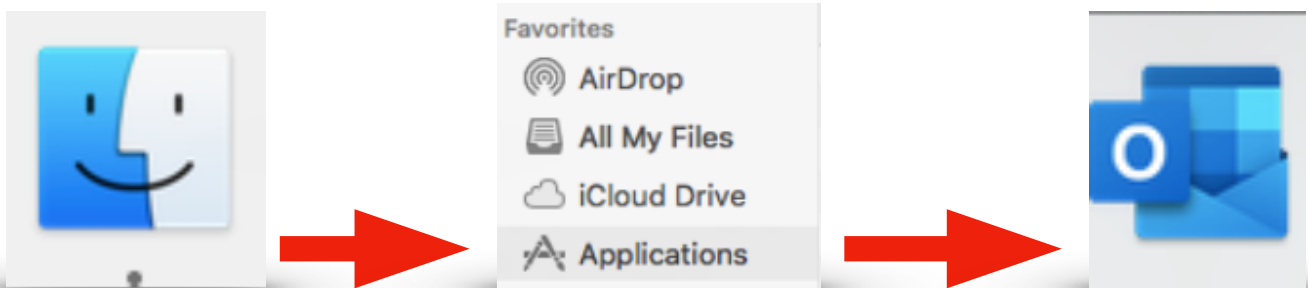
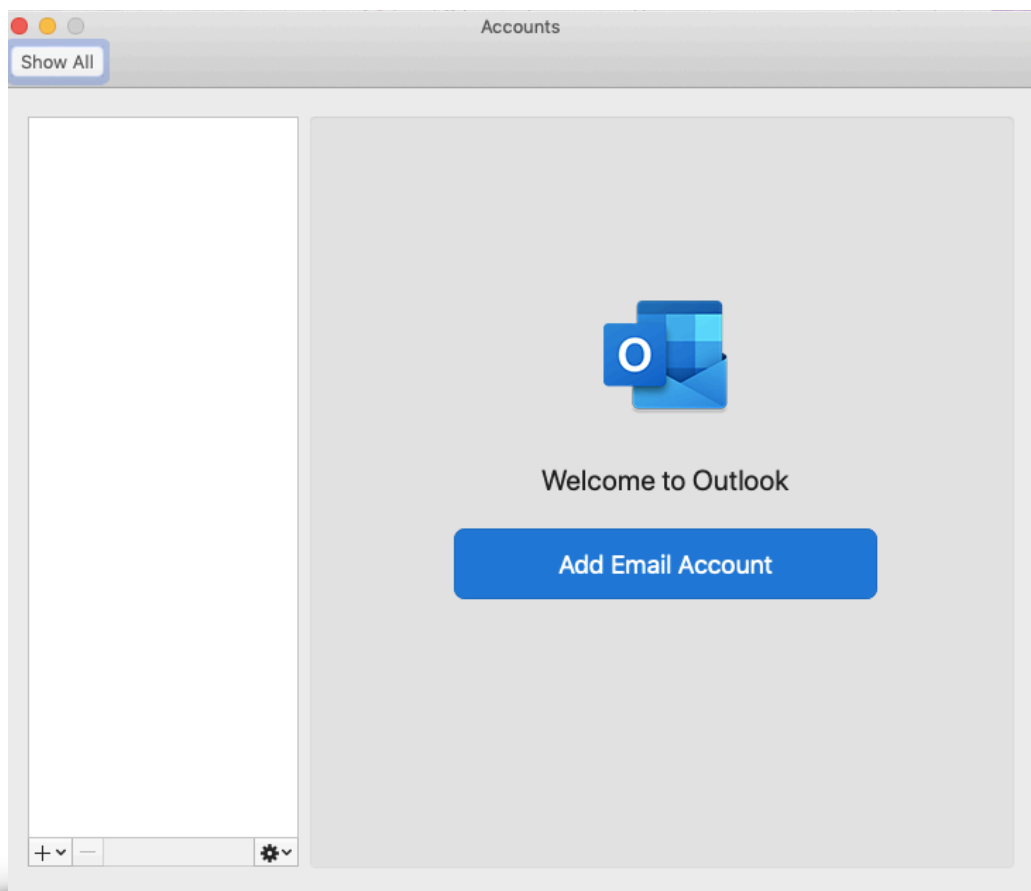


