

## Define Email Alias/ Address

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

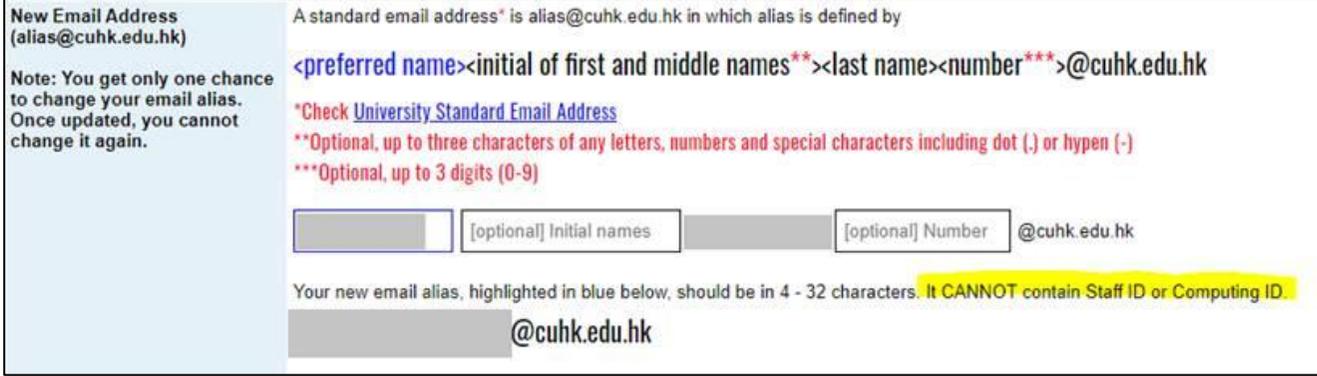
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For enquiries, please contact ITSC

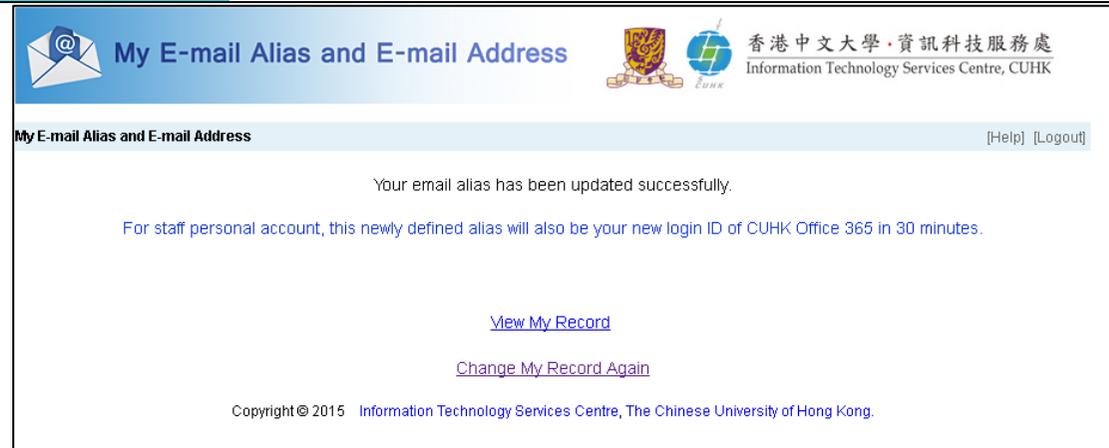
- Hotline: 3943 8845 (during office hours)
- Online Service Desk: <http://servicedesk.itsc.cuhk.edu.hk>

A. Define Email Alias/ Address - for Staff

<p>1. After connecting to Campus Network OR <a href="#">CUHK VPN</a>, go to <a href="https://cai.itsc.cuhk.edu.hk/alias/">https://cai.itsc.cuhk.edu.hk/alias/</a> .</p> <p>Log in with your Staff ID and OnePass Password.</p>	
<p>2. On the page, you can</p> <ol style="list-style-type: none"> <li>Find your default email address;</li> <li>Enter your preferred email alias (<a href="#">standardized format for CUHK staff</a>).</li> </ol> <p>Click <b>Submit Modification</b>.</p> <p>Once decided, you cannot change the email alias again.</p>	

3. After a successful submission, the new email address will be effective online in 30 minutes and effective across Office 365 in 24 hours. It will also be your new login ID at [CUHK Login Page](#) and Office 365 services in 30 minutes.

Your old email address will then become invalid.



