Sending Emails via Gmail – Sending as Your CUHK Email Address

You may refer to the user guide here and the official user guide from Gmail at https://support.google.com/mail/answer/22370?hl=en to send emails as your CUHK email address via Gmail.

1. In your Gmail mailbox, click Gear Icon > Settings.

2. Choose Tab Accounts and Import and in the section Send mail as:, click Add another email address.
3. In the pop up window, enter
   **Name:** Your Sender’s Name
   **Email Address:** alias@cuhk.edu.hk / alias@link.cuhk.edu.hk

   Check **Treat as an alias** so you will send as your CUHK email address but not “send on behalf of”.

4. Enter the SMTP setting as below

   **SMTP Server:** outlook-apaccentral.office365.com
   **Username:** alias@cuhk.edu.hk / student-ID@link.cuhk.edu.hk
   **Password:** OnePass password

   Check **Secured connection using TLS (recommended)** and click **Add Account**.

5. A verification email will be sent to your Office 365 / @Link mailbox. Please follow the email instruction to complete the confirmation.

6. Once confirmed, you will see it appears at the section **Send mail as:**. Please check **Reply from the same address the message was sent to**.