

Connect to Office 365 Mail / @Link with Android

(This user guide is applicable to devices running on Android 6.0 or above. The interfaces can be slightly different among devices.)

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

(For Staff only) If you have enrolled your account to use [DUO two-factor authentication](#) on Office 365 services, you must follow Part B here to complete the setup with Outlook App on Android. Currently, Android built-in Email App does not support DUO two-factor authentication.

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

1. Open the native **Email** app and input your login information as below:

Login ID

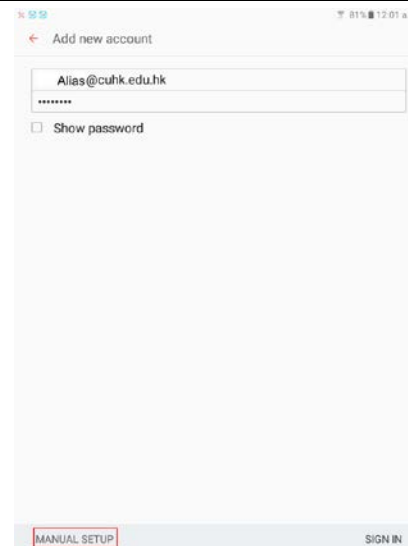
Student: Student-ID@link.cuhk.edu.hk

Staff: alias@cuhk.edu.hk (Check out your [email alias](#))

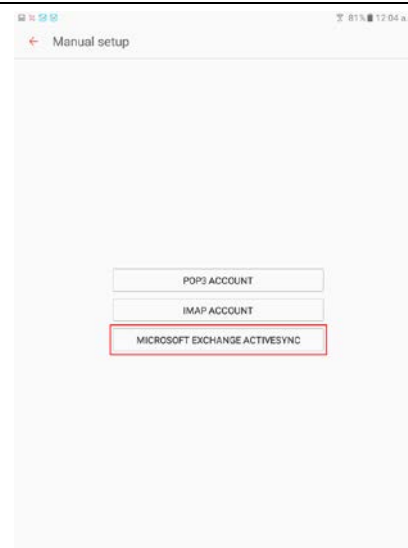
Alumni: Alumni-ID@link.cuhk.edu.hk

Password: OnePass (CWEM) Password

Click **Manual Setup**.



2. Choose **Microsoft Exchange ActiveSync**.



3. Input the account information as below:

Email address

Staff: alias@cuhk.edu.hk OR

Student / Alumni: alias@link.cuhk.edu.hk (Check out your [email alias](#))

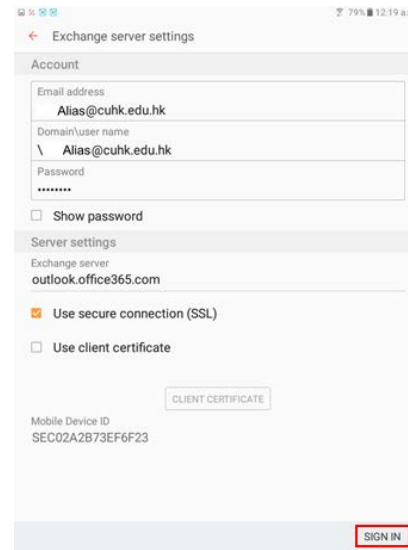
Domain / Username: same as your **Login ID** in step 1

Password: OnePass (CWEM) Password

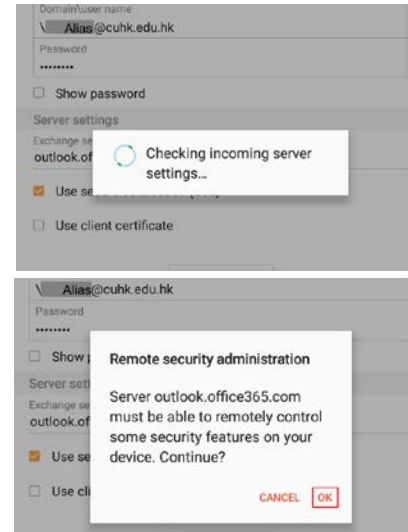
Server: outlook.office365.com

Check **Use secure connection (SSL)**.

