

## O365 Retiree Email Service – General Function

*(This user guide suits all common internet browsers.)*

### Enquires

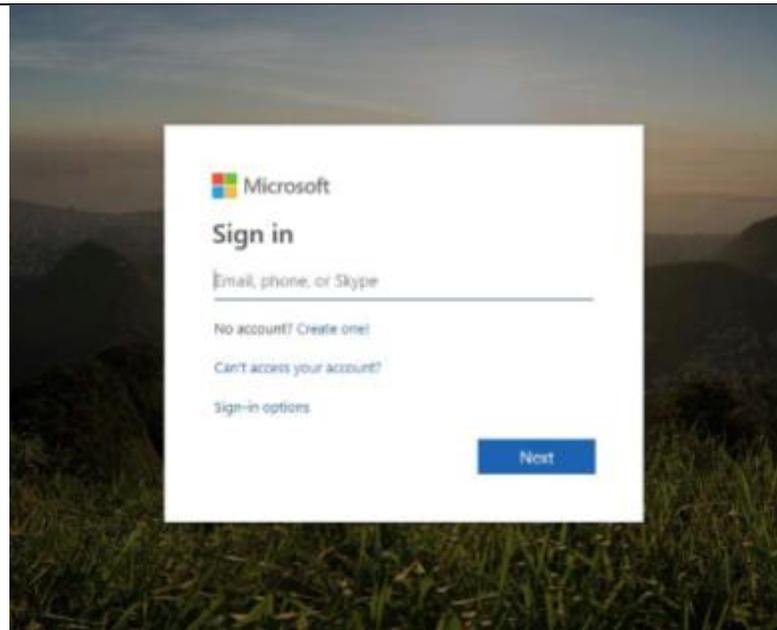
- Phone: 3943 8845
- Web: <https://cai.itsc.cuhk.edu.hk/serviceDesk/guest/>

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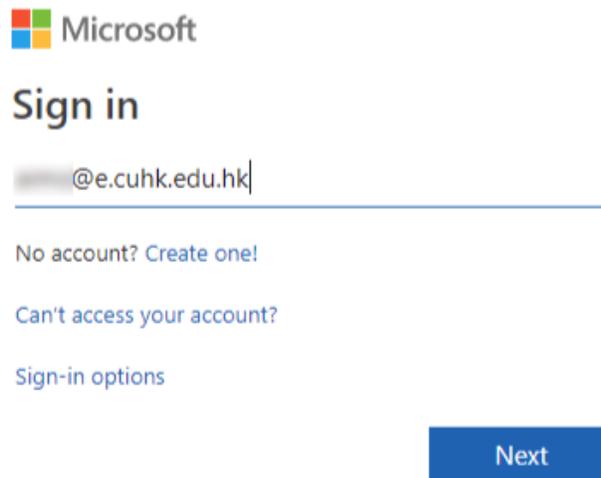
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## A. Check Mailbox

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



2. Type your retiree email address  
[xxxx@e.cuhk.edu.hk](mailto:xxxx@e.cuhk.edu.hk) Click  
Next.



Microsoft  
**Sign in**

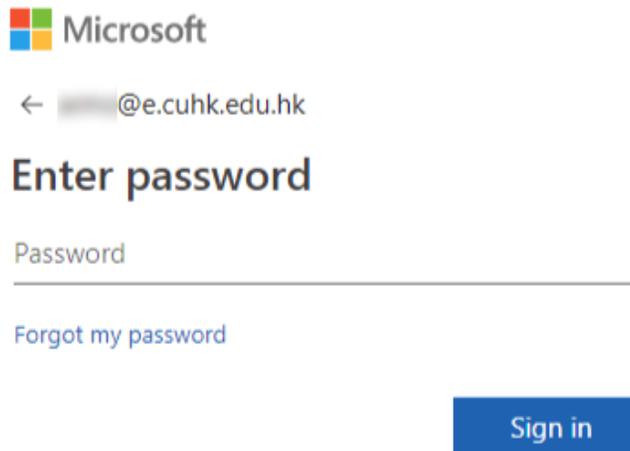
[No account? Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

[Next](#)

