



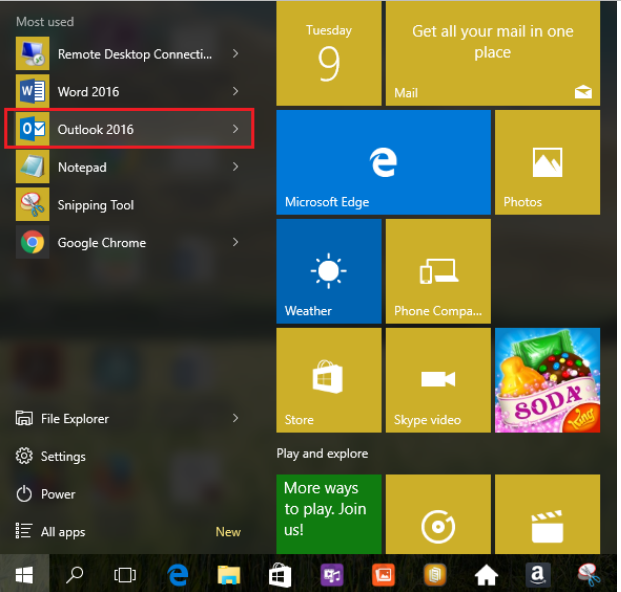
Connect to Office 365 Mail with Outlook 2016

(This user guide is applicable to Outlook 2016, while there will be slight different for lower version of Outlook.)

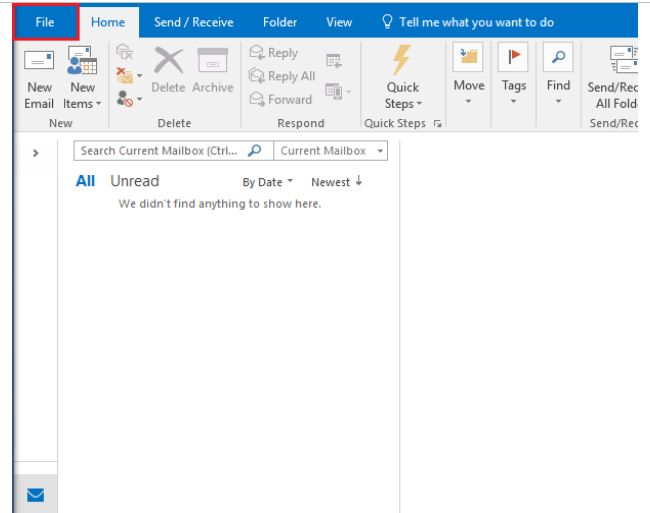
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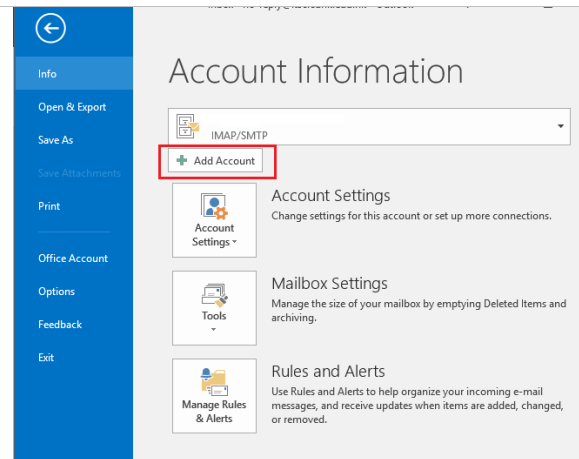
Set up Office 365 Mail Account on Outlook 2016

<p>1. Open Outlook 2016</p>	 <p>The screenshot shows the Windows Start menu interface. On the left, a list of 'Most used' applications includes Remote Desktop Connecti..., Word 2016, Outlook 2016 (highlighted with a red box), Notepad, Snipping Tool, Google Chrome, File Explorer, Settings, Power, and All apps. On the right, there are several live tiles: a clock showing 'Tuesday 9', a 'Mail' tile with the text 'Get all your mail in one place', a 'Microsoft Edge' tile, a 'Photos' tile, a 'Weather' tile, a 'Phone Compa...' tile, a 'Store' tile, a 'Skype video' tile, and a 'SODA' tile. At the bottom, there is a taskbar with icons for Windows, search, task view, Microsoft Edge, File Explorer, Store, Skype, and other background applications.</p>
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2. Click File



