Access Office 365 Mail on Web Browsers

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A. Enter and Quit Your Office 365 Mail through Web Browser

   
   **Login ID:**
   Student: Student-ID@link.cuhk.edu.hk
   Staff: alias@cuhk.edu.hk
   Alumni: alumni-ID@link.cuhk.edu.hk
   
   **Password:** 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 2 below. Otherwise, please directly go to step 3.

![DUO Verification Screen](image)

2A. **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**.

![DUO Mobile App](image)

Tap the green bar **“Request Waiting”** on the top. If you do not see the bar, please check if you are connected.

2B. **For using DUO Passcode**

Click **Cancel** in the web browser.

![Cancel Button](image)
to the internet and slide down to refresh the app.

Click **Approve**.

Click **Enter a Passcode**.

Please open the mobile app **DUO Mobile** on your mobile device.
On your mobile, tap **DUO-PRITECED CUHK** to view the passcode.

You can always refresh the passcode if necessary.
Back to your web browser, please enter the DUO passcode and click **Log In**.

3. If you want to stay signed in, click **Yes**.

Otherwise, click **No**.
4. Click the **Outlook**.

5. Now you can check out your emails.
6. After use, click the **profile picture** on the right top and **Sign out**.

B. **Reference from Microsoft**:

- FAQs for signing in Office 365 Mail on web
- Get started with Office 365

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