



Connect to Office 365 Mail with an iPhone / iPad (iOS 9.2.1)

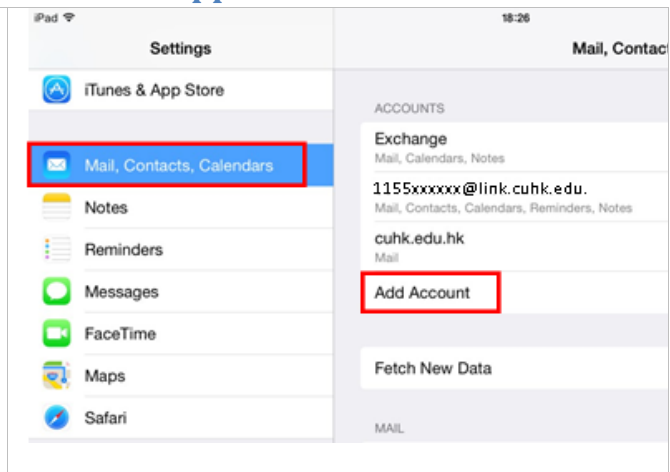
(This user guide is applicable to iOS 7 or above)

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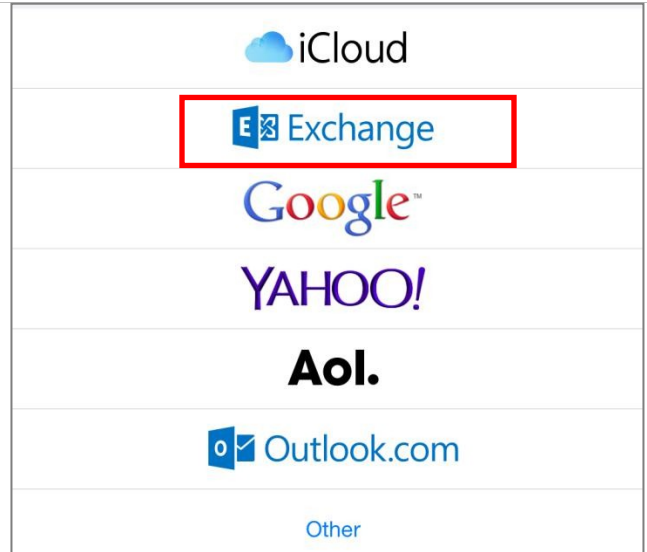
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Setup of Office 365 Mail with iOS built-in Email App

1. Go to **Settings > Mail, Contacts, Calendars > Add Account**.



2. Select **Exchange**.

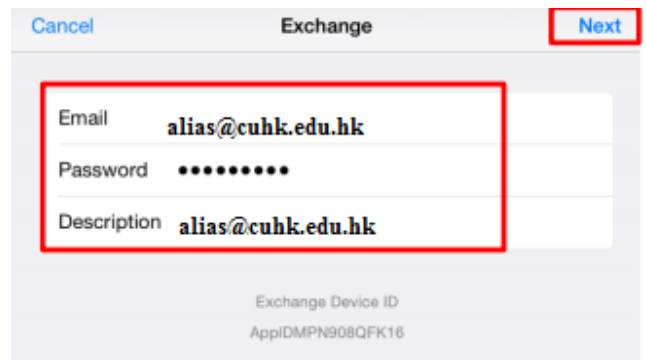


3. Input your **CUHK Office 365 Account**:

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**.



4. Tap **Save** to save all the settings.



Reference from Microsoft:

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

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