

# Connect to Office 365 Mail with Outlook 2016

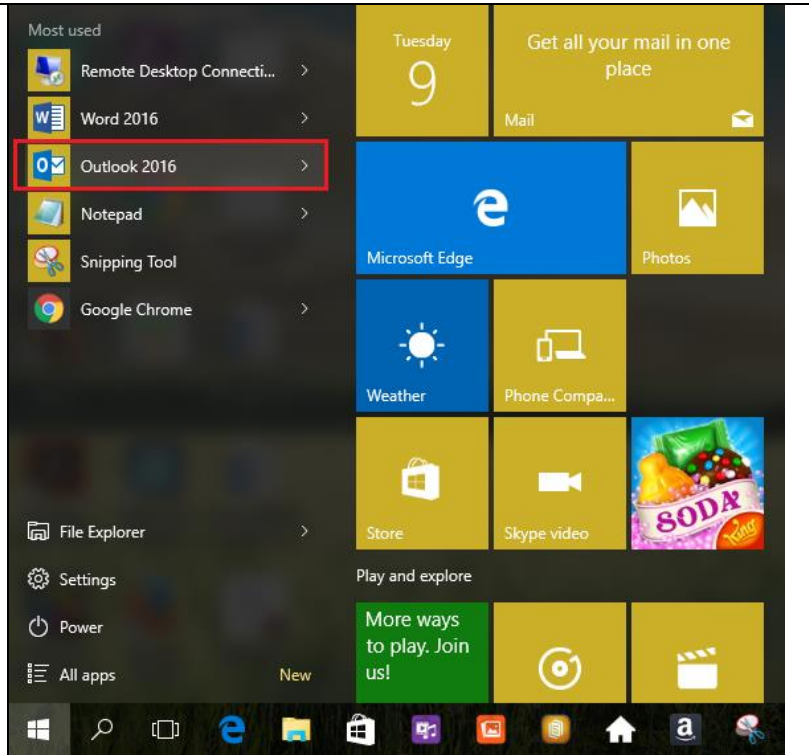
*(This user guide is applicable to Outlook 2016, while there will be slight different for lower version of Outlook.)*

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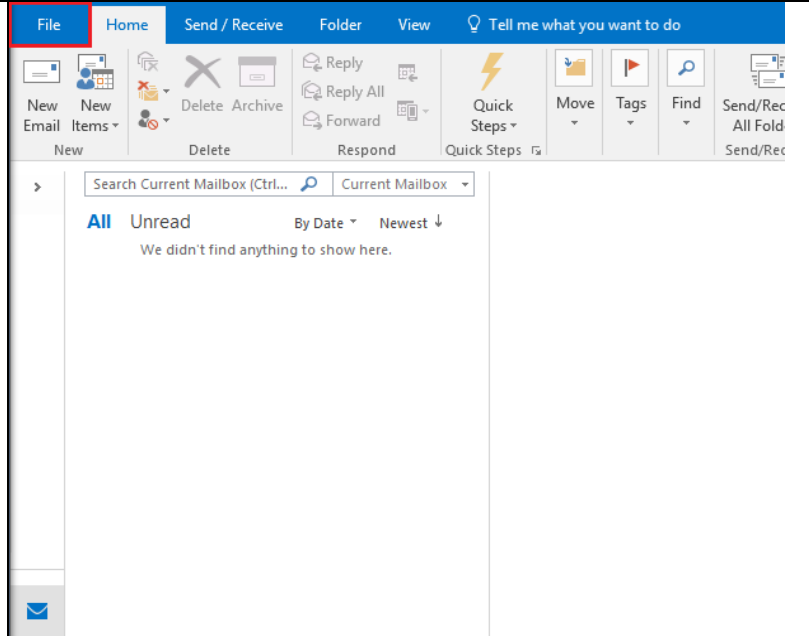
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## A. Set up Office 365 Mail Account on Outlook 2016

