User Guide for Setting up Outlook App for Android

Prepared By

ITSC

Version: 1.0

Jul 2018

Table of Contents

2.   Outlook for Android

Native Mail App pre-installed with Android device does not work with secure Modern Authentication. To enhance security by using modern authentication and enabling DUO two-factor authentication (2FA) with O365 mail service, there is a prerequisite to use Outlook for Android App (https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en) as a replacement.

Outlook for Android allows you to manage Mail and Calendar within the Outlook App. It also supports Azure Information Protection (AIP) for email encryption. You can also enable Phone Contact Synchronization with your Office 365 account.

3.   Setup Your CUHK @cuhk.edu.hk mail account on Outlook for Android

Steps	Screen Capture
If you do not have it yet, install it from Google Play. Open Outlook App. It may be able to find some existing accounts if you have other Microsoft Apps installed. Otherwise, you can add your CUHK email account as a new one. Please tap "GET STARTED".	 **Outlook** A better way to manage your email. **GET STARTED**
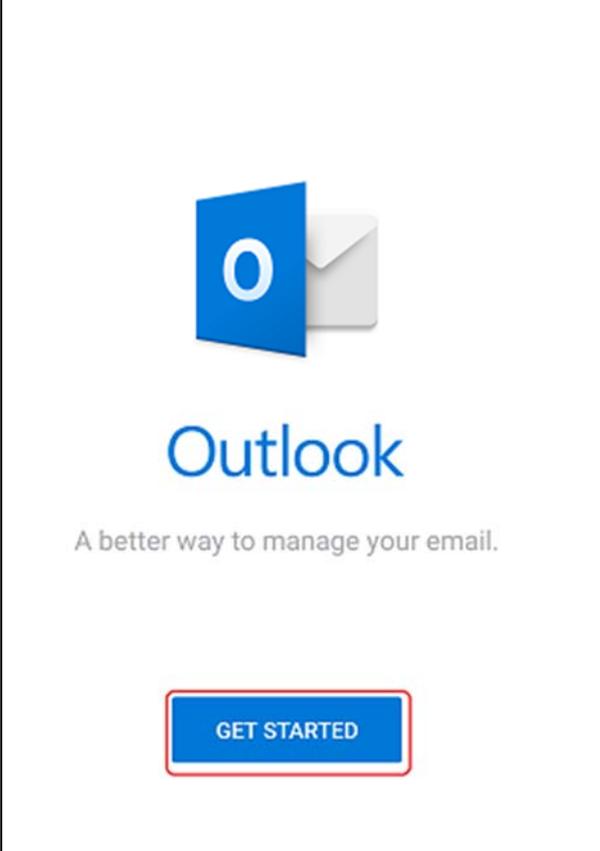
Enter your @cuhk.edu.hk email address and tap "CONTINUE >".	**Add account** ❓ Enter your work or personal email address. ⬛@cuhk.edu.hk PRIVACY AND TERMS G **ADD GOOGLE ACCOUNT** **CONTINUE >**
If Modern Authentication is working, it will redirect you to CUHK Login website. Please enter your OnePass and then tap "Sign in".	**CUHK** LOGIN For Office 365, @Link, LibrarySearch and more Login with Student: *Student-ID@link.cuhk.edu.hk* Staff: *alias@cuhk.edu.hk* Alumni: *alumni-ID@link.cuhk.edu.hk* Password: OnePass Password ⬛@cuhk.edu.hk OnePass Password **Sign in**

| If DUO 2FA is enabled, you can select to "Send Me a Push" to your enrolled mobile or tap "Enter a Passcode" to input one-time passcode given by DUO Mobile App on your enrolled mobile for authentication approval. | |

Open the DUO Mobile App on your enrolled mobile device, then tap on the notification message, a Login Request with the information of requesting source is displayed.
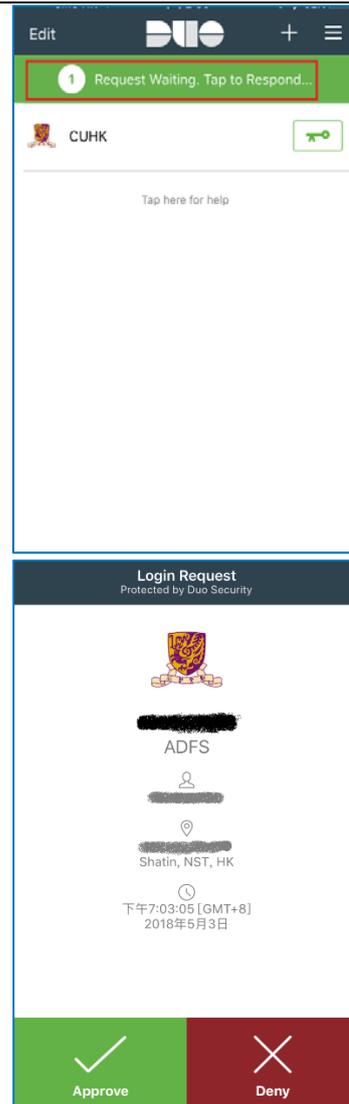
If you do not need to add another account, tap "Skip" to complete. You will start receiving mail in your Inbox.	**Account added** Would you like to add another account now? SKIP CONTINUE >

