Connect to Office 365 Mail on Mac

(This user guide is applicable to Mac OS 10.12.4, while there will be slide difference for other version of Mac OS. You may use the mail app OR install Outlook to connect to Office 365 Mail on Mac.)

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A. Set up Office 365 Mail Account with the built-in Mail App on Mac

1. Go to 
   Finder > Applications > Mail

2. On the top menu bar, choose 
   Mail > Add Account…

* You can directly go to step 3 below 
  if your Mail app does not connect 
  to other mailbox at the moment.
3. Choose the mail account provider Exchange > Continue.

4. Sign in with your *OnePass Account.

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

**Password: OnePass Password
5. Select what kind of data you would like to synchronizing to your Mac.

   Click Done.

6. After some time, you will see a mailbox called Exchange appeared.
7. You can change the mailbox name for your convenience.

On the top menu bar, go to **Mail > Accounts**.

8. Choose the **Exchange** account and click **Details...** on the right.
9. Edit the field **Description**, which will be shown as your mailbox name on Mac.

Click **OK** when finished.
B. Set up Office 365 Mail Account with Outlook 2016 on Mac (Recommended)

If you have installed Outlook on your Mac, you can use it to connect to your Office 365 mailbox.

1. Open Finder → Go → Applications → MS Outlook.app

2. Click Tools → Accounts
3. Click **Add Email Account**

4. Enter *Email Address*

   - Email for Student: [Student-ID@link.cuhk.edu.hk](mailto:Student-ID@link.cuhk.edu.hk)
   - Email for Staff: [alias@cuhk.edu.hk](mailto:alias@cuhk.edu.hk)
   - Email for Alumni: [Alumni-ID@link.cuhk.edu.hk](mailto:Alumni-ID@link.cuhk.edu.hk)

   Click **Continue**.
5. Login with *your email* and *OnePass Password*.

* Email for Student:  
  Student-ID@link.cuhk.edu.hk  
* Email for Staff:  
  alias@cuhk.edu.hk  
* Email for Alumni:  
  Alumni-ID@link.cuhk.edu.hk

Click Sign in.
6. Click **Done** to complete the setting.

C. 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](#)
- [Set up an email account in Outlook 2016 for Mac](#)