

Forwarding Emails from Office 365 / @Link to Your Personal Mailbox

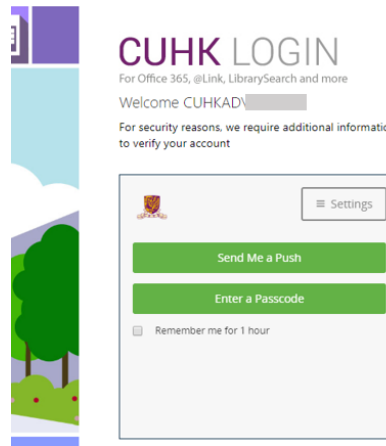
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A. Setup auto-forwarding from CUHK mail box to personal email.

<p>1. Visit CUHK Office 365 Portal: http://www.cuhk.edu.hk/o365</p> <p>Login ID: Student: <i>Student-ID@link.cuhk.edu.hk</i> Staff: <i>alias@cuhk.edu.hk</i> Alumni: <i>alumni-ID@link.cuhk.edu.hk</i></p> <p>Password: OnePass Password</p>	
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(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.



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**.

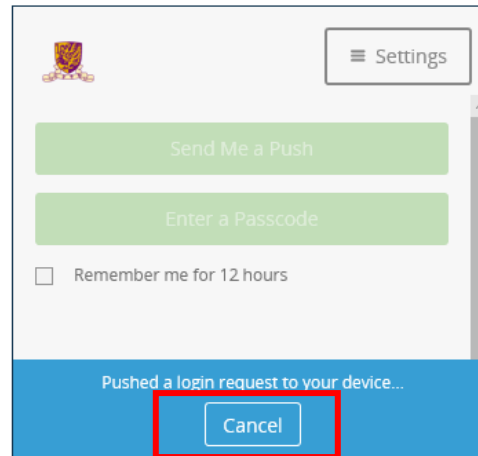
Otherwise, please open the mobile app **DUO Mobile**.



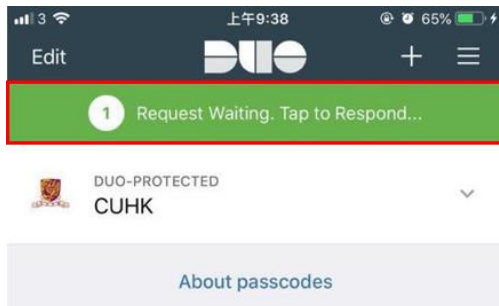
Tap the green bar “**Request Waiting**” on the top. If you do not see the bar, please check if you are connected to

2B. For using DUO Passcode

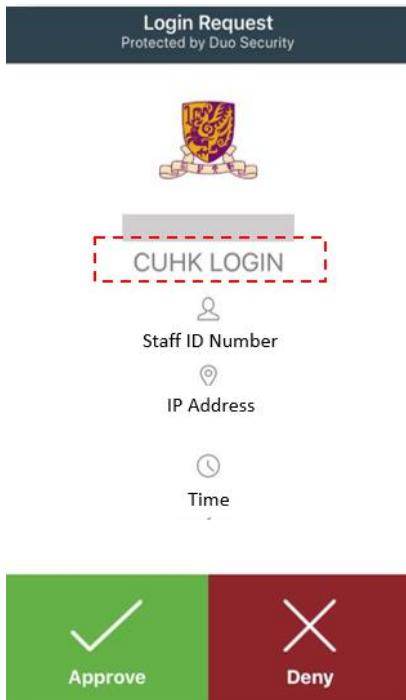
Click **Cancel** in the web browser.



