O365 Retiree Email Service – General Function

(This user guide suits all common internet browsers.)

Enquires

- Phone: 3943 8845
- Web: https://cai.itsc.cuhk.edu.hk/servicedesk/guest/

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A. Check Mailbox

1. Go to the login page:
   
   [https://portal.office.com](https://portal.office.com)
2. Type your retiree email address xxxx@e.cuhk.edu.hk Click Next.

3. Enter the password that ITSC sent to you.
4. 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.

5. You are now in the Office 365 portal. Click **Outlook** to check emails.
6. On left hand side, click **More** under Folders.
7. You can check the email after click Inbox.
B. Log Out o365 Mail

1. Click the circle icon on the top right corner, then select **Sign out**.
2. You have now been signed out. Kindly close all the browser windows if you want to have a complete logout.

You signed out of your account

It's a good idea to close all browser windows.