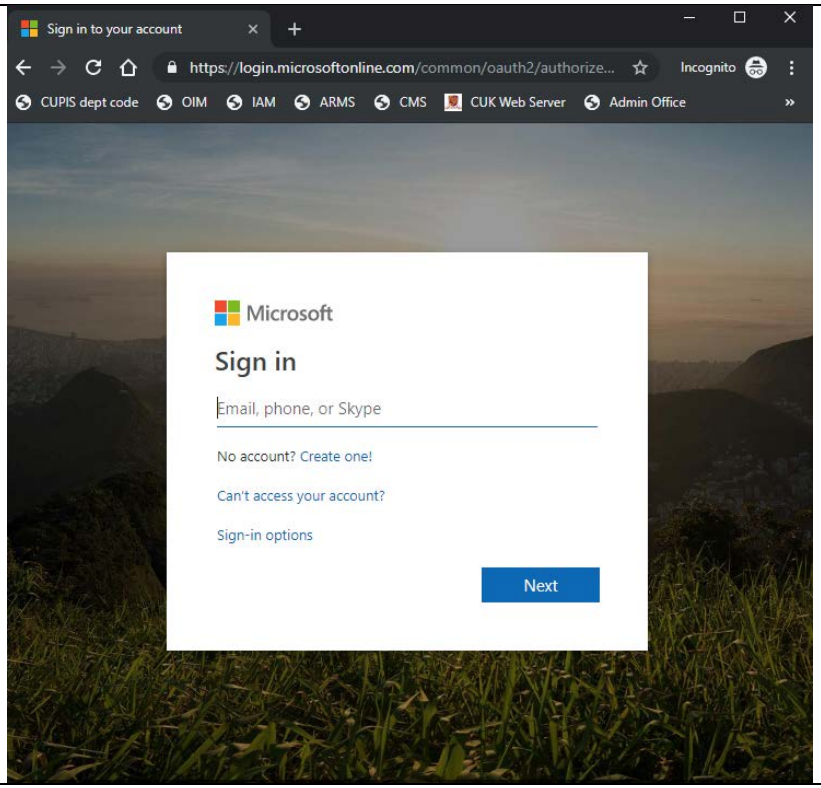
First Time Login to Office 365 Mail (New Retiree Email Service)

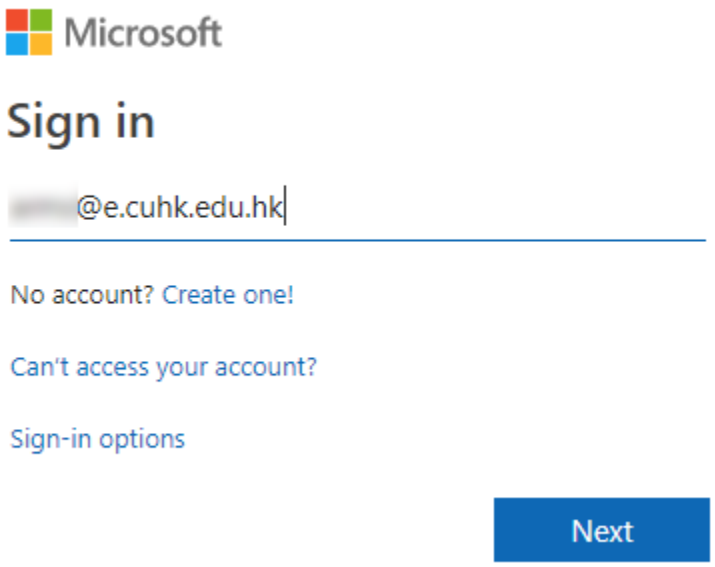
(This user guide suits all common internet browsers.)

