



HKUSPACE

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PO LEUNG KUK

香港大學專業進修學院保良局何鴻燊社區書院

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INTRODUCTION OF THE KEY FUNCTIONS OF E-LEARNING PLATFORMS

Part 3

Webmail

Official email account

Please check at least once/ twice a day

My Webmail – Login

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- Click “Webmail” after logging in to Learner Portal

The screenshot displays the HKUSPACE Learner Portal interface. At the top, the 'Learner Portal' header is visible, along with the HKUSPACE logo and navigation links for 'My News', 'My Resources', 'My Events', and 'CareerSPACE'. On the left side, a vertical sidebar contains several icons: 'SCORE', 'Webmail' (highlighted with a red circle and a red arrow pointing to it), 'G', 'O', 'SOUL 2.0', a question mark, and a wrench. The main content area is titled 'Latest News' and features a grid of news items. The first item, dated 17 Jul 2019, is titled 'Job Posting - Maxim's Caterers Limited (Food Factory)'. The second item, dated 15 Jul 2019, is titled 'Walk-in Admission for 3-Year Full-time UK Undergraduate Programmes'. The third item, dated 11 Jul 2019, is titled 'Release of transcripts (Updated on 11 July 2019)'. Below these are three more items dated 08 Jul 2019: 'Registration for Semester 1, 2019-20', 'Job Posting - iclub Hotels', and 'Job Posting - Dah Sing Bank (Counter Services Trainee)'. On the right side, there is an 'All News' section with a search bar and a list of news items, including 'Job Posting - Maxim's Caterers Limited (Food Factory)', 'Walk-in Admission for 3-Year Full-time UK Undergraduate Programmes', 'Release of transcripts (Updated on 11 July 2019)', 'Registration for Semester 1, 2019-20', 'Job Posting - iclub Hotels', and 'Job Posting - Dah Sing Bank (Counter Services Trainee)'.

My Webmail – First Time Login

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Normal User



[Click to use Webmail](#)

(Login Username is <Student Number>@learner.hkuspace.hku.hk)

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

[Webmail FAQ](#)

If you haven't changed your password of Learner Portal before, you have to change it for your first time login to webmail

My Webmail – First Time Login

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Google

One account. All of Google.

Sign in to continue to Gmail

your student number@learner.hkustpace.hku.hk



Enter your email

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

Next

[Need help?](#)

Password: Same as Learner Portal

[Create account](#)

One Google Account for everything Google



My Webmail – IT Help

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- After logging in to LP, click “IT Help” on the left

The screenshot displays the HKUSPACE Learner Portal interface. At the top, the 'HKUSPACE' logo is on the left, and navigation links for 'My News', 'My Resources', 'My Events', and 'CareerSPACE' are on the right. The main content area is titled 'Latest News' and features a grid of news items with dates and titles. On the left sidebar, there is a vertical menu with icons for 'SCORE', 'M', 'G', 'O', 'SOUL', and 'IT Help'. The 'IT Help' icon, which is a question mark inside a circle, is circled in red, and a red arrow points to it from the right. The 'All News' section on the right side of the page shows a search bar and a list of news items with their respective dates and categories.

My Webmail – IT Help

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- Before logging in to LP, click “Contact Us” and scroll down for “Information Technology Services”

The screenshot shows the HKUSPACE Learner Portal. At the top, there is a navigation bar with the HKUSPACE logo and several menu items: "HKU SPACE Today", "CareerSPACE", "General Information", "Links and Resources", and "Contact Us". The "Contact Us" link is circled in red and labeled with a red circle containing the number "1". Below the navigation bar, there is a main content area with a sidebar on the right. The sidebar contains sections for "International College" and "中醫藥學". The "Information Technology Services" section in the sidebar is highlighted with a red box and labeled with a red circle containing the number "2". This section lists "IT Help Contact" with an email address "it.help@hkuspace.hku.hk", "WhatsApp / WeChat: 6803 5480 (Hours of Operation 09:00 - 17:50 Monday to Friday)", and "IT Help Service Ticket System". A red arrow points from the "IT Help Contact" section to a red text box that says "You can seek IT Help via:" followed by a list of options: "Email", "WhatsApp/ WeChat", and "IT Help Chatbot/ Ticket".

Learner Portal

HKUSPACE

HKU SPACE Today | CareerSPACE | General Information | Links and Resources | **Contact Us**

International College

General Enquiry

ic@hkuspace.hku.hk
Home page
2910 7555

中醫藥學

中醫藥學

tcmenquiry@hkuspace.hku.hk
Home page
2527 0112

Information Technology Services

IT Help Contact

it.help@hkuspace.hku.hk
WhatsApp / WeChat: 6803 5480 (Hours of Operation 09:00 - 17:50 Monday to Friday)

IT Help Service Ticket System

Home page

You can seek IT Help via:

- Email
- WhatsApp/ WeChat
- IT Help Chatbot/ Ticket

Reminder - Password

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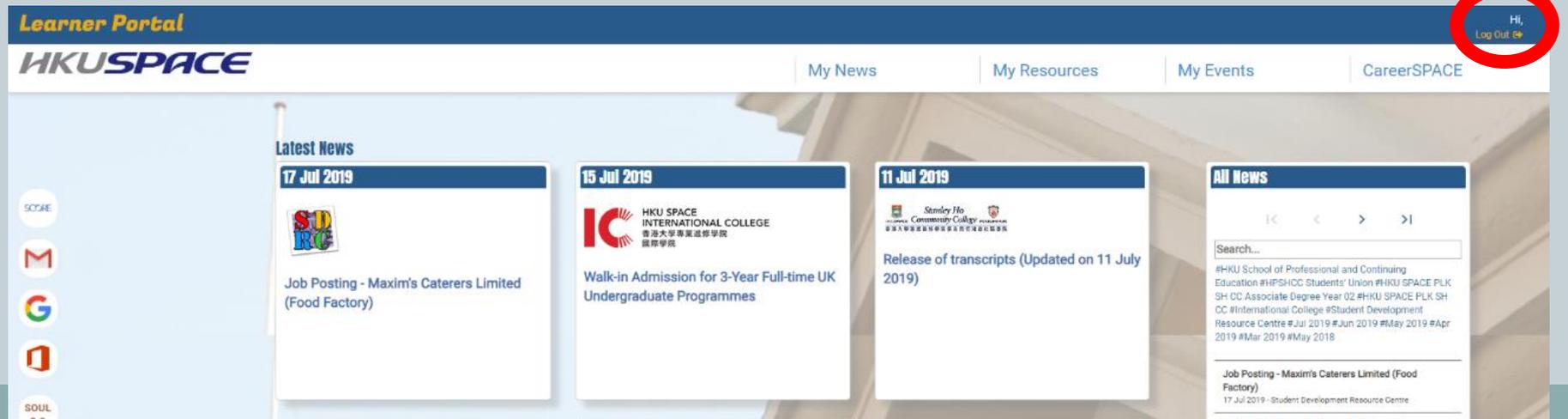
- Remember! The system password that you have made changed affects on ALL e-Learning Platforms (i.e. Learner Portal, SOUL, SCORE and Webmail)
- However, it **DOES NOT** take effect on campus workstations (i.e. the student computers located on different floors in the College). They are two SEPARATED systems.
- Please remember **BOTH** sets of login and password

Reminder - Logout

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Remember to logout

If you are using a public computer, it is important for you to logout before leaving the computer unattended. Otherwise, others can access your information using the same computer or even alter the data if your account remains logged in. The system will be logged out only when you logout from the Learner Portal and close the browser.



My Webmail

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