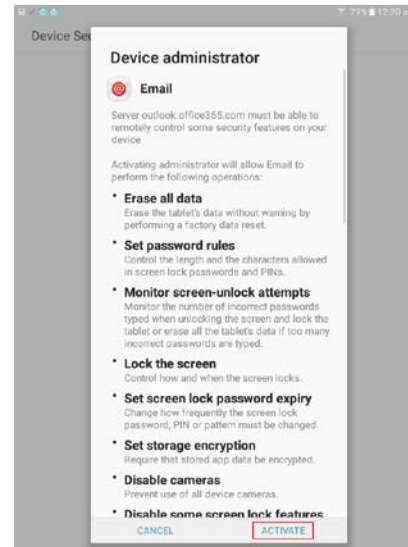
Then click **Sign In**



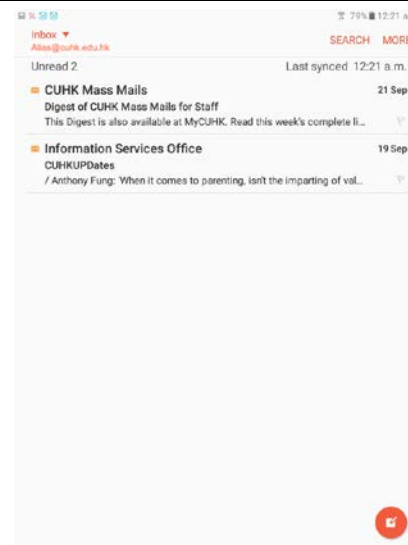
4. Click **OK** to continue.



5. Click OK to Activate Email.

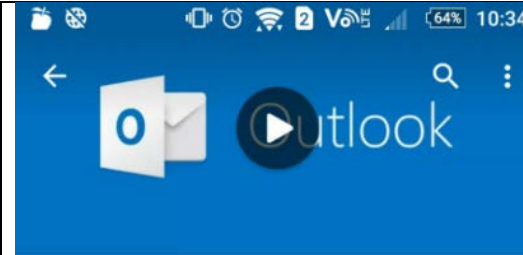


6. Setup complete.

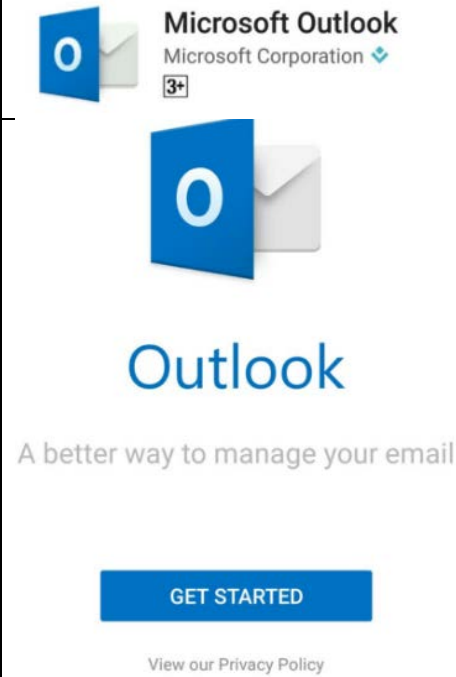


B. Setup of Office 365 Mail with Outlook App on Android

1. Download Microsoft Outlook in Google Play Store.



2. Open the app Outlook and tap get started.



3. Please input your email address

Staff: alias@cuhk.edu.hk OR

Student / Alumni: alias@link.cuhk.edu.hk (Check out your [email alias](#))

← Add Account

Enter your primary work or personal email address.

