Information Technology Services Centre

Change Retiree Email Account Password

(This user guide suits all common internet browsers.)

Enquires

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

1. Go to the login page:	
https://portal.office.com	
	Microsoft
	Sign in
	Email, phone, or Skype
	No account? Create one!
	Can't access your account?
	Sign-in options
	Back Next



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



 Click the circle icon at the right top corner. Then, select My account. 	
	MR ARMS SDT Testing @e.cuhk.edu.hk Sign in to IM Open another mailbox My account Sign out



 In the blue column on the left, click Security & privacy. 	<	Security & privacy	
	A Personal info	Password Change your password.	
	Subscriptions	Contact preferences Manage how and why you are contacted.	Off
	🔍 Security & privacy	Organization Privacy Statement View your organization's Privacy Statement	
	App permissions		
	CA.		
6. Click Password	Security & priva	су	
	Password Change your password.		
	Contact preferences Manage how and why you are co	ontacted. Of	f
	Organization Privacy Statem View your organization's Privacy	ent Statement	



- 7. A window Change password pops up. For the field
 a. Old password: Enter the current password you used
 b. Create new password: Enter the new password that you want
 c. Confirm new
 - password: Re-enter the password you input in b

Then, click submit.

er ID ns@e.cuhk	edu.hk		
ld passwore	1		
reate new p	assword		
Password st	rength		
onfirm new	password		



 You will then be brought back to the Office 365 homepage. 	Apps			
			RR	
	Outlook	Calendar	People	Tasks
	Explore all your	$_{\sf apps} \rightarrow$		

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