 **My E-mail Alias and E-mail Address**   香港中文大學·資訊科技服務處  
Information Technology Services Centre, CUHK

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

Your email alias has been updated successfully.

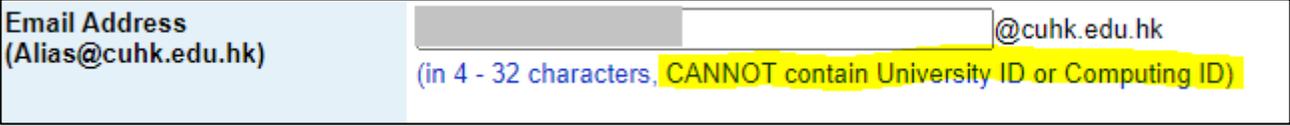
For staff personal account, this newly defined alias will also be your new login ID of CUHK Office 365 in 30 minutes.

[View My Record](#)

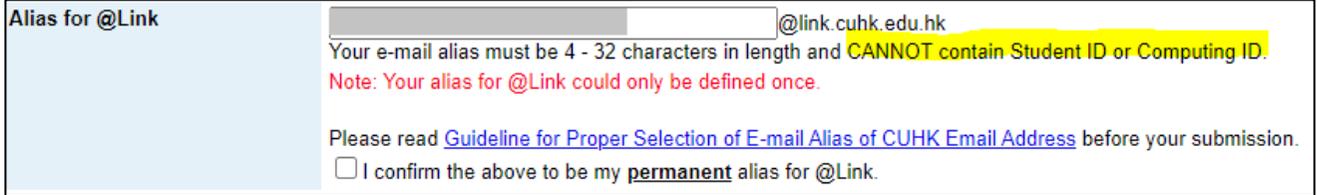
[Change My Record Again](#)

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B. Define Email Alias/ Address - for Department / Project / Student Organization

<p>1. After connecting to Campus Network OR <a href="#">CUHK VPN</a>, go to <a href="https://cai.itsc.cuhk.edu.hk/alias/">https://cai.itsc.cuhk.edu.hk/alias/</a>.</p> <p>Log in with the Computing ID (e.g. b123456) and OnePass Password.</p>	
<p>2. Enter your preferred email address in the text box. Click <b>Submit Modification</b>.</p>	
<p>3. After a successful submission, the new email address will be effective online in an hour and effective across Office 365 in 24 hours.</p> <ul style="list-style-type: none"> <li>For email address in the format of <a href="#">alias@cuhk.edu.hk</a> (i.e. Account in Staff Cloud) The new email address will also be your new login ID at <a href="#">CUHK Login Page</a> and Office 365 services in 30 minutes. Your old email address will then become invalid.</li> <li>For email address in the format of <a href="#">xxx@link.cuhk.edu.hk</a> (i.e. Account in Student Cloud) The new email address will             <ul style="list-style-type: none"> <li>Be another email address of the account, in addition to the default one i.e. <a href="#">Computing-ID@link.cuhk.edu.hk</a>. However, your login ID at <a href="#">CUHK Login Page</a> and Office 365 services will still be <a href="#">Computing-ID@link.cuhk.edu.hk</a>.</li> <li>Be shown as your sender email address which your recipients can see.</li> </ul> </li> </ul>	

C. Define Email Alias/ Address - for Students

<p>1. After connecting to Campus Network OR <a href="https://cai.itsc.cuhk.edu.hk/alias/">CUHK VPN</a>, go to <a href="https://cai.itsc.cuhk.edu.hk/alias/">https://cai.itsc.cuhk.edu.hk/alias/</a>.</p> <p>Log in with your Student ID and OnePass Password.</p>	
<p>2. On the page,</p> <ol style="list-style-type: none"> <li>Read <i>Guideline for Proper Selection of E- mail Alias of CUHK Webmail and @Link</i></li> <li>Enter <i>your Alias</i> for @Link (eg: chantaiman)</li> <li>Check <i>I confirm the above to be my permanent alias for @link.</i></li> <li>Click <b>Submit Modification</b></li> </ol> <p>Once decided, you cannot change the email alias again.</p>	

3. The new email address
  - Will be effective in 3 hours
  - Cannot be further reverted
  - Will be another email address, in addition to the default student email address i.e. Student-ID@link.cuhk.edu.hk. However, your login ID at [CUHK Login Page](#) and Office 365 services will still be [Student-ID@link.cuhk.edu.hk](#).
  - Will be shown as your sender email address which your recipients can see.

**Prepared by:** User Support Services, Information Technology Services Centre

**Last Update:** 26 Aug 2020

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