First Time Login to Office 365 Mail (New Retiree Email Service)
(This user guide suits all common internet browsers.)

Enquiries
• Phone: 39438845
• Web: https://cai.itsc.cuhk.edu.hk/servicedesk/guest/

2. Type your retiree email address xxx@e.cuhk.edu.hk. Click Next.
3. Enter the password that ITSC sent to you.
4. You will be asked to update your password. Please enter the password that ITSC sent to you at “Current Password”; and the password you like twice at “New Password” and “Confirm password”.

Once finished, click **Sign in**.
5. You will be asked if you would like stay signed in. Click **Yes** if you don’t want to enter the password time to time.

6. You are now in the Office 365 portal. Click **Outlook** to check emails.
7. On left hand side, click **More** under Folders.

8. You can check the email after click **Inbox**