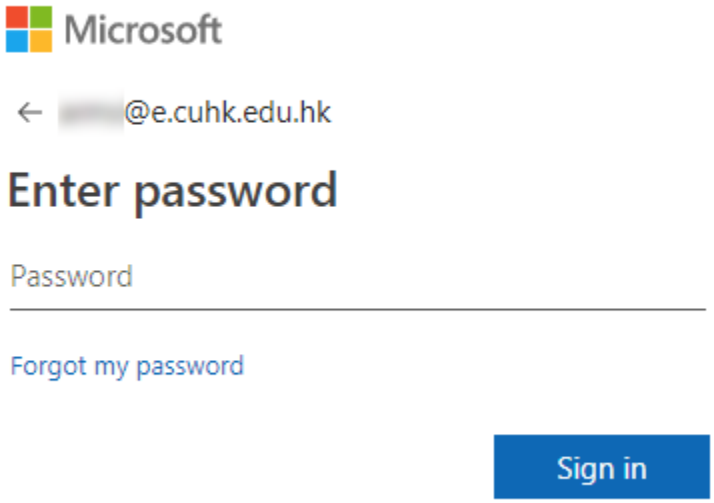
Enquiries

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

1. Go to the login page: https://portal.office.com.	

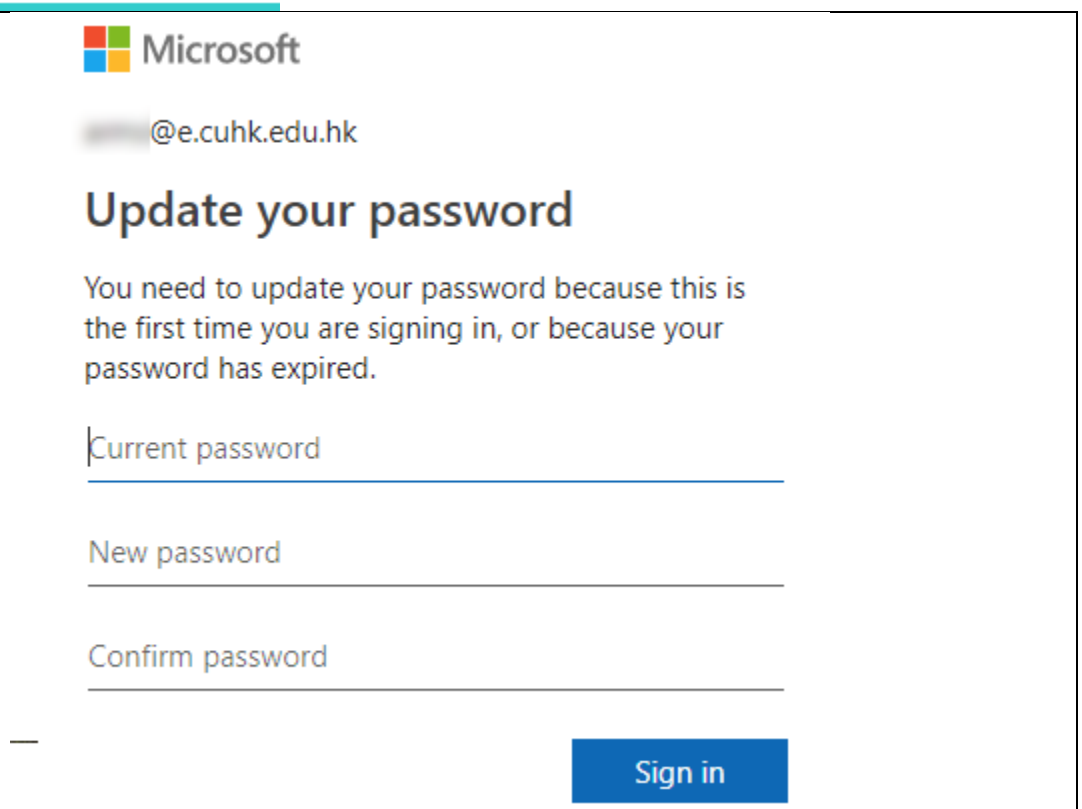
2. Type your retiree email address xxxx@e.cuhk.edu.hk. Click **Next**.

