

A. **Webmail (on Microsoft)**

1. **How to access my Webmail?**

Every student will be assigned a Webmail account,

<HKU SPACE Student Number>@learner.hkuspace.hku.hk, which is accessible on Outlook App at <https://o365-learner.hkuspace.hku.hk/outlook/>.

Username: **<HKU SPACE Student Number>@learner.hkuspace.hku.hk**

Password: **Your HKU SPACE Account Password**

For **first-time user**, please click [here](#) to set your initial password by yourself.

2. **How to access my Webmail on Microsoft?**

Students can also login Webmail at <https://outlook.office.com>.

Username: **<HKU SPACE Student Number>@learner.hkuspace.hku.hk**

Password: **Your HKU SPACE Account Password**

3. **How to use my Webmail?**

Students can find useful Webmail help at https://support.microsoft.com/en-us/office/outlook-training-8a5b816d-9052-4190-a5eb-494512343cca?wt.mc_id=otc_home.

4. **How to forward mail to another account?**

Students can find forward procedure at <https://support.microsoft.com/en-us/office/turn-on-automatic-forwarding-in-outlook-on-the-web-7f2670a1-7ff-4475-8a3c-5822d63b0c8e>.

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

Full-time Students: The email storage quota is 100GB.

Part-time Students / Alumni: The email storage quota is 50GB.

Full-time / Part-time Students / Alumni: The drive storage quota is 1TB.

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

The maximum message size is 35MB.

7. **How to check email on mobile devices?**

Outlook App is available on the following mobile platforms.

