Connect to Office 365 Mail with Android

(This user guide is applicable to Android 9.0 or above, while Android 6/7/8 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.

Table of Contents

A. Setup of Office 365 Mail with Outlook App on Android (Recommended) ............................................. 1
B. Setup of Office 365 Mail with Android built-in Email App ................................................................. 4
C. Reference from Microsoft: ...................................................................................................................... 9

For enquiries, please contact ITSC

- Hotline: 3943 8845 (during office hours)
- Online Service Desk: http://servicedesk.itsc.cuhk.edu.hk

A. Setup of Office 365 Mail with Outlook App on Android (Recommended)

1. Download Microsoft Outlook in Google Play Store.

2. Open the app Outlook and tap get started.
3. Enter
   - *CUHK Email Address

*CUHK Email Address
- Students: Student-ID@link.cuhk.edu.hk
- Staff: alias@cuhk.edu.hk
- Alumni: alumni-ID@link.cuhk.edu.hk

Click CONTINUE.

4. You will be re-directed to CUHK Office 365 Login Page.
   Enter:
   - *CUHK Email Address
   - OnePass Password

*CUHK Email Address
- Students: Student-ID@link.cuhk.edu.hk
- Staff: alias@cuhk.edu.hk
- Alumni: alumni-ID@link.cuhk.edu.hk

Click Sign in.
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**!

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

1. Open the app **Email** and choose **Exchange**.
2. Enter

- *CUHK Email Address
- OnePass Password

*CUHK Email Address
- Students: Student-ID@link.cuhk.edu.hk
- Staff: alias@cuhk.edu.hk
- Alumni: alumni-ID@link.cuhk.edu.hk

And then click SIGN IN.

If your device fails to connect your mailbox automatically, please choose MANUAL SETUP and enter the configuration as below (refer to Figure 1 for MANUAL SETUP button).

Server: outlook.office365.com
Port: 993 or 443
Security Type: SSL/TLS
3. Accept the Remote security administration.

4. Click **NEXT** to proceed.
5. Click **ACTIVATE**.

6. This will be the interface of your alias@cuhk.edu.hk mail box.

Click 📧 for further settings.
7. Click **Settings**.

8. Click into your account.
9. Click **Calendar sync range**.

Set your preferred Calendar sync range and sync options.

![Calendar sync range settings](image)

10. Set your preferred Calendar sync range and sync options. You can then start checking out emails in your Office 365 Mail.

![Calendar sync range options](image)

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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