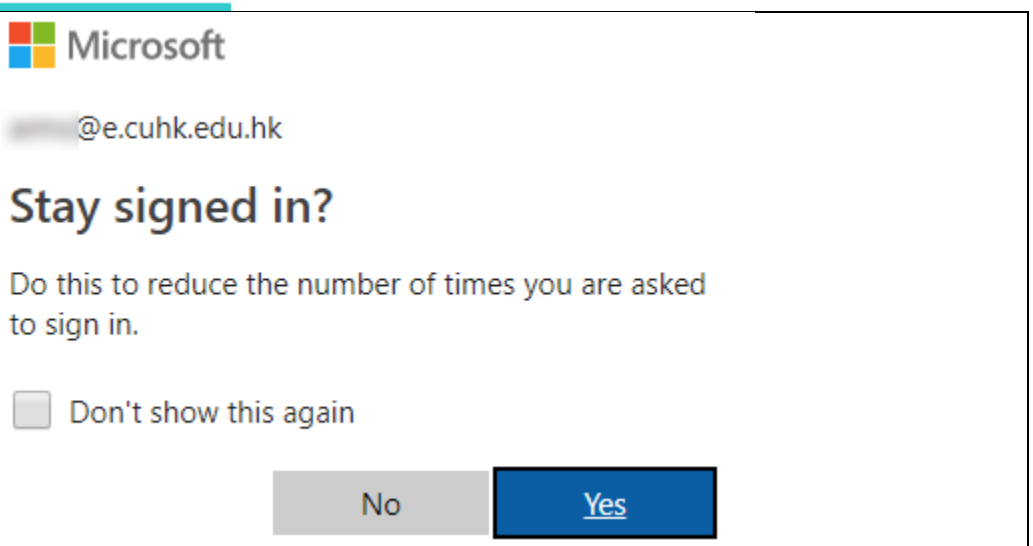
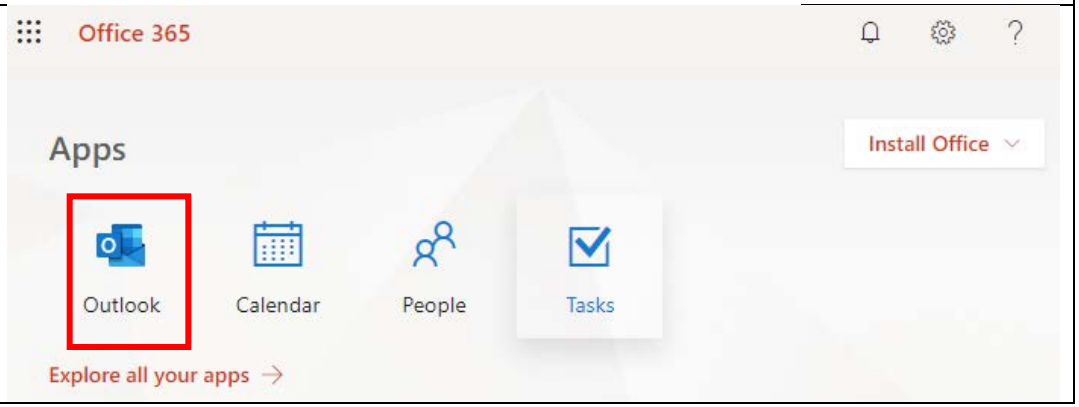


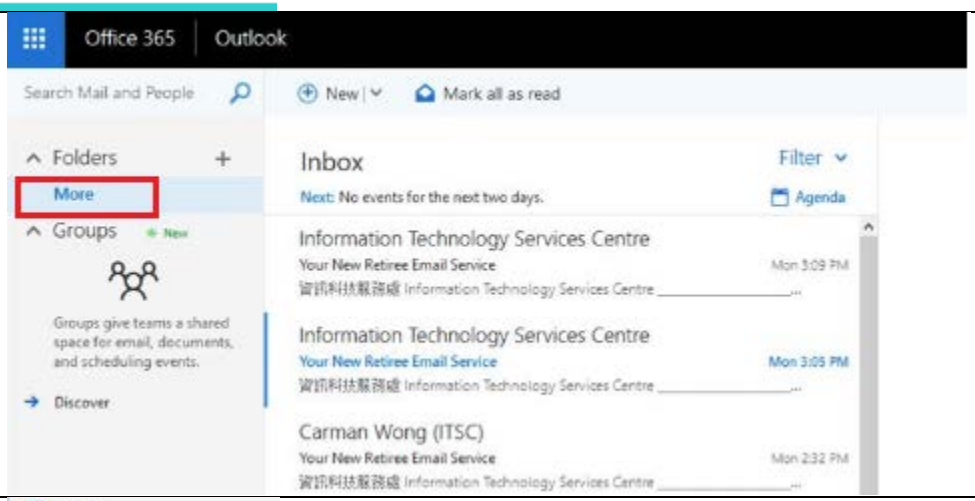
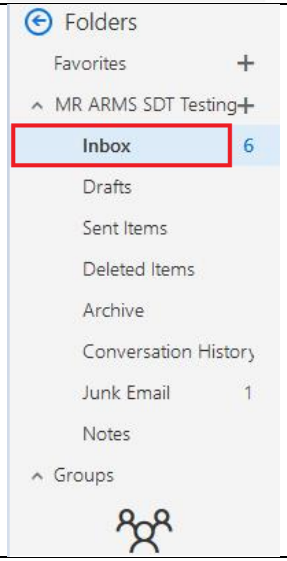
3. Enter the password that ITSC sent to you.	

4. You will be asked 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**	

Prepared by: User Support Services, Information Technology Services Centre

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The Chinese University of Hong Kong