Define Email Alias (Email Address)

(CUHK staffs and students can define their own email address, which is called email alias.)

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Since 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. taimanchan@cuhk.edu.hk

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

To process the following steps, please connect CUHK VPN.

1. Go to https://cai.itsc.cuhk.edu.hk/alias/

   Enter Login ID* and Onepass Password. (*The login ID is your student/staff ID.)
2. Enter the Preferred name, (Optional) Initial name and (Optional) Number

* Your family name will be contained in your email address by default.

You can preview your email address.

(in high-light part)

Click **Submit Modification** to finish.

***Once the above is decided, you cannot change your email alias again.***

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