3. Enter the password that ITSC  
sent to you.



Microsoft

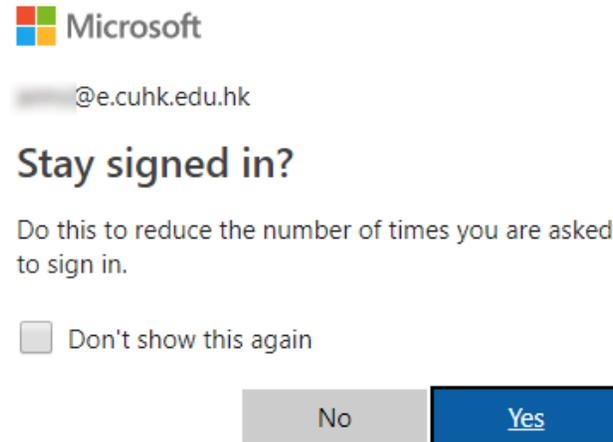
←

**Enter password**

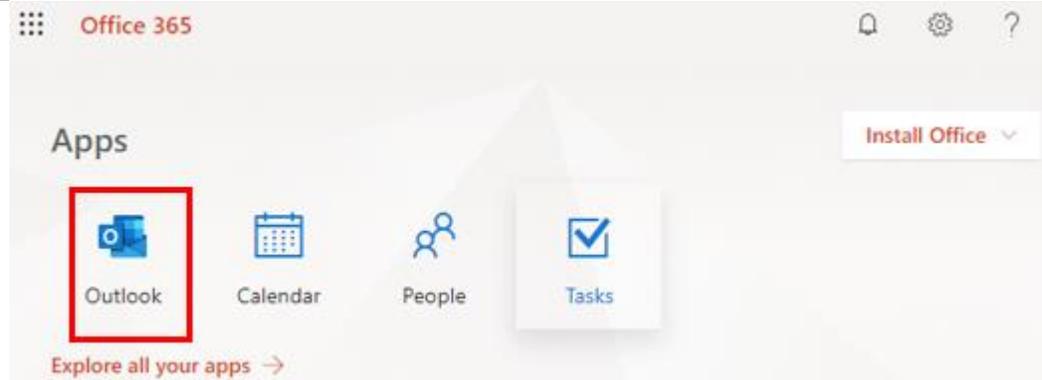
[Forgot my password](#)

[Sign in](#)

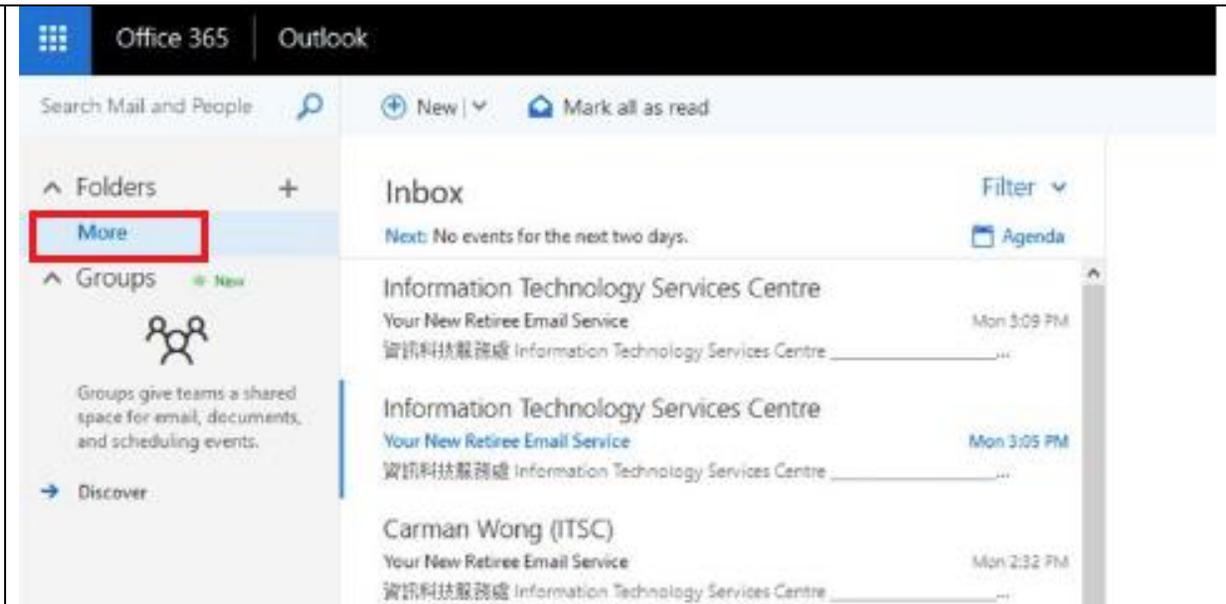
4. You will be asked if you would like stay signed in. Click **Yes** if you don't want to enter the password time to time.



