Sending Emails via Gmail – Sending as Your CUHK Email Address

(This user guide does not applicable to users whom have enabled 2FA in their CUHK email accounts)

Gmail supports Basic Authentication but not Modern Authentication. However, Microsoft (for providing CUHK Email) will turn off its use of Basic Authentication on 13 Oct 2020. Gmail users should therefore observe further notices from Gmail or Microsoft about their support of these authentication methods.

References:

- Gmail on Sending Emails from a different address: https://support.google.com/mail/answer/22370?hl=en

For enquiries, please contact ITSC

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

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)
   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.**