Define Email Alias/Address

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A. Note

- **This required CUHK campus network.** You should use either CUHK LAN connection or CUHK VPN ([https://www.itsc.cuhk.edu.hk/all-it/wifi-and-network/cuhk-vpn/](https://www.itsc.cuhk.edu.hk/all-it/wifi-and-network/cuhk-vpn/)) for below.

B. Define Email Alias/Address - for Staff/Department/Project Accounts

1. **Login with Staff ID and OnePass Password at [https://cai.itsc.cuhk.edu.hk/alias/](https://cai.itsc.cuhk.edu.hk/alias/)**

2. **Enter the Preferred name, [optional] Initial names and [optional] Number**

   Click **Submit Modification**.

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

Prepared by: User Support Services, Information Technology Services Centre

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