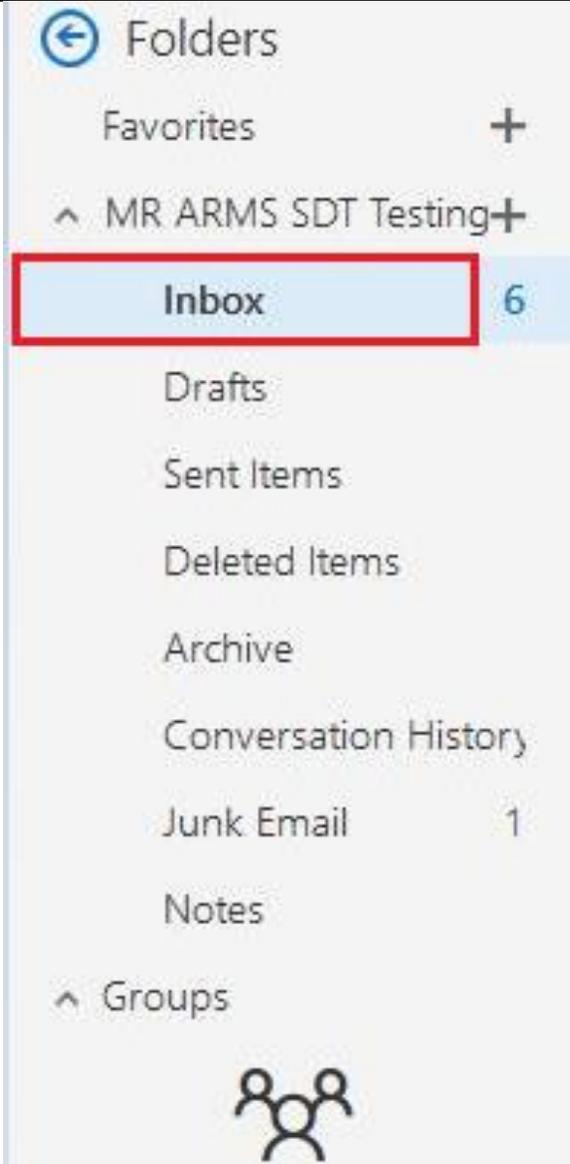
5. You are now in the Office 365 portal. Click **Outlook** to check emails.