Configuring Outlook **UH** Exchange Mail For MacOS

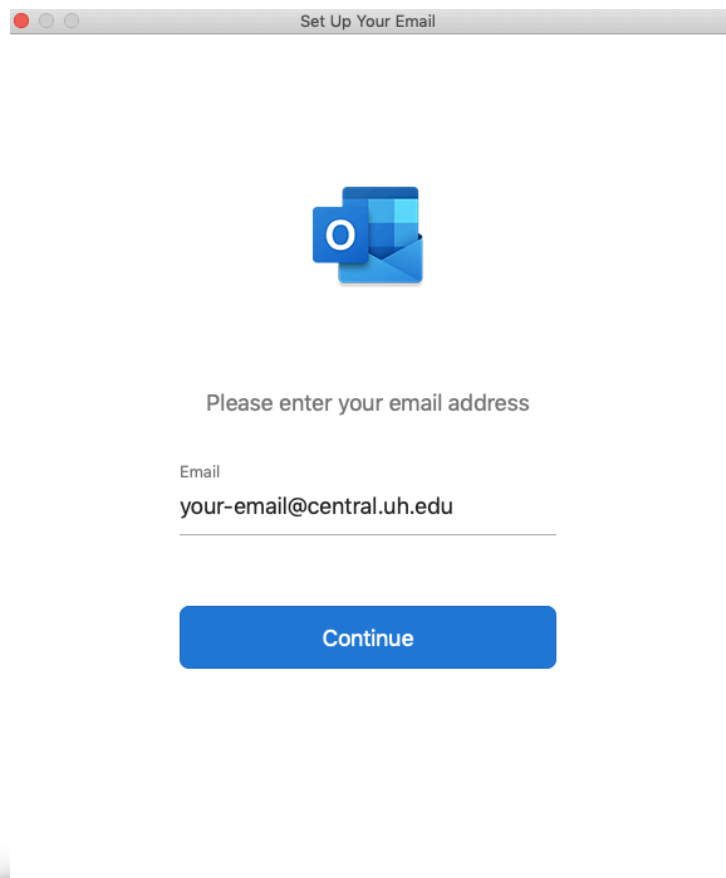
1. Click the Finder Icon > Select Applications > Double Click the Outlook Application