4.   To setup Contact Synchronization in Outlook for Android

By default, Outlook App will not synchronize Contact. To make the Contact of your Android device synchronized with your @cuhk.edu.hk mailbox, please tap the 3-bar Menu icon of Outlook for Android.	
Then the Cog settings icon at the lower-left corner.	
Select your Office 365 account.	
Turn on "Sync contacts".	
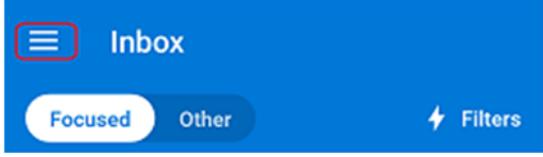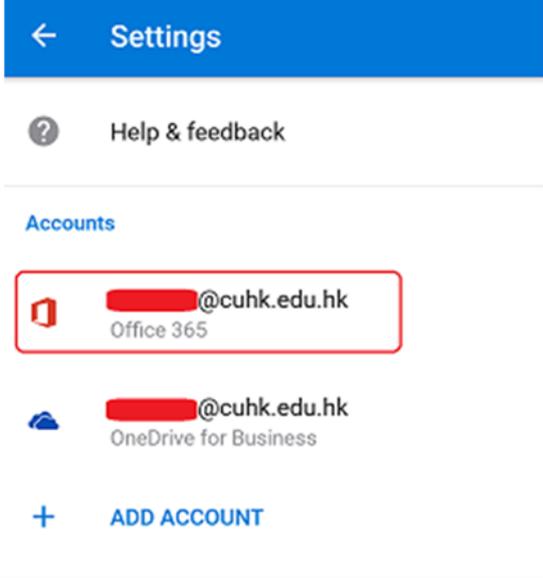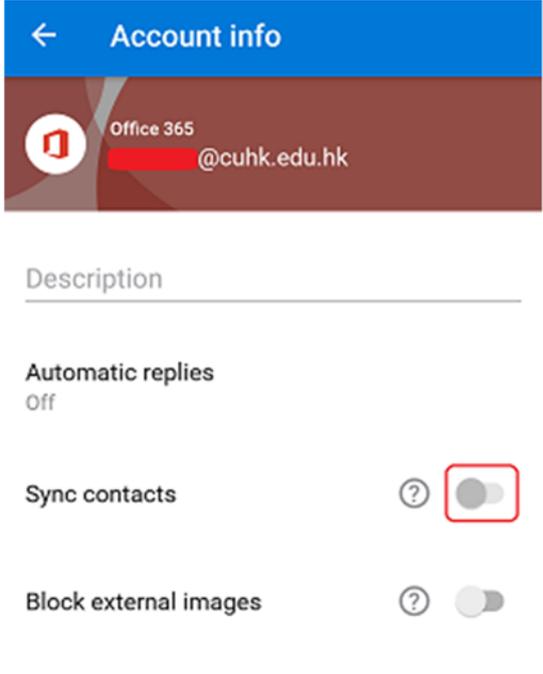
If needed, please tap "ALLOW" to authorize Outlook to access your device's contacts. Contacts synchronization with your account will then be started.	
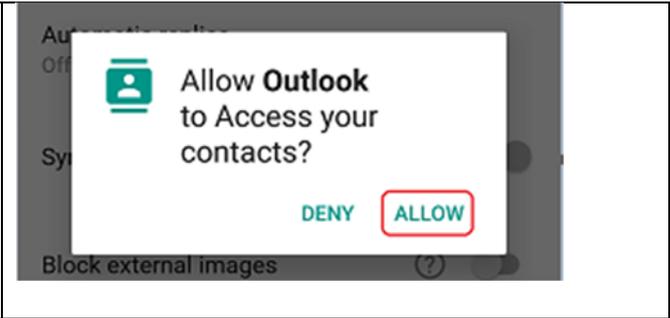
5. Display Office 365 Contacts
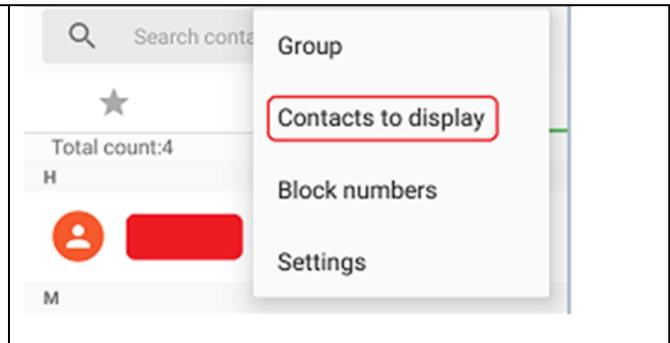
The Contact App of your Android device may not display contacts from all sources. To display contacts from your @cuhk.edu.hk Office 365 account, open Android Contact App; then tap Menu and select "Contacts to display". Please note that different Android may have slightly different menu/option arrangement. The captured screen is used as a general reference only.	
Make sure that the contact from your Office 365 account (account ended with @cuhk.edu.hk:Office365) is selected.	