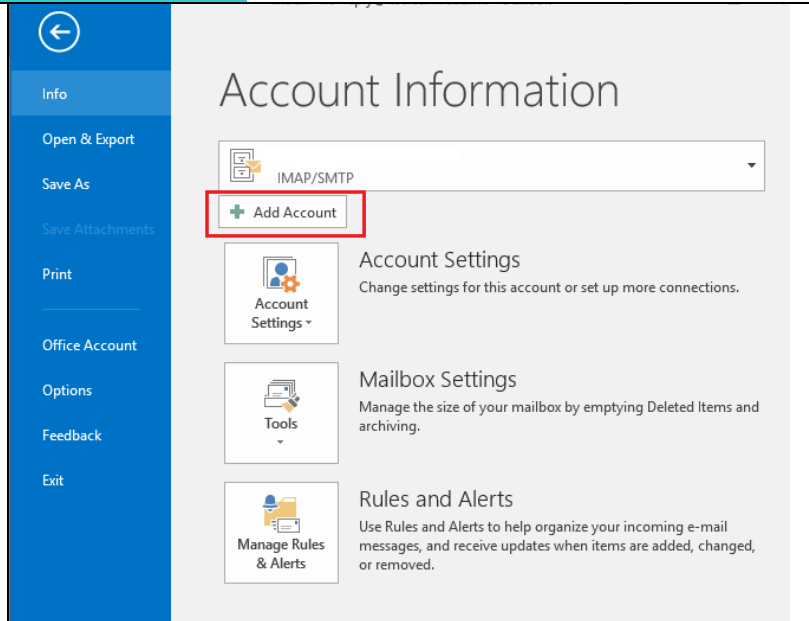
1. Open Outlook 2016



2. Click File



3. Click **Add Account**



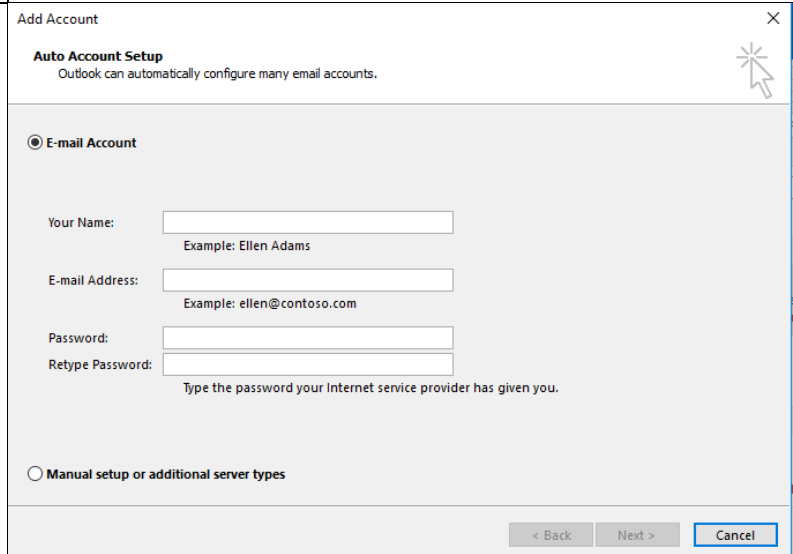
4. Input your CUHK Office 365

Account information:

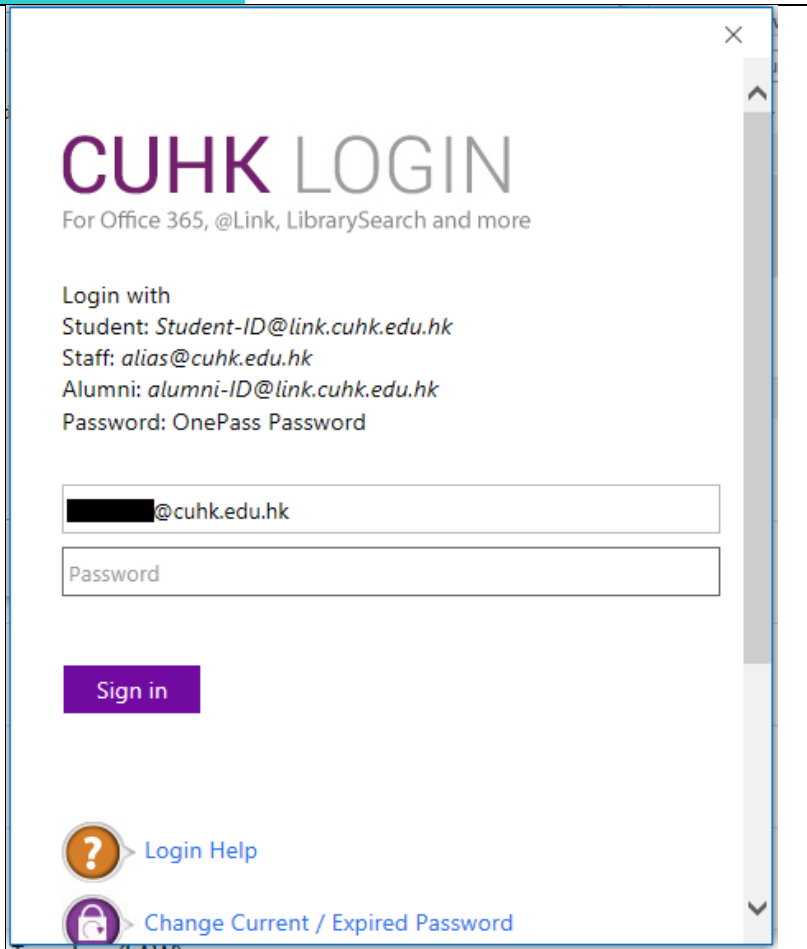
- Your Name: the display name appeared at the “from” field
- Email Address: alias@cuhk.edu.hk
- Password: OnePass Password\*\*

