

Learner Portal – My Webmail

- 1. In order to access your webmail account ,
you have to first log in Learner Portal**
- 2. Log in with “HKU SPACE Student Number” as
ID, password is the same as Learner Portal**

Learner Portal – My Webmail

- **College e-mail account at Learner Portal as official email address**
 - > **Most of the College information will be sent to your college e-mail account**
 - > **Check regularly**

My Webmail: Log in

- Click “My Webmail” and a new window will pop out



My Webmail: Log in



Learner Portal

HKUSPACE 16 Sep 33, 29°C 78%

學成於毅
Learning is Accomplished
Through Determination

My Portal Home My Webmail My e-Campus My Resource My Events My Profile

Webmail

[Click to use Webmail](#)
(Login Username is <Student Number>@learner.hkuspace.hku.hk)

[Click to Change Password for First-time User](#)

[Webmail FAQ](#)



One account. All of Google.

Sign in to continue to Gmail



Email

Please enter your full email address
example@learner.hkuspace.hku.hk



Password

Password is the same as Learner Portal

Sign in



Stay signed in

[Need help?](#)

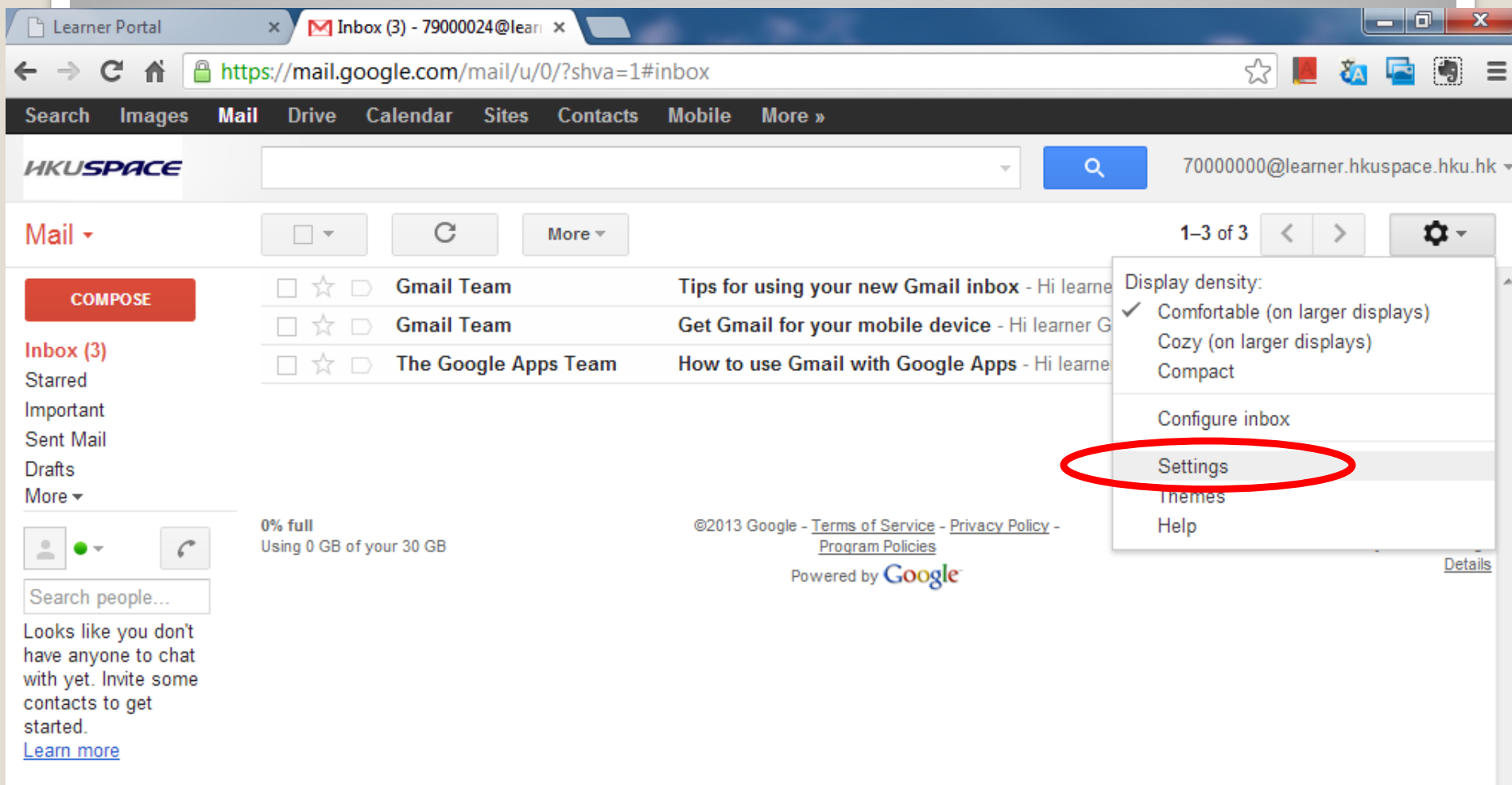
[Create an account](#)


