

# Define Email Alias (Email Address)

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

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

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](mailto: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*.)

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

**Students / Student Organization**

- Define Your Alias for @Link
- Check Your Default E-mail Address of @Link

**Staff / Department / Project**

- Define Your Alias@cuhk.edu.hk
- Standard Email Address for Staff

**My E-mail Alias and E-mail Address**

Login ID

Onepass (CWEM) Password

Verification Code

[Generate New Image](#)

**CADS**  
(CADS Reference Number: 065)

**What Is Your Login ID?**

- Staff / Student ID, or
- Computing ID for Department / Project / Student Organization

**Forgot Your CWEM Password?**

- Please visit [here](#) for details.

<p>2. Enter the Preferred name, (Optional) Initial name and (Optional) Number</p> <p>* Your family name will be contained in your email address by default.</p> <p>You can preview your email address. (in high-light part)</p> <p>Click <b>Submit Modification</b> to finish.</p> <p><b>***Once the above is decided, you cannot change your email alias again.</b></p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Name</b> LI</p> <p><b>Computing ID</b> .</p> <p><b>Department</b> Information Technology Services Centre</p> <hr/> <p><b>Current Email Address</b> @cuhk.edu.hk</p> <p><b>New Email Address (alias@cuhk.edu.hk)</b> A standard email address* is alias@cuhk.edu.hk in which alias is defined by</p> <p><b>&lt;preferred name&gt;&lt;initial of first and middle names**&gt;&lt;last name&gt;&lt;number***&gt;@cuhk.edu.hk</b></p> <p><small>Note: You get only one chance to change your email alias. Once updated, you cannot change it again.</small></p> <p><small>*Check University Standard Email Address</small></p> <p><small>**Optional, up to three characters of any letters, numbers and special characters including dot (.), hyphen (-) or underscore (_)</small></p> <p><small>***Optional, up to 3 digits (0-9)</small></p> <p>preferred name <input type="text"/> [optional] Initial names <input type="text"/> li <input type="text"/> [optional] Number <input type="text"/> @cuhk.edu.hk</p> <p>Your new email alias, highlighted in blue below, should be in 4 - 32 characters. It CANNOT be a Staff ID or Computing ID.</p> <p><b>li @cuhk.edu.hk</b></p> <p>Once the above is decided, you cannot change your email alias again. For enquiries, please write to <a href="#">ITSC Service Desk</a> or call 39438845 during office hours.</p> <p style="text-align: center;"><input type="button" value="Submit Modification"/></p> </div>
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**Prepared by:** User Support Services, Information Technology Services Centre

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The Chinese University of Hong Kong