\*\* You may not be asked to input your password again if you have logged in Office 365 apps recently.

Click **Next**.

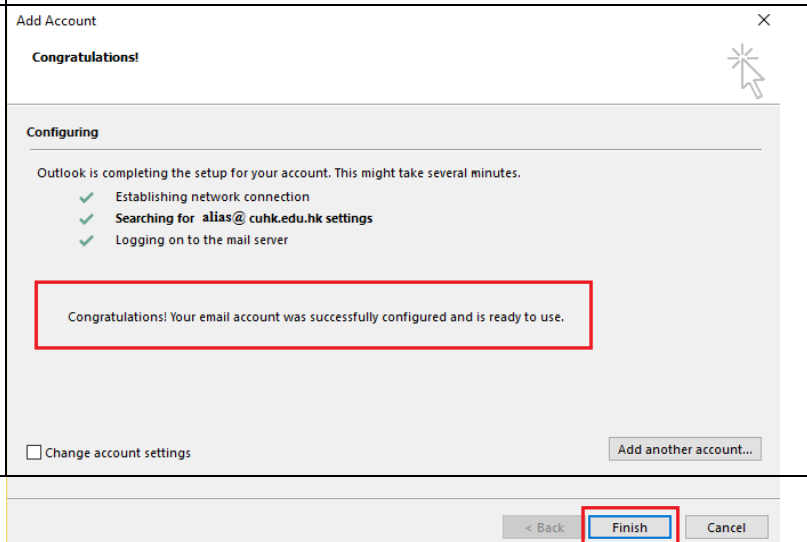


5. Input OnePass password again  
then click **Sign in**

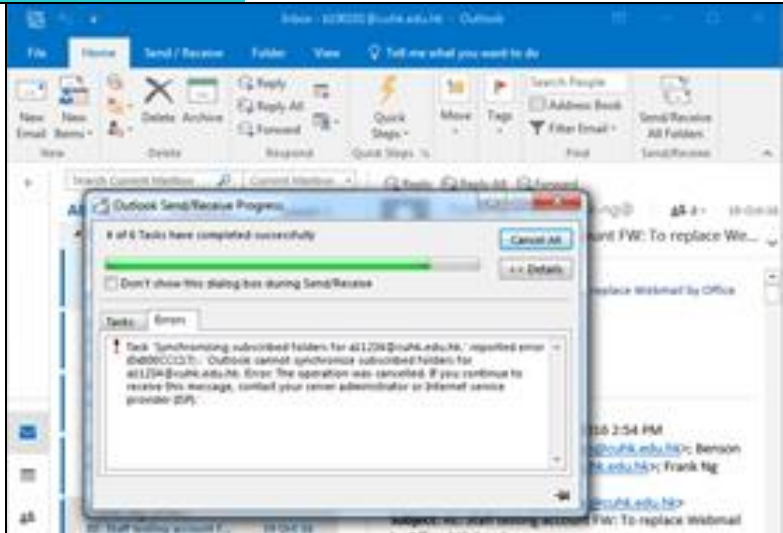


6. Wait for the configuration. Later,  
you will see “Your e-mail account  
is successfully configured and is  
ready to use”.

