



Connect to Office 365 Mail on Mac

(This user guide is applicable to Mac OS 10.12.4, while there will be slide difference for other version of Mac OS.)

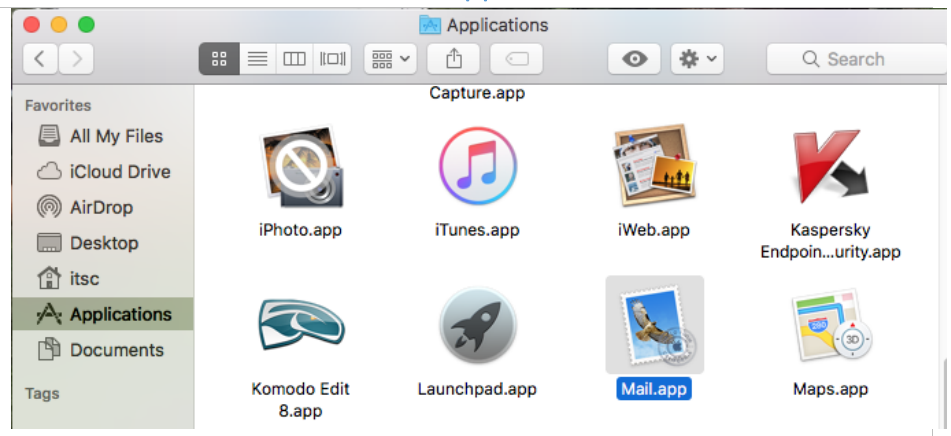
You may use the **mail app** OR install **Outlook** to connect to Office 365 Mail on Mac.

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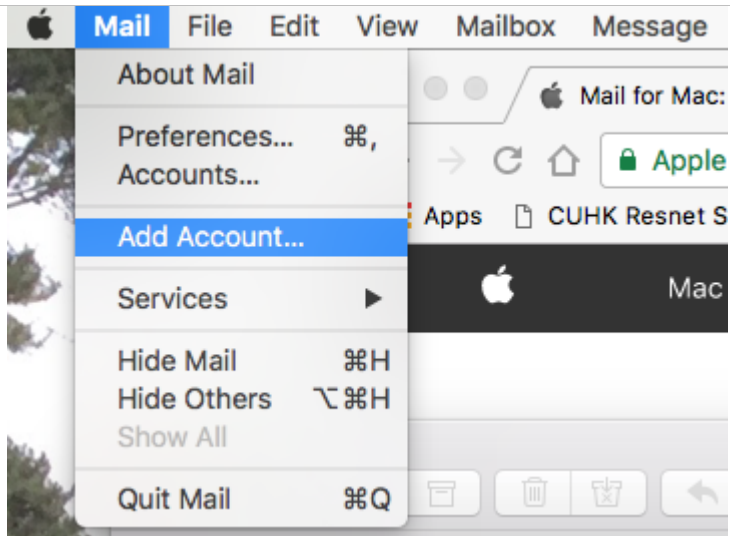
A. Set up Office 365 Mail Account with the built-in Mail App on Mac