6. On left hand side, click **More** under Folders.

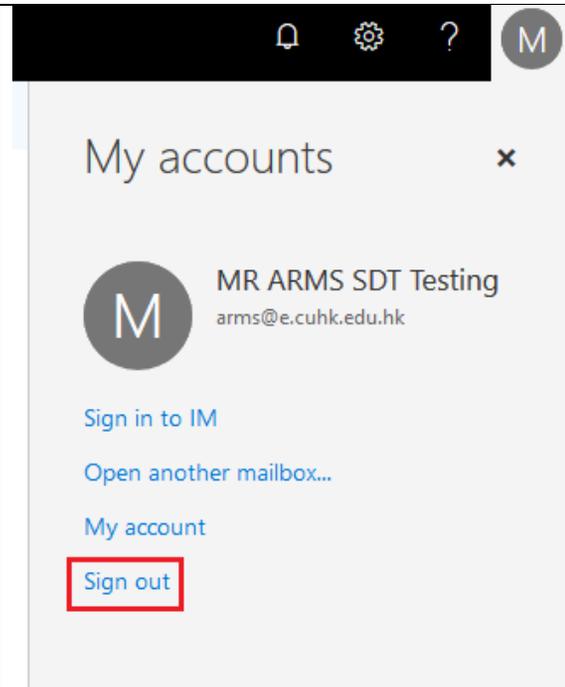


7. You can check the email after click **Inbox**

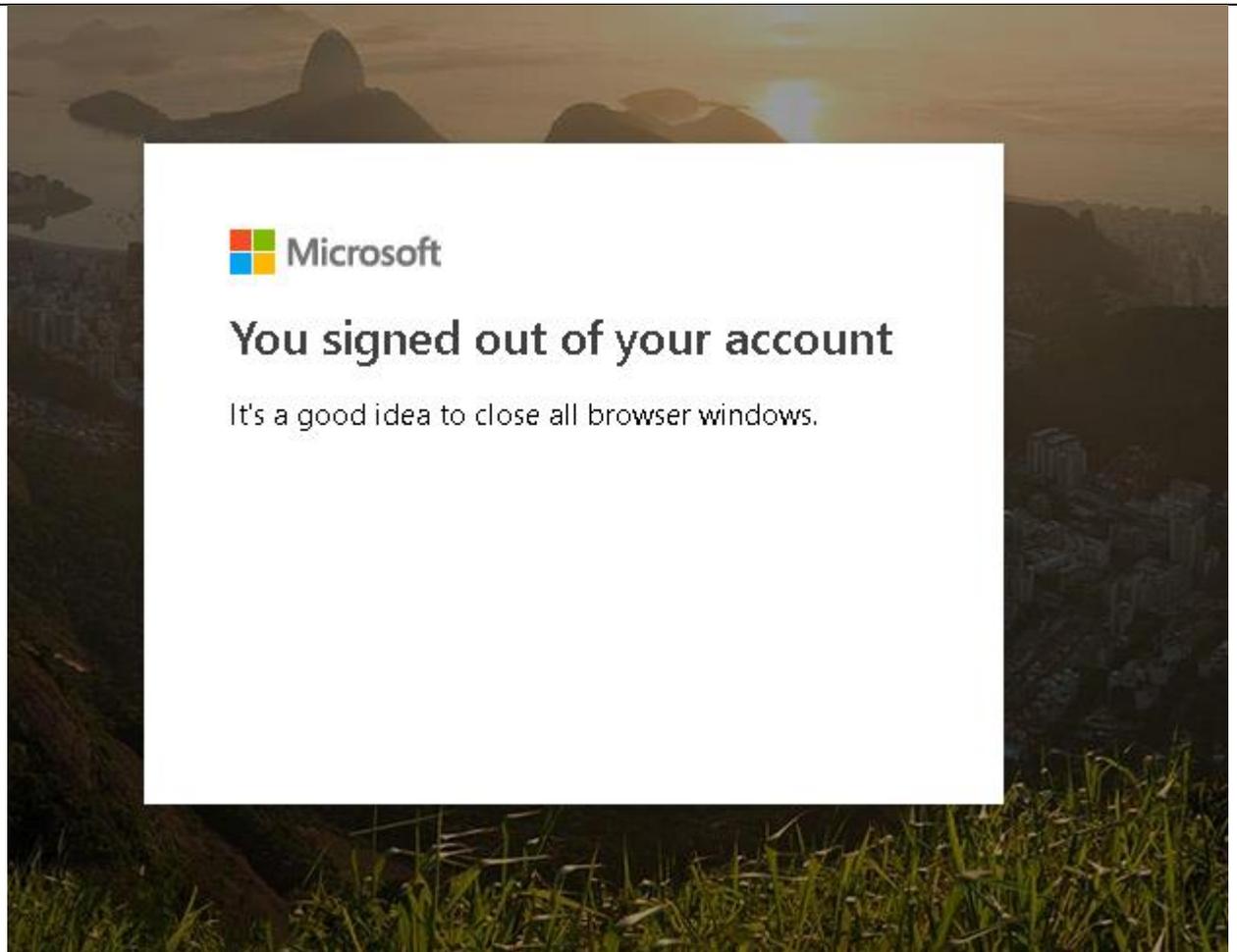


## B. Log Out o365 Mail

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.



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