



Connect to Office 365 Mail with Android

(This user guide is applicable to Android 6.0 or above and suits Samsung devices the best; while other devices will have slight difference on the user interface or buttons.)

You can choose either way below to check out Office 365 Mail on your Android devices

Contents

Setup of Office 365 Mail with Android built-in Email App.....	1
Setup of Office 365 Mail with Outlook App on Android	7
Reference from Microsoft:	10

Setup of Office 365 Mail with Android built-in Email App

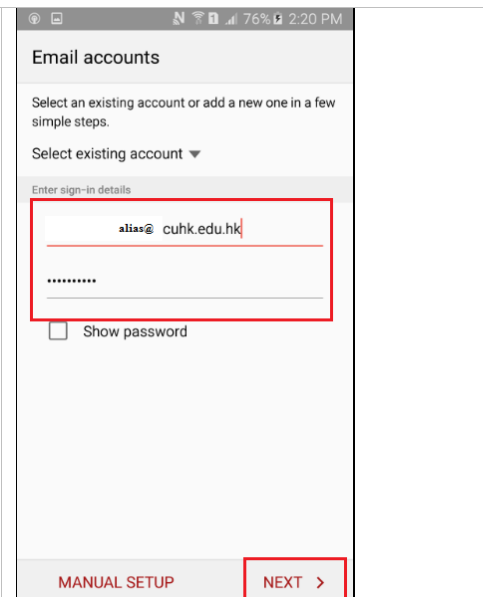
1. Open the app **Email**.

Then, input your **CUHK Office 365 Account**:

Staff Login ID: *alias@cuhk.edu.hk* (Check out your [email alias](#))
Password: *OnePass Password***

** For staff having departmental MS Exchange (Outlook) accounts, you should use your MS Exchange (Outlook) password to log in here. By [changing OnePass \(CWEM\) Password](#) after 12 May, 2016, you can then use OnePass Password to log in here and also departmental MS Exchange (Outlook) email.

Tap **Next**.



2. Choose **Microsoft Exchange ActiveSync**.

If your device fails to connect your mailbox automatically, please choose **manual setup** and enter the configuration as below (illustrated in Figure 1 Manual Setup).

Domain / Username: *alias@cuhk.edu.hk* (Check out your [email alias](#))
Password: *OnePass Password***

** For staff having departmental MS Exchange (Outlook) accounts, you should use your MS Exchange (Outlook) password to log in here. By [changing OnePass \(CWEM\) Password](#) after 12 May, 2016, you can then use OnePass Password to log in here and also departmental MS Exchange (Outlook) email.

Server: outlook.office365.com
Connection: SSL
Port: 993 or 443

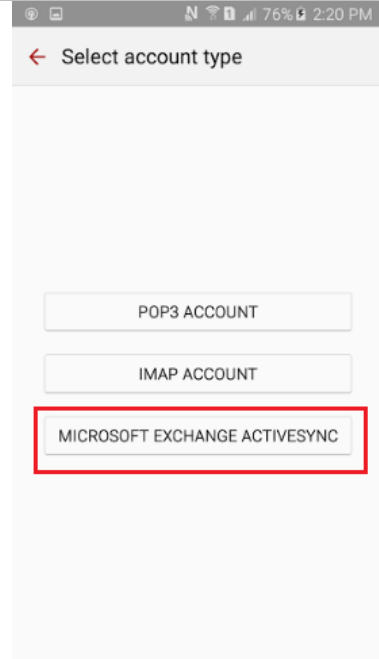
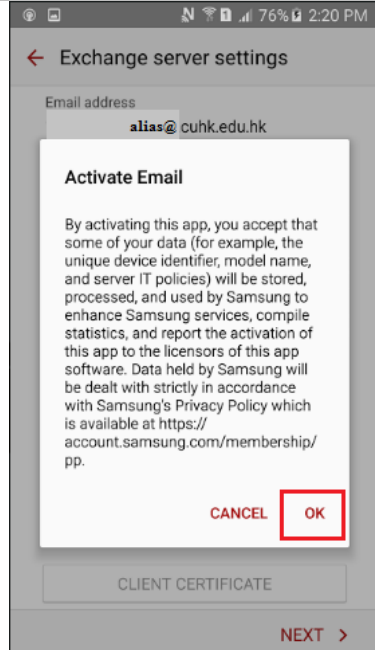
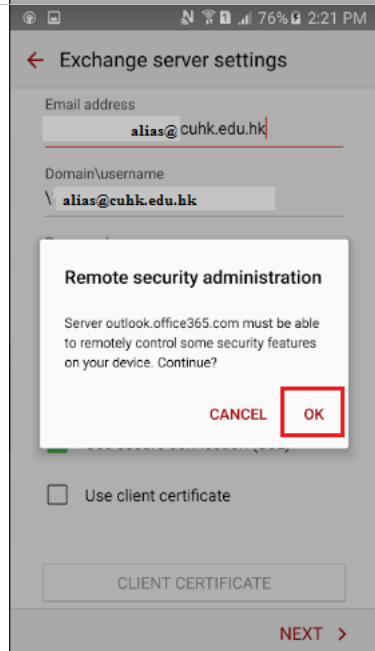