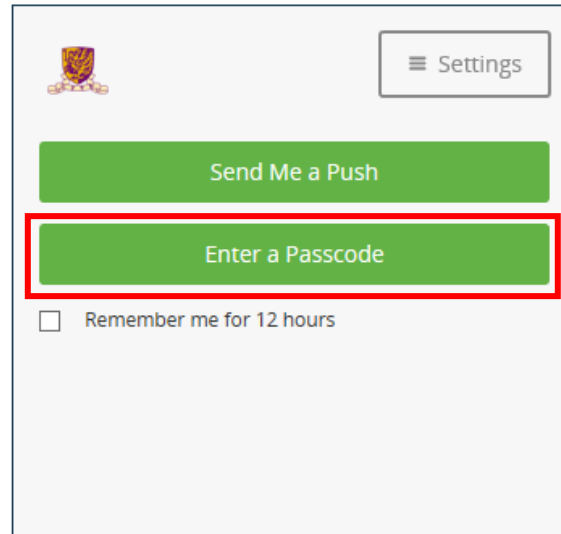
the internet and slide down to refresh the app.



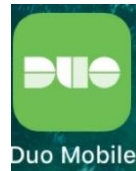
Click **Approve**.



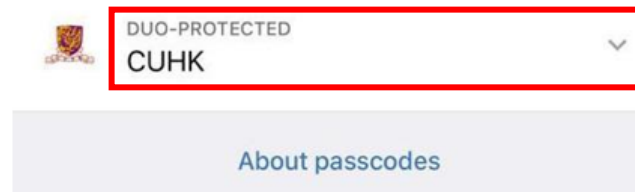
Click **Enter a Passcode**.



Please open the mobile app **DUO Mobile** on your mobile device.



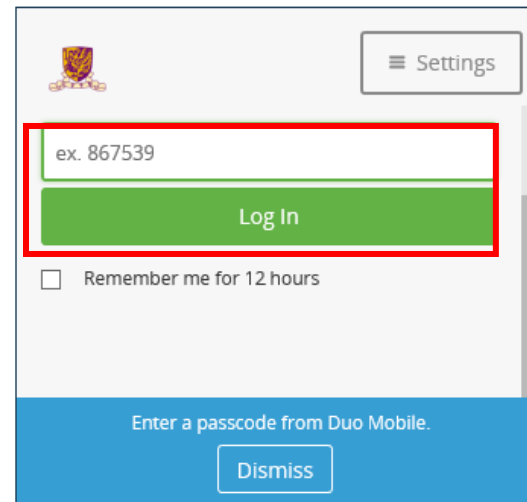
On your mobile, tap **DUO-PRITECTED CUHK** to view the passcode.



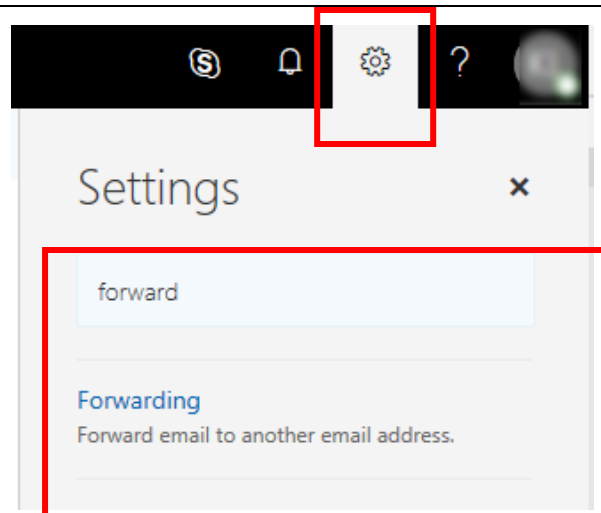
You can always refresh the passcode if necessary.



Back to your web browser, please enter the DUO passcode and click **Log In**.



3. Click the **Gear Icon** on the right top corner. In the search box under **Settings**, please enter **“forward”**. Click **Forwarding**.



4. Select **Start forwarding** and enter the designated email address under **Forward my email to**.

You are recommended to check **Keep a copy of forwarded messages** to save an email copy in your mailbox here.

Click **Save**.

 Save  Discard

Forwarding

Start forwarding

Forward my email to:

Keep a copy of forwarded messages

Stop forwarding

Prepared by: User Support Services, Information Technology Services Centre

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