

Define Email Alias/ Address

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

Table of Contents

Α.	Define Email Alias/ Address - for Staff	. 2
в.	Define Email Alias/ Address - for Department / Project / Student Organization	. 4
C.	Define Email Alias/ Address - for Students	. 5

For enquiries, please contact ITSC

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



A. Define Email Alias/ Address - for Staff

1. After connecting to Campus	My E-mail Alias and E-mail Address		1	
Network OR <u>CUHK VPN</u> , go to				
https://cai.itsc.cuhk.edu.hk/	Login ID			
<u>alias/</u> .	Onepass (CWEM) Password			
Log in with your Staff ID and OnePass Password.	Verification Code	Generate New Image		
2. On the page, you can	New Email Address	A standard email address* is alias@cuhk.edu.h	k in which alias is defined by	
a. Find your default email	(allas@cunk.edu.nk)	<preferred name=""><initial and="" first="" m<="" of="" pre=""></initial></preferred>	iddle names**> <last name=""><numb< td=""><td>er***>@cuhk.edu.hk</td></numb<></last>	er***>@cuhk.edu.hk
address;	to change your email alias.	*Check University Standard Email Address		20
b. Enter your preferred email	change it again.	**Optional, up to three characters of any letters, i	numbers and special characters including d	ot (.) or hypen (-)
CUHK staff)		optional, up to 5 digits (0-9)		
		[optional] Initial names	[optional] Number	@cuhk.edu.hk
Click Submit Modification.		Your new email alias, highlighted in blue below,	should be in 4 - 32 characters. It CANNO	T contain Staff ID or Computing ID.
		@cuhk.edu.hk		
Once decided, you cannot change				
the email alias again.				



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 <u>CUHK Login Page</u> and Office 365 services in 30 minutes.

Your old email address will then become invalid.





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

1.	After connecting to Campus	My E-mail Alias and E-mail Address	[Help]
	Network OR <u>CUHK VPN</u> , go to <u>https://cai.itsc.cuhk.edu.hk/alias/</u> .	Login ID Onepass (CWEM) Password Vorification Code	
	Log in with the Computing ID (e.g. b123456) and OnePass Password.	Generate New Image	
		(CADS Reference Number: 065)	
2.	Enter your preferred email	Email Address	@cuhk.edu.hk
	address in the text box. Click	(Allas@cunk.edu.nk)	(in 4 - 32 characters, CANNOT contain University ID or Computing ID)
	Submit Modification		
	Submit Modification.		
	Submit Modification.		
3.	After a successful submission, the n	ew email address will be effectiv	ve online in an hour and effective across Office 365 in 24 hours.
3.	After a successful submission, the n • For email address in the format	ew email address will be effective of alias@cuhk.edu.hk (i.e. Acco	ve online in an hour and effective across Office 365 in 24 hours.
3.	 After a successful submission, the n For email address in the format The new email address will also 	ew email address will be effective of <u>alias@cuhk.edu.hk</u> (i.e. Acco be your new login ID at <u>CUHK L</u>	ve online in an hour and effective across Office 365 in 24 hours. unt in Staff Cloud) ogin Page and Office 365 services in 30 minutes. Your old email
3.	 After a successful submission, the n For email address in the format The new email address will also address will then become invali 	new email address will be effective tof <u>alias@cuhk.edu.hk</u> (i.e. Acco be your new login ID at <u>CUHK Lo</u> d.	ve online in an hour and effective across Office 365 in 24 hours. unt in Staff Cloud) ogin Page and Office 365 services in 30 minutes. Your old email
3.	 After a successful submission, the n For email address in the format The new email address will also address will then become invali For email address in the format 	new email address will be effective of <u>alias@cuhk.edu.hk</u> (i.e. Acco be your new login ID at <u>CUHK Le</u> d. of <u>xxx@link.cuhk.edu.hk</u> (i.e. Ac	ve online in an hour and effective across Office 365 in 24 hours. unt in Staff Cloud) ogin Page and Office 365 services in 30 minutes. Your old email count in Student Cloud)
3.	 After a successful submission, the n For email address in the format The new email address will also address will then become invali For email address in the format The new email address will 	new email address will be effective of <u>alias@cuhk.edu.hk</u> (i.e. Acco be your new login ID at <u>CUHK L</u> d. of <u>xxx@link.cuhk.edu.hk</u> (i.e. Account in addition to a	ve online in an hour and effective across Office 365 in 24 hours. unt in Staff Cloud) <u>ogin Page</u> and Office 365 services in 30 minutes. Your old email count in Student Cloud)
3.	 After a successful submission, the n For email address in the format The new email address will also address will then become invali For email address in the format The new email address will o Be another email address 	ew email address will be effective of <u>alias@cuhk.edu.hk</u> (i.e. Acco be your new login ID at <u>CUHK Le</u> d. c of <u>xxx@link.cuhk.edu.hk</u> (i.e. Accoss of the account, in addition to page and Office 365 services will	ve online in an hour and effective across Office 365 in 24 hours. unt in Staff Cloud) ogin Page and Office 365 services in 30 minutes. Your old email count in Student Cloud) the default one i.e. <u>Computing-ID@link.cuhk.edu.hk</u> . However, your still be Computing-ID@link.cuhk.edu.hk
3.	 After a successful submission, the n For email address in the format The new email address will also address will then become invali For email address in the format The new email address will Be another email address login ID at <u>CUHK Login P</u> Be shown as your sende 	new email address will be effective to falias@cuhk.edu.hk (i.e. Acco be your new login ID at <u>CUHK Le</u> d. to f <u>xxx@link.cuhk.edu.hk</u> (i.e. Acco ss of the account, in addition to page and Office 365 services will er email address which your recip	ve online in an hour and effective across Office 365 in 24 hours. unt in Staff Cloud) ogin Page and Office 365 services in 30 minutes. Your old email count in Student Cloud) the default one i.e. <u>Computing-ID@link.cuhk.edu.hk</u> . However, your still be <u>Computing-ID@link.cuhk.edu.hk</u> . bients can see.



C. Define Email Alias/ Address - for Students

1. After connecting to Campus	My E-mail Alias and E-mail Address [Help		[Help]	
Network OR CUHK VPN, go to				
https://cai.itsc.cuhk.edu.hk/alias/.	Login ID			
Log in with your Student ID and OnePass Password.	Onepass (CWEM) Password Verification Code	Generate New Image Generate New Image Login CADS (CADS Reference Number: 065)		
2 On the page	Alias for @Link			
a. Read <i>Guideline for Proper</i>	Allas for @Lillk	Your e-mail alias must be 4 - 3	2 characters in length and CANNOT contain Student ID or Computing ID.	
Selection of E- mail Alias of		Note: Your alias for @Link cou	uld only be defined once.	
CUHK Webmail and @Link		Please read Guideline for Pro	per Selection of E-mail Alias of CUHK Email Address before your submissi	ion.
b. Enter your Alias for @Link		I confirm the above to be r	ny <u>permanent</u> alias for @Link.	
(eg: chantaiman)				
c. Check <i>I confirm the above to</i>				
be my permanent alias for				
d Click Submit Modification				
Once decided, you cannot change the email alias again.				



- 3. The new email address
 - o Will be effective in 3 hours
 - o 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 <u>CUHK Login Page</u> and Office 365 services will still be <u>Student-ID@link.cuhk.edu.hk</u>.
 - o Will be shown as your sender email address which your recipients can see.

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