Figure 1 Manual Setup

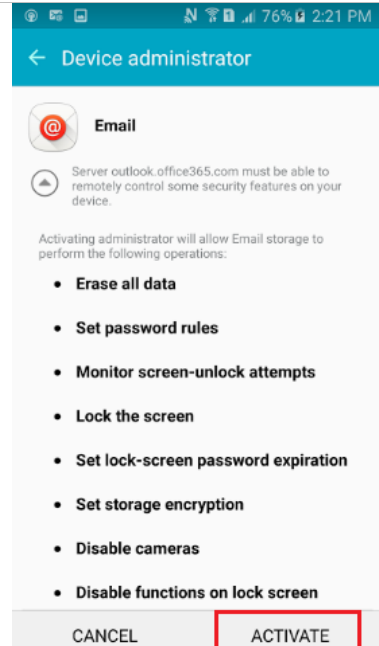
3. Click **OK** to Activate Email.



4. Accept the Remote security administration.

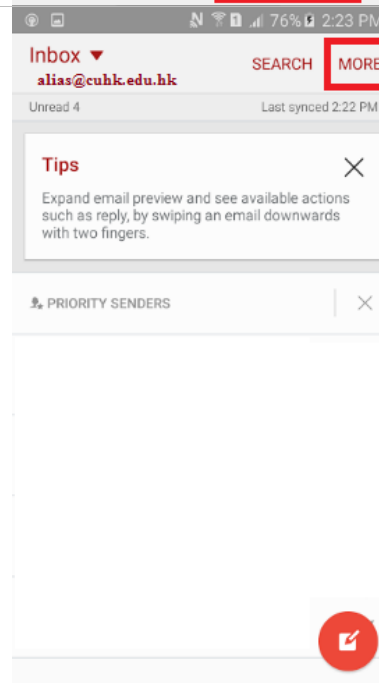


5. Click **ACTIVATE**.

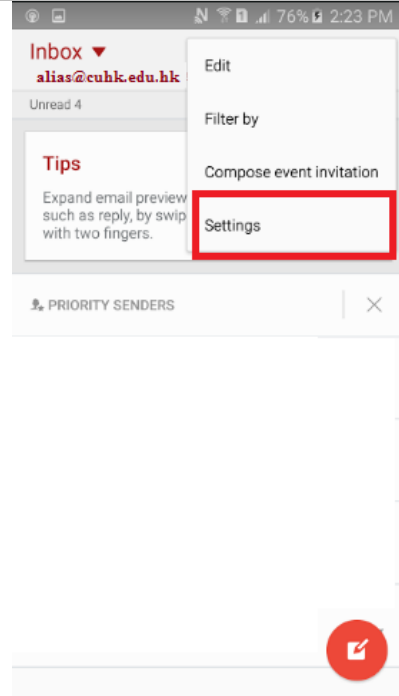


6. This will be the interface of your alias@cuhk.edu.hk mail box.

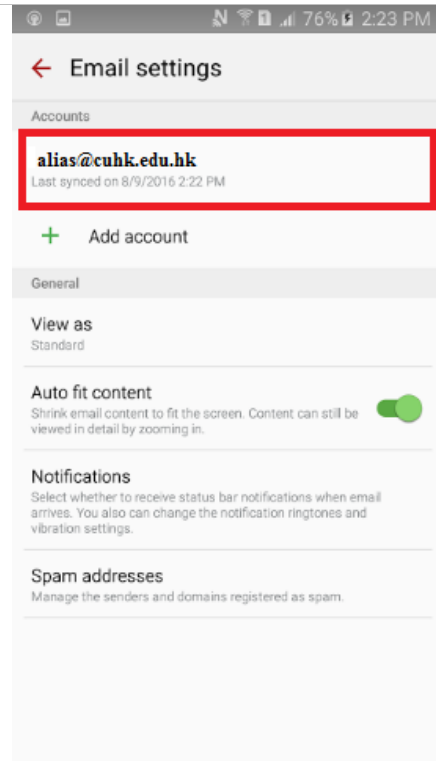
Click **More** for further settings.



