Information Technology Services Centre

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

(This user guide suits all common internet browsers.)

Enquiries

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

1. Go to the login page:	Sign in to your account × +	- 0 ×
https://portal.office.com	← → C ☆ 🏻 Https://login.microsoftonline.com/common/oauth2	/authorize 🖈 Incognito 🚓 :
///	😮 CUPIS dept code 🔇 OIM 🔇 IAM 🔇 ARMS 🔇 CMS 🗵 CUK Web :	Server 🔇 Admin Office »
		and the second
	and the second se	and the second
	and the second se	
	Microsoft	
	Sign in	and the second
	Email, phone, or Skype	and the second se
	No account? Create one!	Same and
	Can't access your account?	
	Sign-in options	
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2.	Type your retiree email address
	<u>xxxx@e.cuhk.edu.hk</u> . Click Next .

ress		
Next.	Microsoft	
	Sign in	
	@e.cuhk.edu.hk	
	No account? Create one!	
	Can't access your account?	
	Sign-in options	
	Ne	ext



3. Enter the password that ITSC sent	
to you.	← @e.cuhk.edu.hk
	Enter password
	Password
	Forgot my password
	Sign in



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.

	Microsoft
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@e.cuhk.edu.hk

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current	password

New password

Confirm password

Sign in



 You will be asked if you would like stay signed in. Click Yes if you don't want to enter the password 	@e.cuhk.edu.hk	
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>	
6. You are now in the Office 365 portal. Click Outlook to check	Office 365	ф © ?
emans.	Apps	Install Office 🖂
	Outlook Calendar People Tasks Explore all your apps →	



7. On left hand side, click More	Office 365 Outloo	k	
under Folders.	Search Mail and People 👂	🕙 New 👻 🤷 Mark all as read	
	∧ Folders +	Inbox	Filter 👻
	A Groups * New	Next: No events for the next two days. Information Technology Services Centre Your New Retiree Email Service 資料科技服得線 Information Technology Services Centre	Mon 309 PM
	Groups give teams a shared space for email, documents, and scheduling events.	Information Technology Services Centre Your New Retiree Email Service 資訊科技業務違 Information Technology Services Centre	Mon 3:05 FM
		Carman Wong (ITSC) Your New Retiree Email Service 資訊科技服務處 Information Technology Services Centre	Mon 2.32 FM
8. You can check the email after click Inbox	 Folders Favorites MR ARMS SDT Testing+ MR ARMS SDT Testing+ Inbox Drafts Drafts Sent Items Deleted Items Archive Conversation History Junk Email Notes Groups 		

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Prepared by: User Support Services, Information Technology Services Centre

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The Chinese University of Hong Kong