1. Go to Finder > Applications > Mail

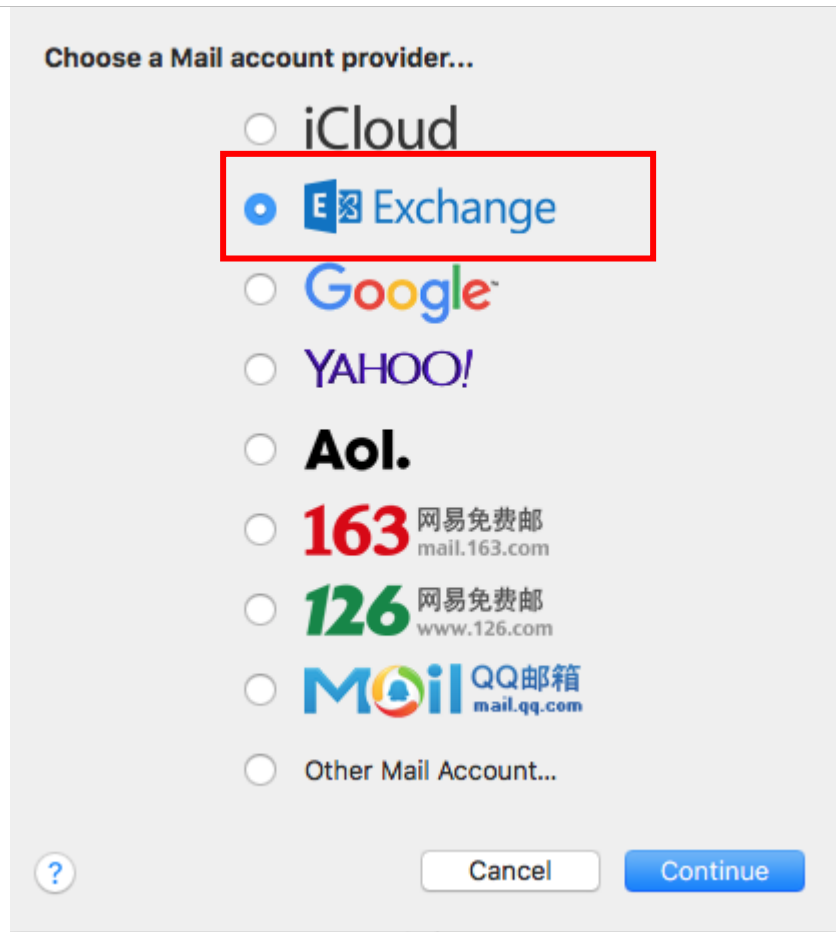


2. On the top menu bar, choose **Mail > Add Account...**

You can directly go to step 3 below if your Mail app does not connect to other mailbox at the moment.



3. Choose the mail account provider **Exchange > Continue.**

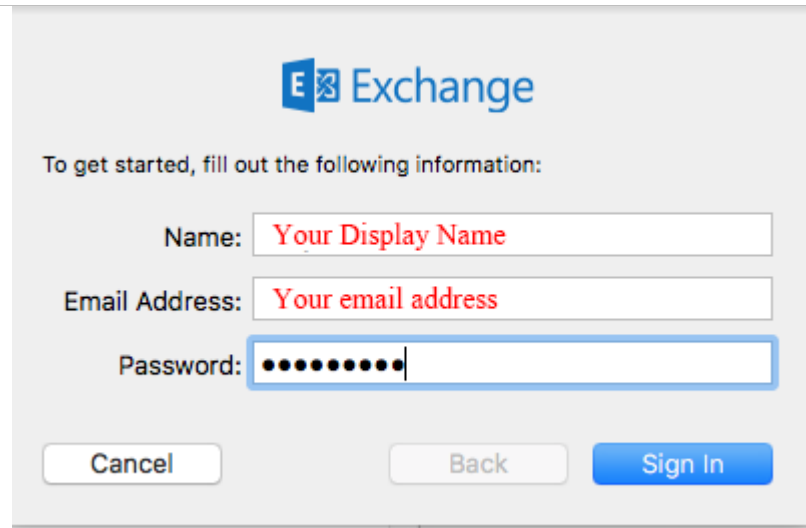


4. Input your Office 365 Account information:

- Name: the display name appeared at the "from" field
- Email Address: alias@cuhk.edu.hk
- Password: OnePass Password**