7. Click **Settings**.

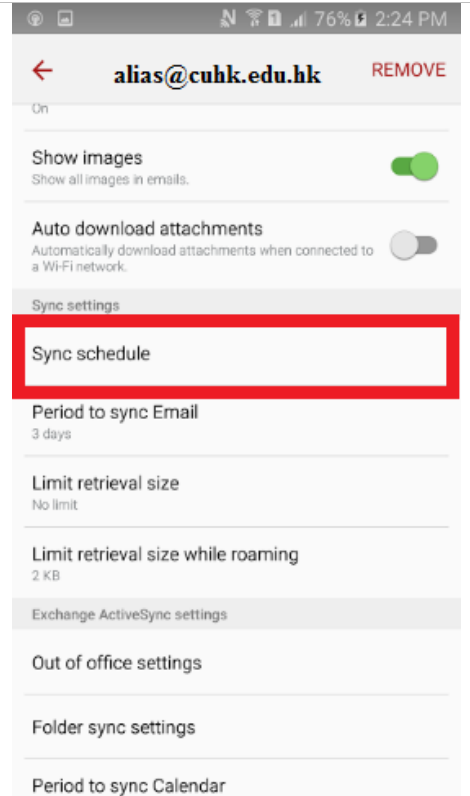


8. Click into your account.

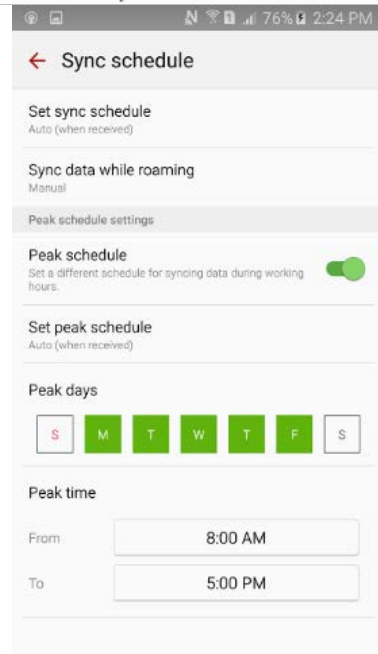


9. Click **Sync schedule**.


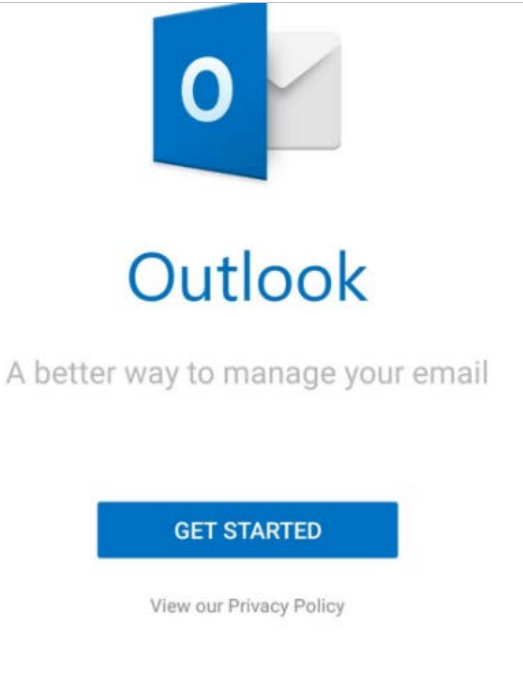
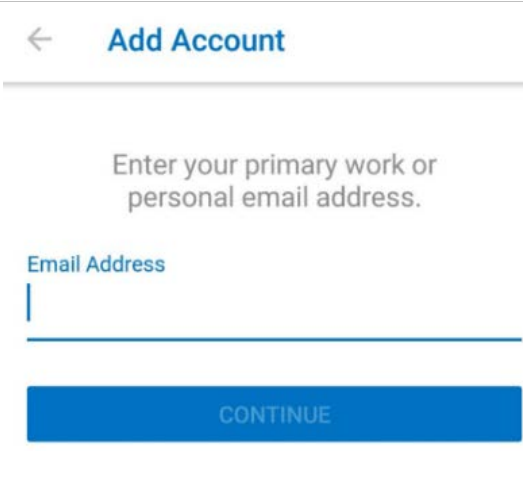
Set your preferred sync schedule and sync options.



10. Set your preferred sync schedule and sync options. You can then start checking out emails in your Office 365 Mail.



Setup of Office 365 Mail with Outlook App on Android

<p>1. Download Microsoft Outlook in Google Play Store.</p>	 <p>The screenshot shows the Google Play Store interface for the Microsoft Outlook app. At the top, there's a navigation bar with a back arrow, the Outlook logo, a search icon, and a menu icon. Below that, the app's icon is displayed, followed by the text "Microsoft Outlook" and "Microsoft Corporation" with a verified badge. A "3+" age rating icon is also visible.</p>
<p>2. Open the app Outlook and tap get started.</p>	 <p>The screenshot shows the Outlook app's "Get Started" screen. It features the Outlook logo at the top, followed by the word "Outlook" in a large font. Below that, the text "A better way to manage your email" is displayed. A prominent blue "GET STARTED" button is centered on the screen, with a link to "View our Privacy Policy" underneath it.</p>
