

A. Webmail

1. How to access my Webmail?

Teacher who is assigned a Teacher Webmail account, **<Email_Alias>@teacher.hkustpace.hku.hk**, can access Webmail at <https://teacher.hkustpace.hku.hk/gmail/>.

Username: **<Teacher_Number>@teacher.hkustpace.hku.hk**

Password: **CAS Password**

For **first-time user**, please change your password at Teacher Portal, <https://teacher.hkustpace.hku.hk>.

2. How to access my Webmail in Gmail?

Teachers can also login Webmail at <https://www.gmail.com>.

Username: **<Teacher_Number>@teacher.hkustpace.hku.hk**

Password: **CAS Password**

3. How to use my Webmail?

Teachers can find useful Webmail help at <https://support.google.com/mail/>.

4. How to forward mail to another account?

Teachers can find forward procedure at <https://support.google.com/mail/answer/10957?hl=en>.


5. What is the email storage quota for my Webmail?

The email storage quota is currently unlimited and storage limit will be introduced in early 2022.

6. What is the maximum message size for my Webmail?

The maximum message size is 25MB.

7. What is my email alias address?

Teachers may be assigned an email alias, **<Email_Alias>@teacher.hkustpace.hku.hk**, which will be used as your **default** sending and receiving email address. You can find it at your **Gmail Account** =>  in the upper-right => **Settings** => **Accounts** => **Send mail as**.