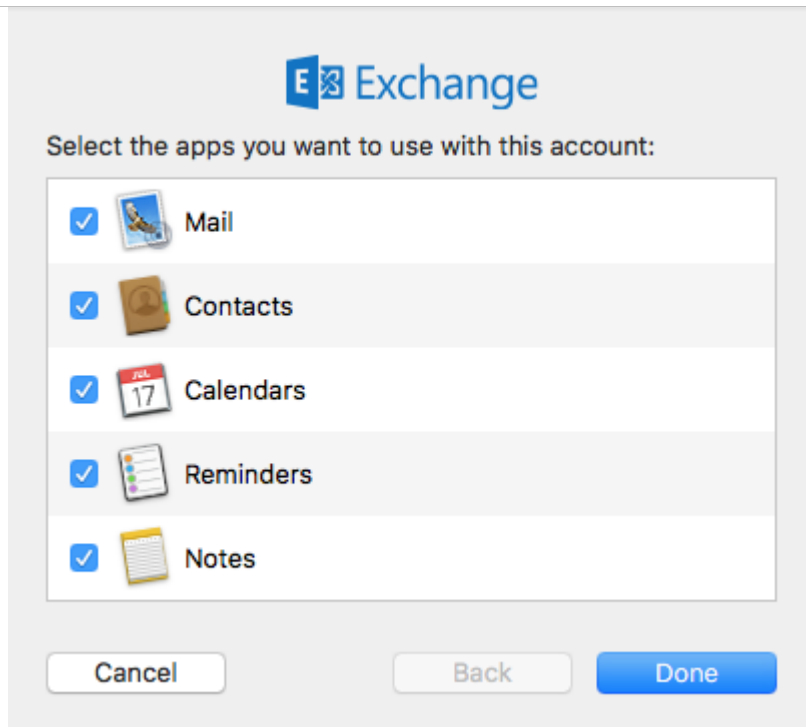
** For staff having departmental MS Exchange (Outlook) accounts, you should use your MS Exchange (Outlook) password to log in here. By [changing OnePass \(CWEM\) Password](#) after 12 May, 2016, you can then use OnePass Password to log in here and also departmental MS Exchange (Outlook) email.

Click **Sign in**.



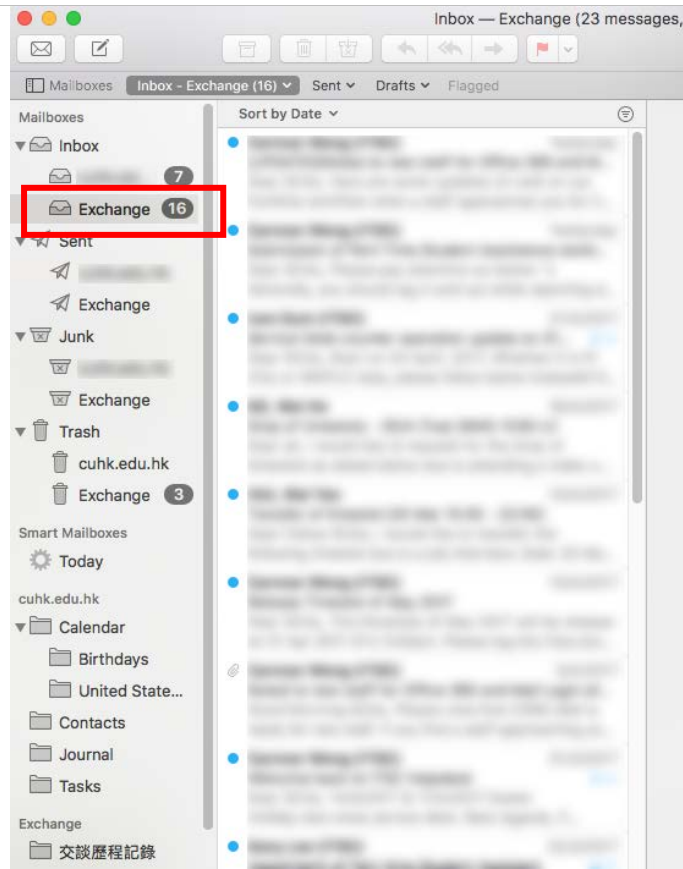
The image shows the Microsoft Exchange sign-in interface. At the top is the Exchange logo. Below it, the text reads "To get started, fill out the following information:". There are three input fields: "Name:" with the placeholder text "Your Display Name", "Email Address:" with the placeholder text "Your email address", and "Password:" with a masked password field. At the bottom, there are three buttons: "Cancel", "Back", and "Sign In".

