

## O365 Retiree Email Service – General Function

(This user guide suits all common internet browsers.)

## Enquires

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

## Contents

Α.	Check Mailbox
В.	Log Out o365 Mail



- A. Check Mailbox
- 1. Go to the login page: https://portal.office.com





<ol> <li>Type your retiree email address xxxx@e.cuhk.edu.hk Click</li> </ol>	Microsoft
Next.	Sign in
	@e.cuhk.edu.hk
	No account? Create one!
	Can't access your account?
	Sign-in options
	Next
3. Enter the password that ITSC sent to you.	Microsoft
	← @e.cuhk.edu.hk
	Enter password
	Password
	Forgot my password
	Sign in



<ol> <li>You will be asked if you would like stay signed in. Click Yes if you don't want to enter the</li> </ol>	@e.cuhk.edu.hk	
, password time to time.	Stay signed in?	
	Do this to reduce the number of times you are asked to sign in.	
	Don't show this again	
	No <u>Yes</u>	
5. You are now in the Office 365 portal. Click <b>Outlook</b> to check	III Office 365	D @ ?
emails.	Apps	Install Office V
	💁 🖄 🗹	
	Outlook     Calendar     People     Tasks       Explore all your apps →	



6. On left hand side, click	Office 365 Outloo	ok	
More under Folders.	Search Mail and People	New        Mark all as read	
	∧ Folders + More	Inbox Next: No events for the next two days.	Filter 🛩
	▲ Groups ★ New Groups give teams a shared	Information Technology Services Centre Your New Retiree Email Service 資訊科試験達成 Information Technology Services Centre	Mon 3:09 PM
	space for email, documents, and scheduling events. → Discover	Your New Retiree Email Services Centre Your New Retiree Email Service 資訊科技服務總 Information Technology Services Centre Carman Wong (ITSC)	Mon 3:05 PM
		Your New Ketiree Email Service 資訊料技服務處 Information Technology Services Centre	Mon 2:52 Phi



7. You can check the email after click I <b>nbox</b>	<ul> <li>Folders</li> <li>Favorites</li> <li>MR ARMS SDT Testing+</li> </ul>	
	Inbox 6	
	Drafts	
	Sent Items	
	Deleted Items	
	Archive	
	Conversation History	
	Junk Email 1	
	Notes	
	∧ Groups	
	22 <sup>8</sup>	6



## B. Log Out o365 Mail





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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