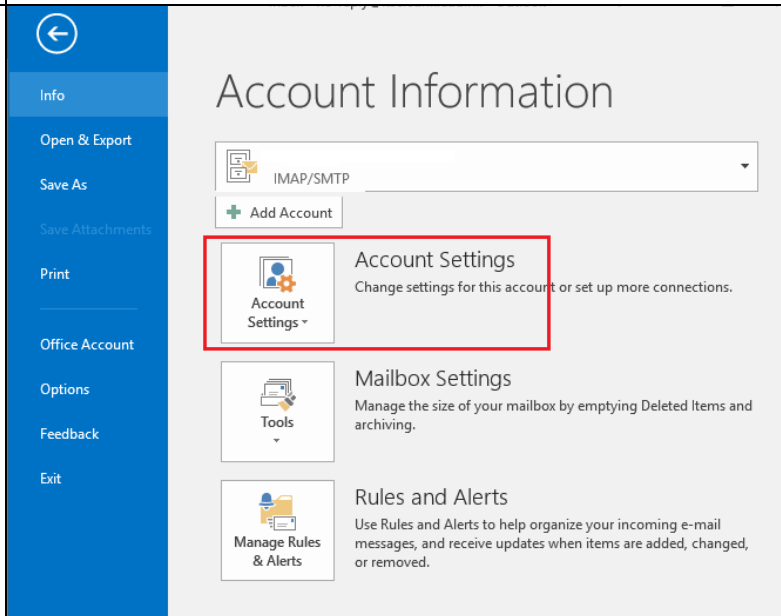
Click **Finish**.



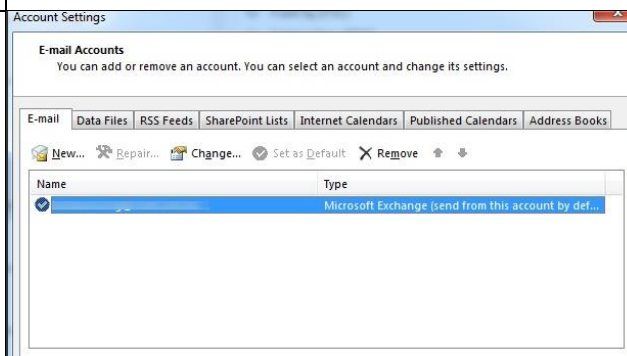
7. Complete setup and retrieve emails.



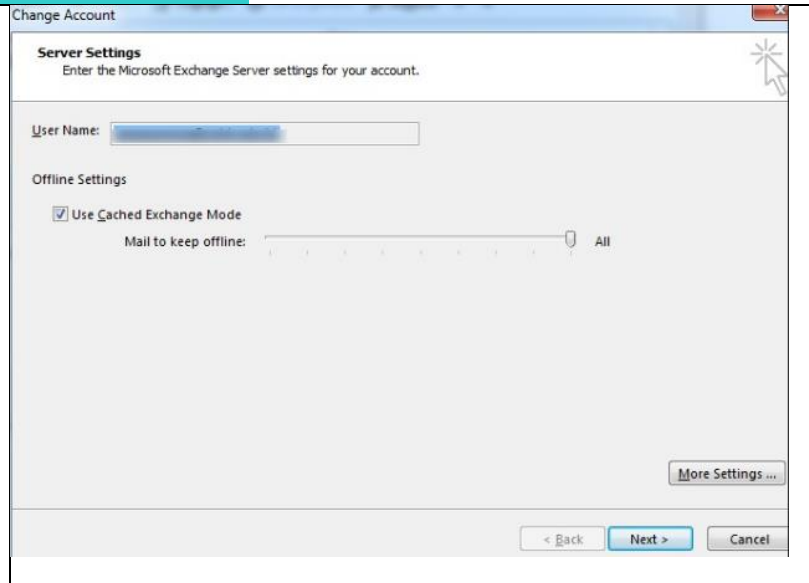
8. Choose **File** on the top menu bar and click **Account Settings > Account Settings...**



9. Double click on the email account you just set up.



10. To enhance your experience on using Outlook, please check Use **Cached Exchange Mode**. Click **Next** to finish the setting.



#### B. 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](#)
- [A Youtube video illustrating Outlook file export \(folders, emails and contacts\)](#)

**Prepared by:** User Support Services, Information Technology Services Centre

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The Chinese University of Hong Kong