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.

Remark: Gmail does not support Modern Authentication (MA, https://www.itsc.cuhk.edu.hk/all-it/information-security/modern-authentication). Duo 2FA users cannot use above Gmail function as Duo 2FA only works well with email clients which support modern MA. Users need to wait for further update from Gmail or Microsoft.

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.

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