Email Address

CONTINUE

4. You will be re-directed to CUHK Login Page. Please input your **OnePass (CWEM) password** .

CUHK LOGIN

For Office 365, @Link, LibrarySearch and more

Login with

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

Staff: *alias@cuhk.edu.hk*

Alumni: *alumni-ID@link.cuhk.edu.hk*

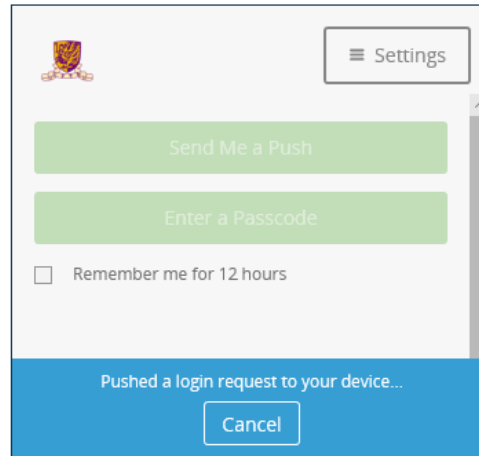
Password: OnePass Password

Login ID

OnePass Password

Sign in

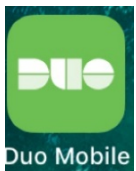
(For Staff only) If you have enrolled your account to use [DUO two-factor authentication](#), you will see the following screen verifying you by the 2nd factor as step 5 below. Otherwise, please directly go to [step 6 below](#).



5A. For using DUO Push

On your mobile device, a “Login Request” notification will be popped out from the app **DUO Mobile**. Tap the notification on your mobile device and tap **Approve**.

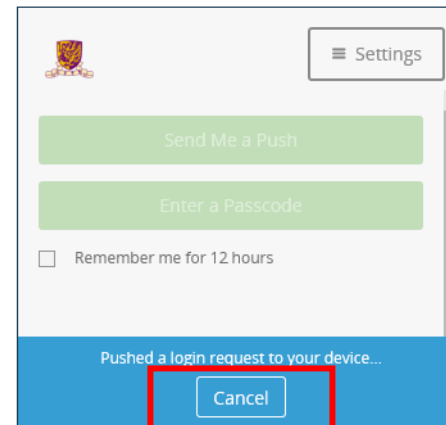
Otherwise, please open the mobile app **DUO Mobile**.



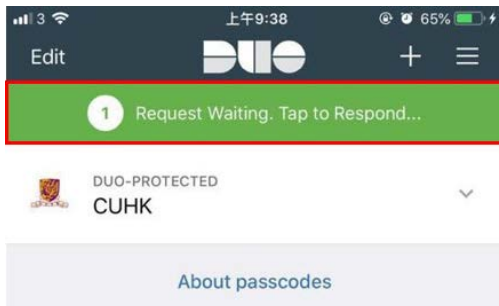
Tap the green bar “Request Waiting” on the top. If you do not see the bar, please check if you are connected to the internet and slide

2B. For using DUO Passcode

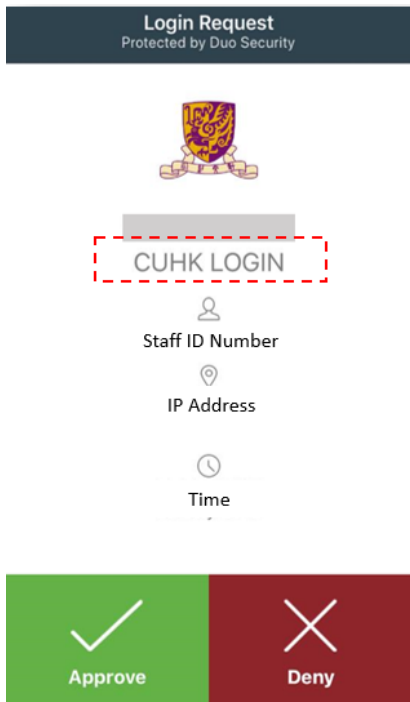
Click **Cancel**.



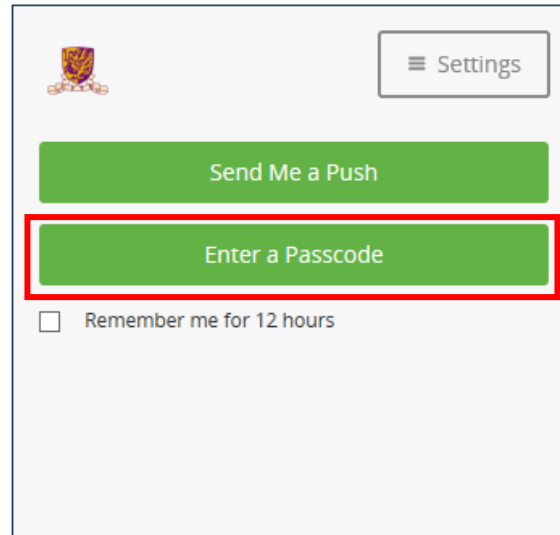
down to refresh the app.