5. Select what kind of data you would like to synchronizing to your Mac.



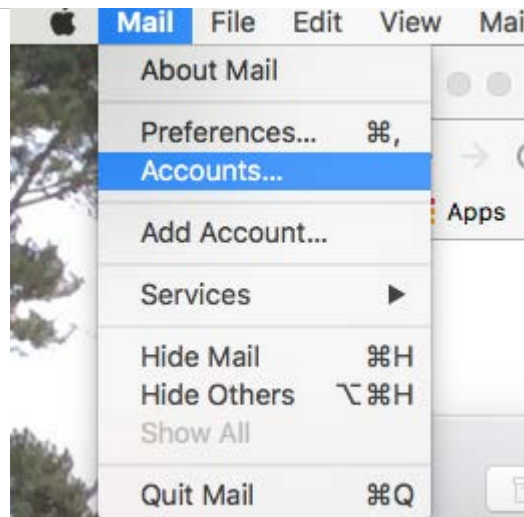
The image shows the Microsoft Exchange app selection interface. At the top is the Exchange logo. Below it, the text reads "Select the apps you want to use with this account:". There is a list of five items, each with a checked checkbox and an icon: "Mail" (envelope icon), "Contacts" (address book icon), "Calendars" (calendar icon), "Reminders" (list icon), and "Notes" (notepad icon). At the bottom, there are three buttons: "Cancel", "Back", and "Done".

6. After some time, you will see a mailbox called **Exchange** appeared.

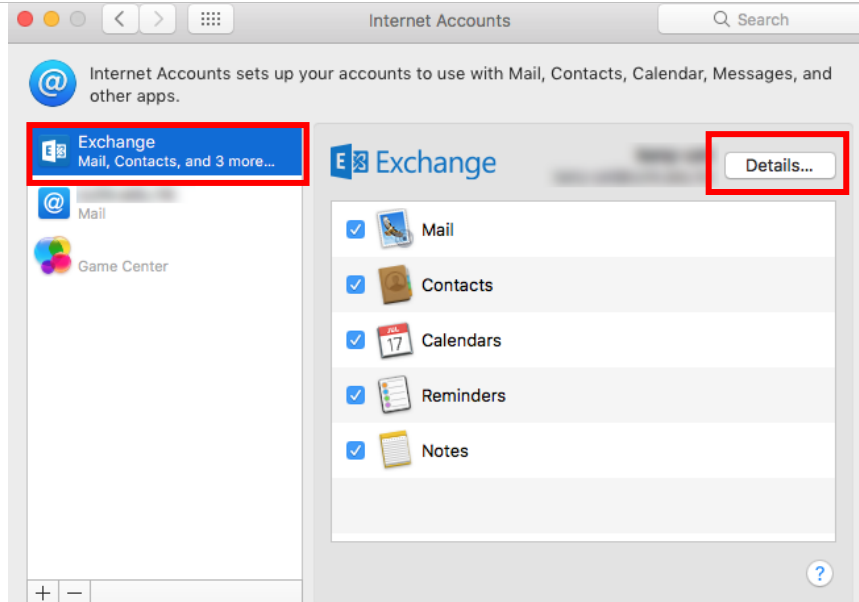


7. You can change the mailbox name for your convenience.

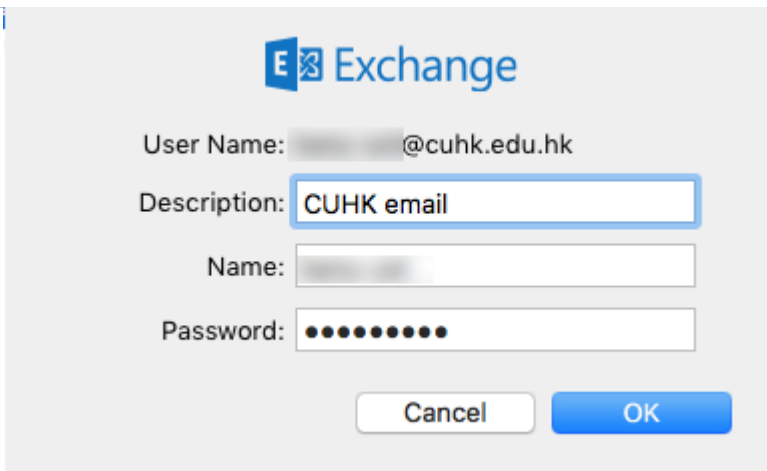
On the top menu bar, go to **Mail > Accounts**.