3. Click Add Account

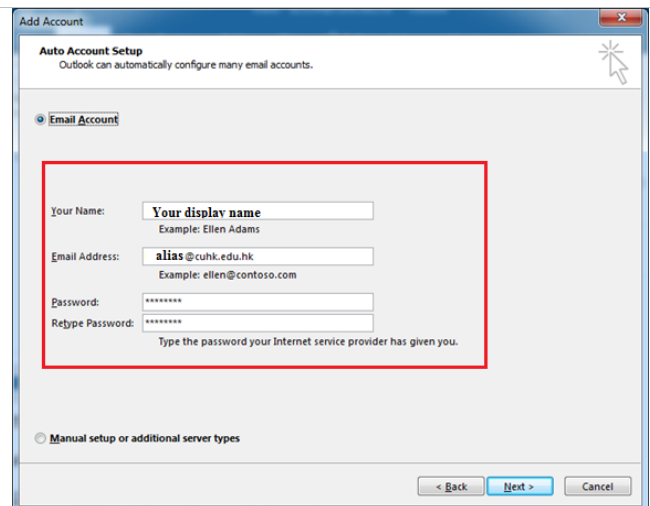


4. Input your CUHK Office 365 Account information:

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

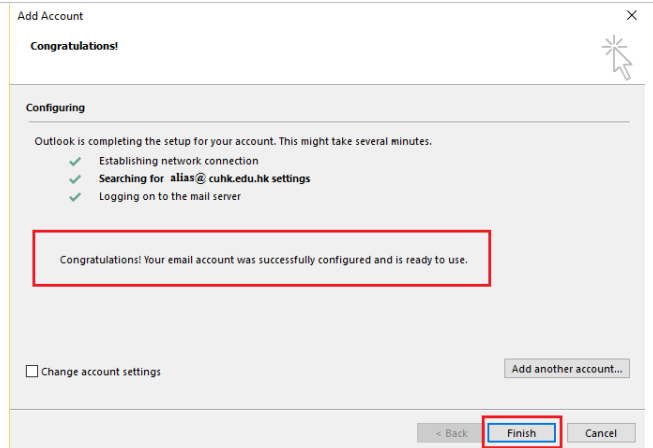
** For staff having departmental MS Exchange (Outlook) accounts, you should use your MS Exchange (Outlook) password to log in here. By changing OnePass (CWEM) Password after 12 May, 2016, you can then use OnePass Password to log in here and also departmental MS Exchange (Outlook) email.

Click **Next**.

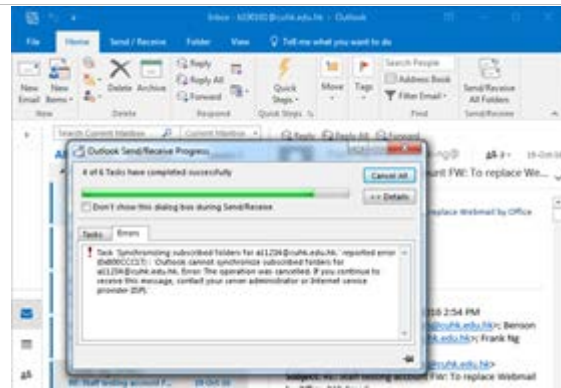


5. Wait for the configuration. Later, you will see “Your e-mail account is successfully configured and is ready to use”.

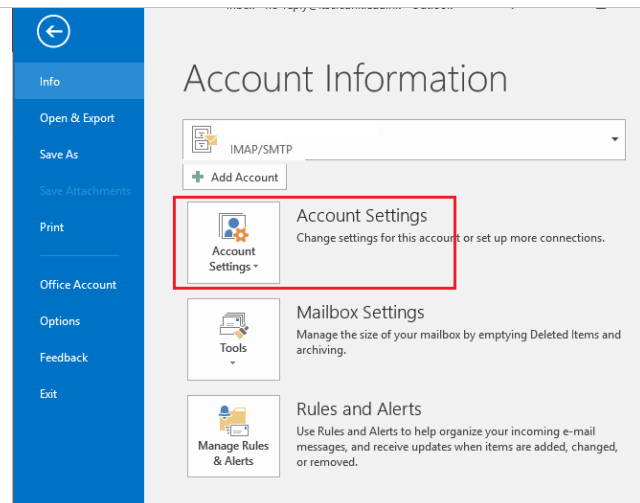
Click **Finish**.

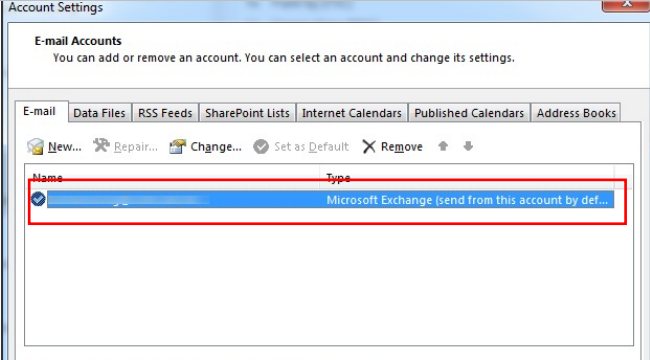
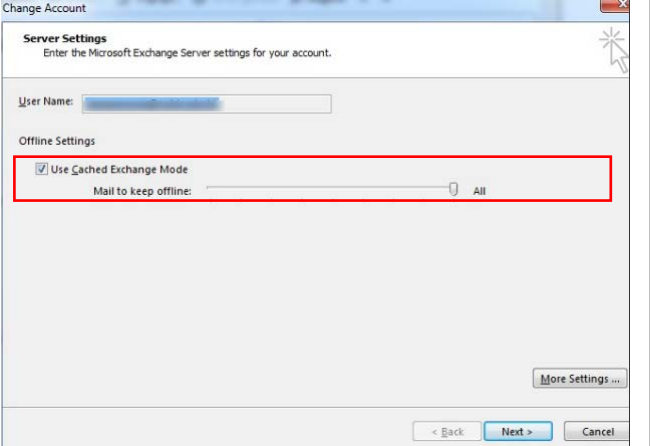


6. Complete setup and retrieve emails.



7. Choose **File** on the top menu bar and click **Account Settings > Account Settings...**



<p>8. Double click on the email account you just set up.</p>	
<p>9. To enhance your experience on using Outlook, please check Use Cached Exchange Mode. Click Next to finish the setting.</p>	

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](#)
- [A Youtube video illustrating Outlook file export \(folders, emails and contacts\)](#)

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