<p>3. Please input your email address</p> <p>Staff: <i>alias@cuhk.edu.hk</i> (Check out your email alias)</p>	 <p>The screenshot shows the Outlook app's "Add Account" screen. It has a back arrow and the title "Add Account" at the top. The main instruction is "Enter your primary work or personal email address." Below this, there is a text input field labeled "Email Address" with a vertical cursor. At the bottom, there is a blue "CONTINUE" button.</p>

4. You will be re-directed to CUHK Office 365 Login Page. Please input your **OnePass password** ******.

** For staff having departmental MS Exchange (Outlook) accounts, you should use your MS Exchange (Outlook) password to log in here. By [changing OnePass \(CWEM\) Password](#) after 12 May, 2016, you can then use OnePass Password to log in here and also departmental MS Exchange (Outlook) email.

CUHK LOGIN

For Office 365, @Link and more

Login with

Student: *Student-ID@link.cuhk.edu.hk*

Staff: *alias@cuhk.edu.hk*

Password: OnePass (CWEM) Password

Sign in

** For staff having departmental MS Exchange (Outlook) accounts, you should use MS Exchange (Outlook) password to log in here. By [changing OnePass \(CWEM\) Password](#), you can then use OnePass Password to log in here and also departmental MS Exchange (Outlook) email.