8. Choose the **Exchange** account and click **Details...** on the right.



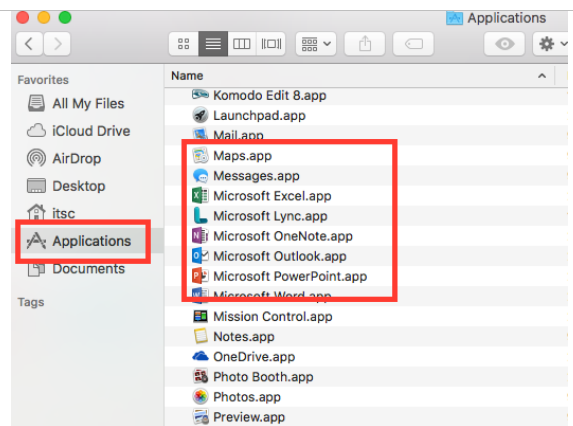
9. Edit the field **Description**, which will be shown as your mailbox name on Mac. Click OK when finished.

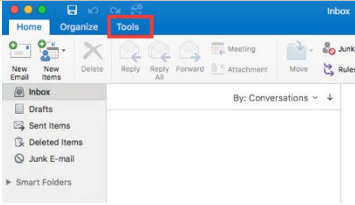
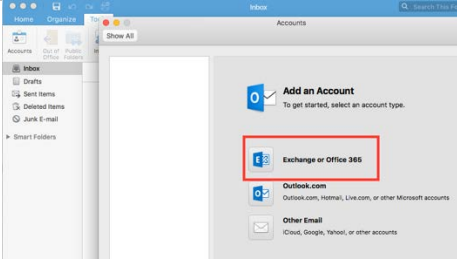
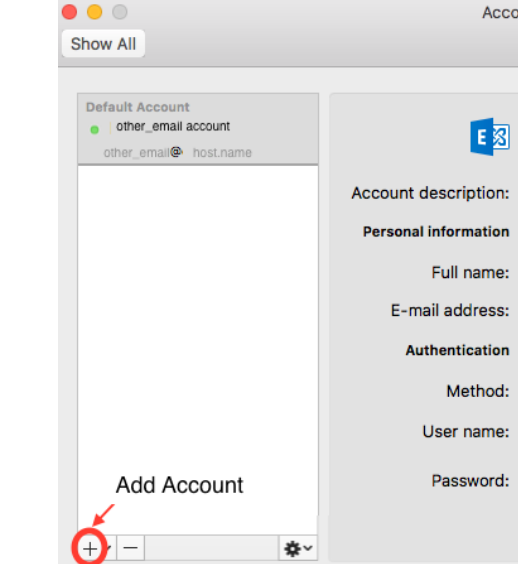
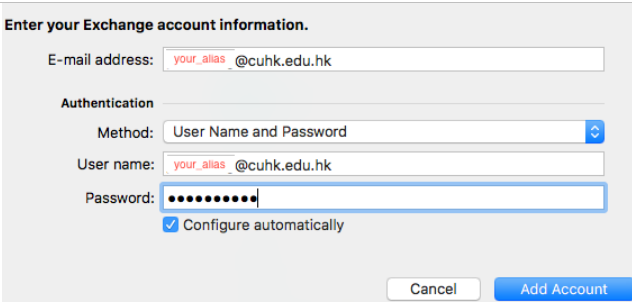


B. Set up Office 365 Mail Account with Outlook 2016 on Mac

If you have installed Outlook on your Mac, you can use it to connect to your Office 365 mailbox.

