Connect to Office 365 Mail on MacOS platform

(This user guide suits MacOS 10.14.5 the best and is applicable to other version of MacOS with slight difference in user interface.)

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For enquiries, please contact ITSC

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

A. Set up Office 365 Mail Account on Outlook (ver 2016 or above Recommended)

1. Open Finder > App Store > search Outlook
   > Get Outlook
   > Install Outlook

2. Open the Outlook App, click Get Started

   Click Allow the notification from Outlook, OR, click Don’t Allow to mute the notification.

   > Existing Office 365 Users? Sign in
Enter *CUHK Email Address

Click Next.

Enter
• *CUHK Email Address
• OnePass Password
Click Sign in.

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

3. Click Start Using Outlook
   > Add your Email Address

Click Done to complete setup,
OR Add Another Account as you want.

> Got it.

Now you can use Outlook on your Mac.
B. Set up Office 365 Mail Account on MacOS Native Mail Client

1. Open Finder > Mail

Select Exchange

Click Continue

Enter
- Make a name here for your Mail profile (you can enter *CUHK Email Address)
- *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

> Sign in

> Sign in

2. Enter as below.
- *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.
Uncheck the item which you do NOT want to use with this account.

Click Done to complete the setup.

Now you can use MacOS Mail client.