My Webmail: Email Forwarding

- **If you are used to using your personal email account, it is suggested to do email forwarding from college e-mail account to your personal email account**

My Webmail: Email Forwarding

- **Step 1: Click "Settings"**



Learner Portal x  Inbox (3) - 79000024@learner.hkuspace.hku.hk x

https://mail.google.com/mail/u/0/?shva=1#inbox

Search Images Mail Drive Calendar Sites Contacts Mobile More »

HKUSPACE 70000000@learner.hkuspace.hku.hk

Mail ▾

COMPOSE

Inbox (3)

Starred

Important

Sent Mail

Drafts

More ▾

0% full
Using 0 GB of your 30 GB

©2013 Google - [Terms of Service](#) - [Privacy Policy](#) - [Program Policies](#)

Powered by Google

Details

Display density:

- ✓ Comfortable (on larger displays)
- Cozy (on larger displays)
- Compact

Configure inbox

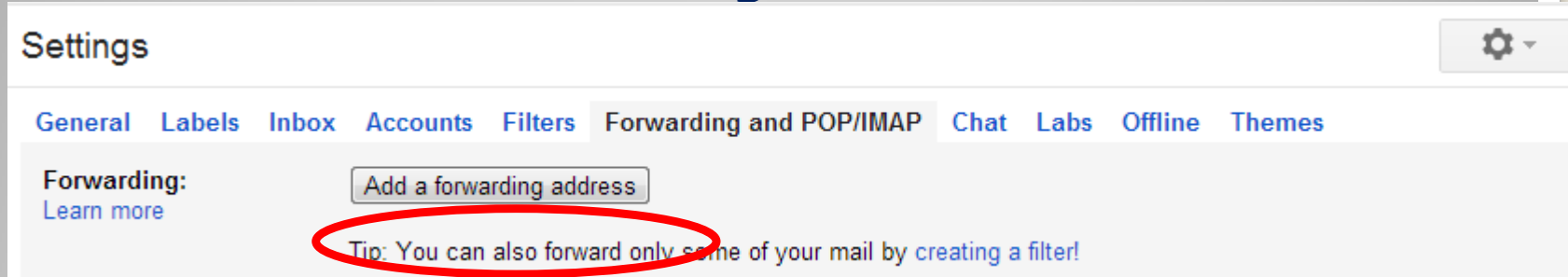
Settings

Themes

Help

My Webmail: Email Forwarding

- **Step 2: Click Forwarding and POP/IMAP. Scroll down and find “Add a forwarding address”.**



Settings

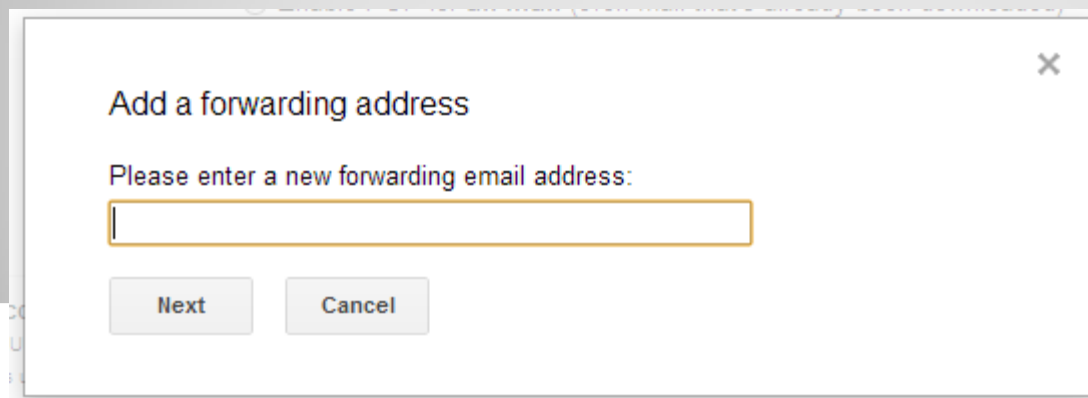
General Labels Inbox Accounts Filters Forwarding and POP/IMAP Chat Labs Offline Themes