1. Open Finder → Go → Applications
→ MS Outlook.app

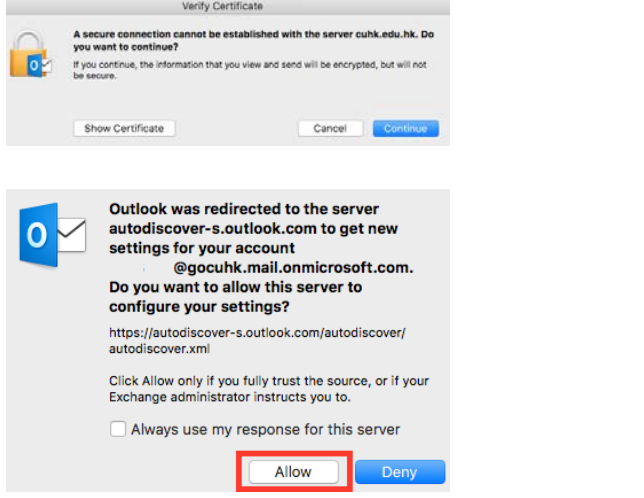


<p>2. Click Tools → Accounts</p>	
<p>3. Select Exchange or Office 365. Click the icon + on the left column to add account</p>	 <p style="text-align: center;">OR</p> 
<p>4. Input your CUHK Office 365 Account information:</p> <ul style="list-style-type: none"> • Email Address: alias@cuhk.edu.hk • Method: User Name and Password • Password: OnePass Password** • Check Configure automatically <p><i>** 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.</i></p> <p>Click Add Account.</p>	

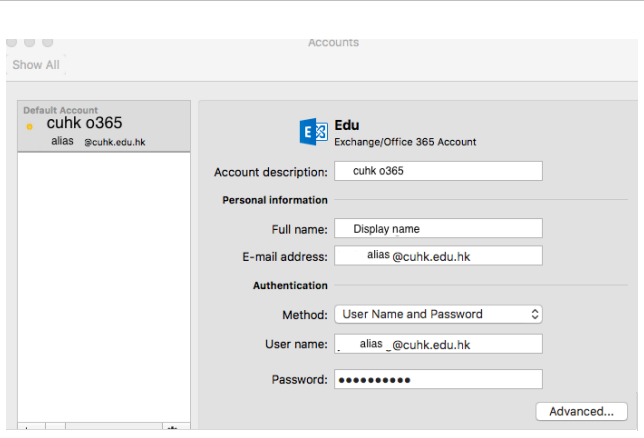
5. Wait for the configuration.

Click **Continue** to accept the Certificate.

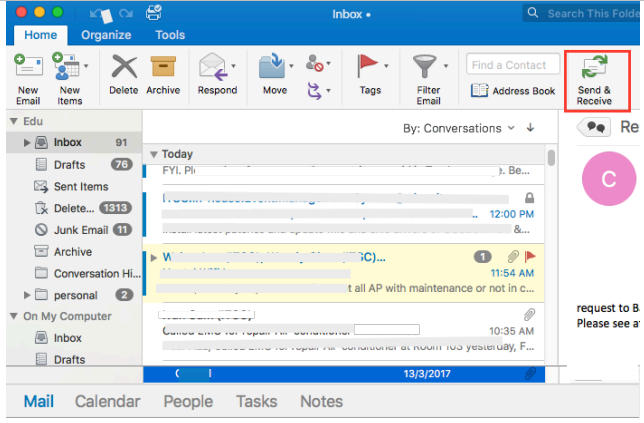
Click **Allow** to connect to Office 365 account



6. Your account setting will be generated. You may further edit the **Account description** or **Full name**.



7. Once finished, Outlook will start retrieving emails from your Office 365 mailbox.



Reference from Microsoft:

- [Download Microsoft and Recovery Assistant for Office 365 to fix Outlook and Office 365 problems](#)
- [Set up email account with different version of Outlook](#)
- [Get started with Office 365](#)
- [Back up your email as an Outlook data file](#)
- [Set up an email account in Outlook 2016 for Mac](#)

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