Connect to Office 365 Mail with Android

(This user guide is applicable to Android 6.0 or above, 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

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

1. Open the Email app.

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

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.
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 (Check out your email alias)
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.

5. After login completes, you may choose to add other email accounts to Outlook here. Otherwise, please click **MAYBE LATER** to continue.
6. Microsoft now shows you some features about using **Outlook** app.

7. 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

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