Forwarding:
[Learn more](#)

[Add a forwarding address](#)

Tip: You can also forward only some of your mail by [creating a filter](#)!

- **Step 3: Enter your personal email address on the “forward to Address” field and click next.**



Add a forwarding address

Please enter a new forwarding email address:

Next Cancel

My Webmail: Email Forwarding


- **Step 4: Click "Proceed"**




Confirm forwarding address

Forwarding mail to **abc@abcmail.com**

Proceed

- **Step 5: Check your personal Email inbox and the confirmation code**

(#603839622) HKU SPACE Forwarding Confirmation - Receive
Mail from 70000000@learner.hkuspace.hku.hk 

 **HKU SPACE Team** <forwarding-noreply@goo...> 5:32 PM (4 minutes ago) ☆  

to me ▾

[70000000@learner.hkuspace.hku.hk](#) has requested to automatically forward mail to your email address [abc@abcmail.com](#).
Confirmation code: 603839622

To allow [70000000@learner.hkuspace.hku.hk](#) to automatically forward mail to your address, please click the link below to confirm the request:

My Webmail: Email Forwarding

- **Step 6: Enter the confirmation code and click "Verify"**

Forwarding: [Learn more](#)

Verify abc@abcmail.com [Re-send email](#) [Remove address](#)

- **Step 7: Select Forward a copy of incoming mail to your personal inbox**

Forwarding: [Learn more](#)

☐ Disable forwarding

☒ Forward a copy of incoming mail to and

My Webmail: Email Forwarding

- **Step 8 (Optional): Select whether keeping incoming Email in the HKUSPACE Mail box after forwarding to your personal Email inbox**



☐ Disable forwarding

☒ Forward a copy of incoming mail to

keep HKU SPACE Mail's copy in the Inbox

keep HKU SPACE Mail's copy in the Inbox

☐ mark HKU SPACE Mail's copy as read

☐ archive HKU SPACE Mail's copy

☐ delete HKU SPACE Mail's copy

Tip: You can also forward only some of your mail by creating a filter!

1. Status: **POP is enabled** for all mail that has arrived since 11:28 am

☐ Enable POP for **all mail** (even mail that's already been downloaded)

☐ Enable POP for mail that arrives from now on

☐ Disable POP

2. When messages are accessed with POP

A. Webmail

1. How to access my Webmail?

Every student will be assigned a Webmail account, **<Student_LoginID>@learner.hkustspace.hku.hk**, which is accessible at <https://learner.hkustspace.hku.hk/mail/>.

Username: **<Student_LoginID>@learner.hkustspace.hku.hk**

Password: **Learner Portal Password**

For **first-time user**, please change your password at Learner Portal, <https://learner.hkustspace.hku.hk>.

2. How to access my Webmail in Gmail?

Students can also login Webmail at <http://www.gmail.com>.

Username: **<Student_LoginID>@learner.hkustspace.hku.hk**

Password: **Learner Portal Password**

3. How to use my Webmail?

Students can find useful Webmail help at <http://support.google.com/mail/>.

4. How to forward mail to another account?

Students 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 unlimited.

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


The maximum message size is 25MB.

7. What is my Student Login ID, <Student_LoginID>?

Student Login ID can be found at **Learner Portal => My Profile => Personal information => Student Number**.

8. What is my email alias address (for Webmail created before 30 Sep 2014)?

Students may be assigned an email alias, **<email.alias>@learner.hkustspace.hku.hk**, which can be found at **Learner Portal => My Profile => Alternate email and SMILES => Learner Portal Email Address**.

The email alias address 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**.