[Frequently Asked Questions](#)



[Can't access your account?](#)

5. After login completes, you may choose to add other email accounts to Outlook here. Otherwise, please click **MAYBE LATER** to continue.

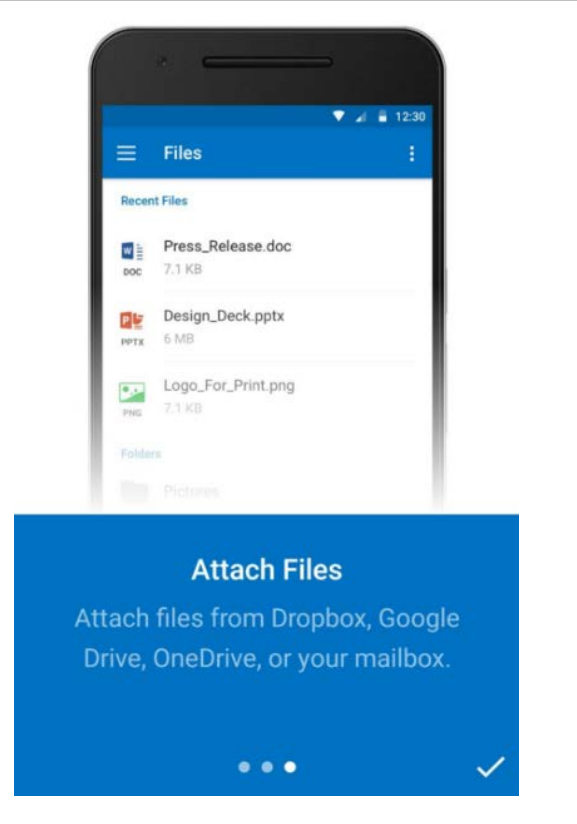


Would you like to add another account now?

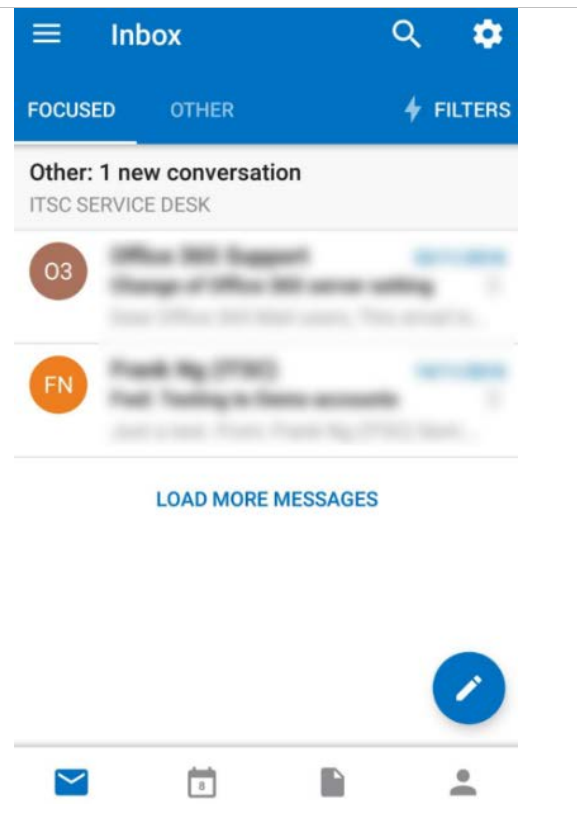
LET'S DO IT!

MAYBE LATER

6. Microsoft now shows you some features about using **Outlook** app.



7. You can now check emails from **Outlook**!



Reference from Microsoft:

- [Set up Office apps and email on a mobile device](#)
- [Use Outlook app on Android](#)
- [Get started with Office 365](#)

Last Update: 2 December 2016

Copyright © 2016. All Rights Reserved. Information Technology Services Centre,

The Chinese University of Hong Kong