Connect to Office 365 with iOS
(This user guide suits iOS 11 or above the best.)

Table of Contents

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Setup of Office 365 Mail with iOS built-in Email App</td>
<td>2</td>
</tr>
<tr>
<td>B</td>
<td>Setup of Office 365 Mail with iOS Outlook App</td>
<td>11</td>
</tr>
</tbody>
</table>
## A. Setup of Office 365 Mail with iOS built-in Email App

1. **Open Settings**
   
   - Click **Account and Password**.

2. **Click Add account.**

![Image of settings screen](image-url)
3. Click **Exchange**.
4. Enter the profile information

**Email:**
Staff: alias@cuhk.edu.hk OR
Student / Alumni: alias@link.cuhk.edu.hk (Check out your email alias)

**Description:** your email address or any keyword for you to identify

Click **Next**.

5. Click **Login** or **Sign in**.

   ![Sign in to your "cuhk.edu.hk" Exchange account using Microsoft?](image)
   - Your email address will be sent to Microsoft to discover your Exchange account information.
   - Configure Manually
   - Sign In
6. Login with your *Login ID* and *OnePass Password*.

*Login ID*

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

Staff:
alias@cuhk.edu.hk

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

Click **Login**.
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 7 below. Otherwise, please go to step 8.

7A. 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 down to refresh the app.

7B. For using DUO Passcode

Click Cancel.

Tap Enter a Passcode.
Click **Approve**.

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

On your mobile, tap **DUO-PROTECTED 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.
8. Now, you can customize the setting for your email and choose what to be synchronized to your device.
9. Click the app Mail to check out emails.
B. Setup of Office 365 Mail with iOS Outlook App

1. Click the icon to run the Outlook App

2. Enter your email address:
   - **Staff:** alias@cuhk.edu.hk OR
   - **Student / Alumni:** alias@link.cuhk.edu.hk (Check out your email alias)

   Click *Add new account*
3. Enter your **OnePass Password**
(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 r below. **Otherwise, please directly go to step 5 below.**

4A. **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 down to refresh the app.

4B. **For using DUO Passcode**

Click **Cancel**.

Tap **Enter a Passcode**.
Click Approve.

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.
5. Click **Maybe later** to continue.

6. Click **skip** to continue.

   Or click ➡️ to read the quick guide.
7. Click **Open** to turn-on the notification

Or click **No, thanks** to skip the setting.

8. Now, you can use the email on Outlook App.