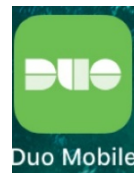
Click **Approve**.



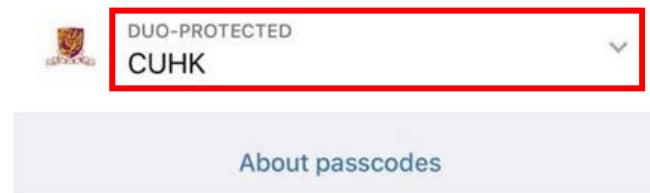
Tap **Enter a Passcode**.



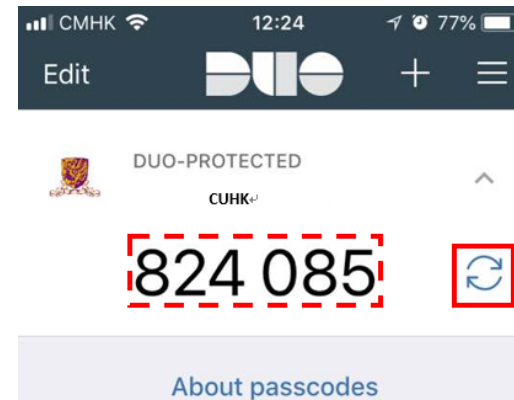
Please open the mobile app **DUO Mobile** on your mobile device.



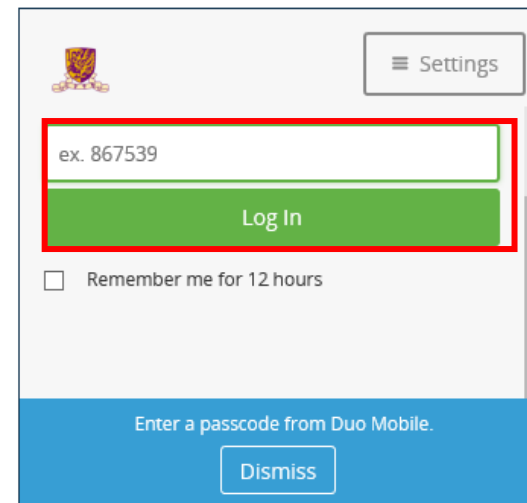
On your mobile, tap **DUO-PRITECTED CUHK** to view the passcode.



You can always refresh the passcode if necessary.



Back to the app **Outlook**, please enter the DUO passcode and click **Log In**.



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

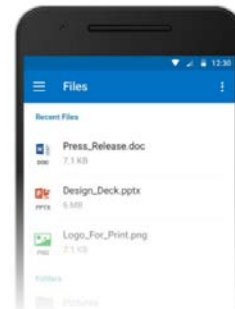


Would you like to add another
account now?

LET'S DO IT!

MAYBE LATER

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

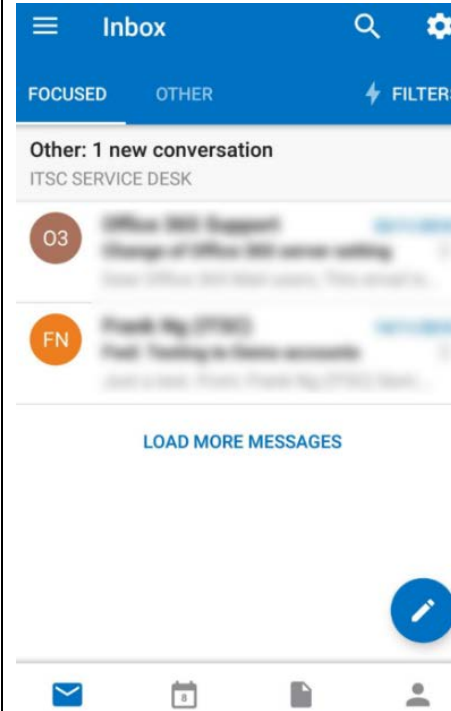


Attach Files

Attach files from Dropbox, Google
Drive, OneDrive, or your mailbox.



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



C. Reference from Microsoft:

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

Prepared by: User Support Services, Information Technology Services Centre

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