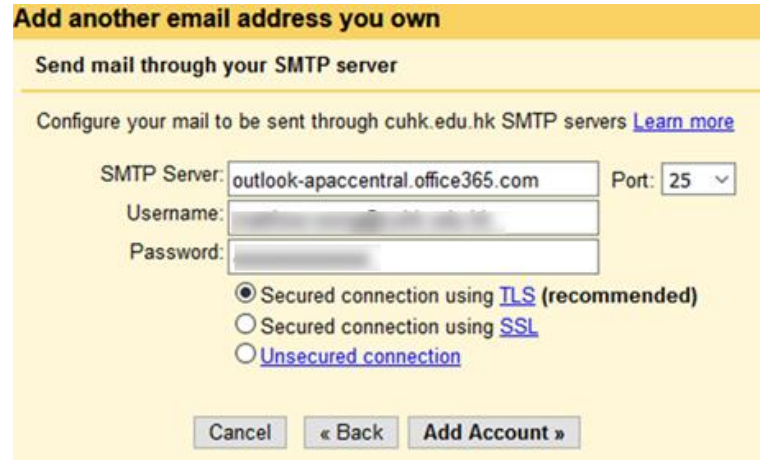
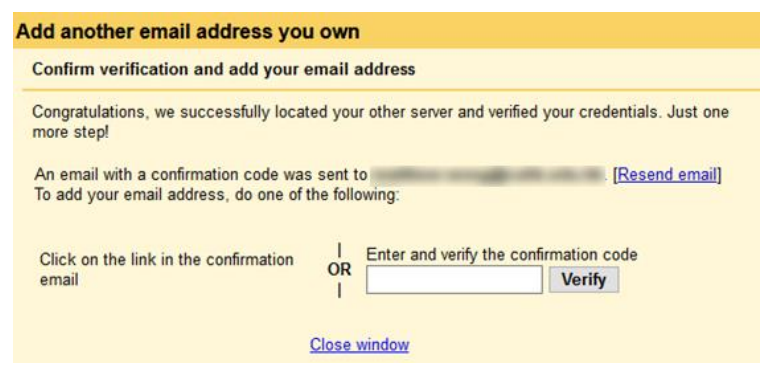
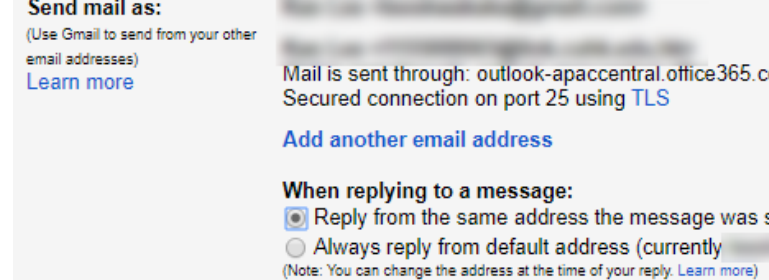


# Sending Emails via Gmail – Sending as Your CUHK Email Address

You may refer to the user guide here and the official user guide from Gmail at <https://support.google.com/mail/answer/22370?hl=en> to send emails as your CUHK email address via Gmail.

<p>1. In your Gmail mailbox, click <b>Gear Icon</b> &gt; <b>Settings</b>.</p>	
<p>2. Choose Tab <b>Accounts and Import</b> and in the section <b>Send mail as:</b>, click <b>Add another email address</b>.</p>	

<p>3. In the pop up window, enter  <b>Name:</b> Your Sender's Name  <b>Email Address:</b> <a href="mailto:alias@cuhk.edu.hk">alias@cuhk.edu.hk</a> / <a href="mailto:alias@link.cuhk.edu.hk">alias@link.cuhk.edu.hk</a></p> <p>Check <b>Treat as an alias</b> so you will send as your CUHK email address but not "send on behalf of".</p>	
<p>4. Enter the SMTP setting as below</p> <p><b>SMTP Server:</b> outlook-apacentral.office365.com  <b>Username:</b> <a href="mailto:alias@cuhk.edu.hk">alias@cuhk.edu.hk</a> / <a href="mailto:student-ID@link.cuhk.edu.hk">student-ID@link.cuhk.edu.hk</a>  <b>Password:</b> OnePass password</p> <p>Check <b>Secured connection using TLS (recommended)</b> and click <b>Add Account</b>.</p>	
<p>5. A verification email will be sent to your Office 365 / @Link mailbox. Please follow the email instruction to complete the confirmation.</p>	
<p>6. Once confirmed, you will see it appears at the section <b>Send mail as:</b>. Please check <b>Reply from the same address the message was sent to</b>.</p>	

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