2. Select Add Email Account



3. Sign in with your central.uh.edu email address, then click “continue”



Set Up Your Email



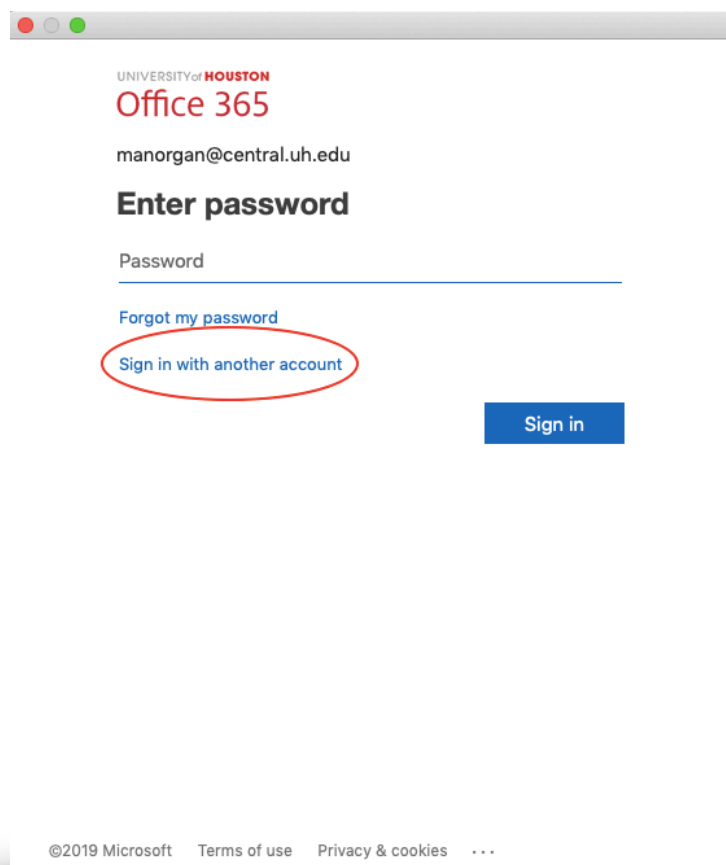
Please enter your email address

Email

your-email@central.uh.edu

Continue

4. You will now see this pop up, next. Select “Sign in with a different account” as seen below.



UNIVERSITY of HOUSTON
Office 365

manorgan@central.uh.edu

Enter password

Password

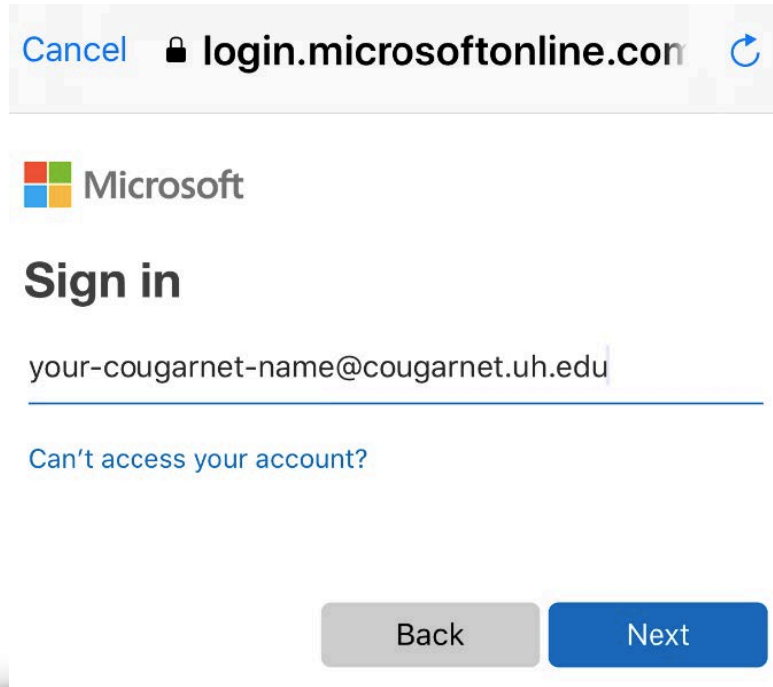
[Forgot my password](#)

[Sign in with another account](#)

Sign in

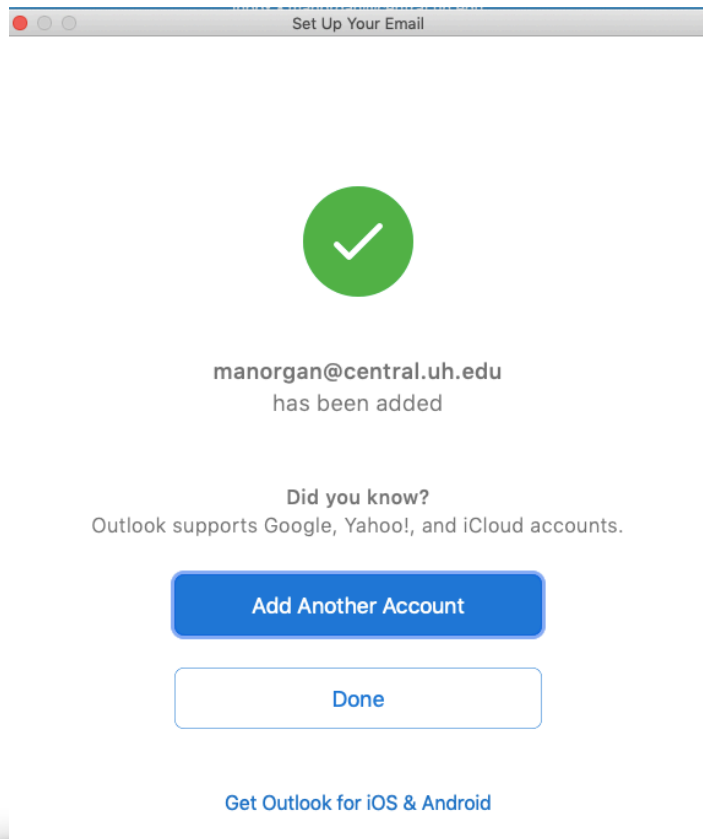
©2019 Microsoft Terms of use Privacy & cookies ...

5. Now sign in using your **CougarNet** email address, as seen here, then tap Next.



A screenshot of the Microsoft login page. At the top, there is a browser address bar showing "Cancel", a lock icon, "login.microsoftonline.com", and a refresh icon. Below the address bar is the Microsoft logo. The main heading is "Sign in". Underneath, the email address "your-cougarnet-name@cougarnet.uh.edu" is entered in a text field. Below the text field is a link that says "Can't access your account?". At the bottom, there are two buttons: "Back" (grey) and "Next" (blue).

6. You will now see a confirmation that the account has been added. Select "Done". Your Outlook Account is now set up and ready for use on your Mac.



A screenshot of a Mac window titled "Set Up Your Email". The window has a green circular checkmark icon at the top. Below the icon, the text reads "manorgan@central.uh.edu has been added". Further down, it says "Did you know? Outlook supports Google, Yahoo!, and iCloud accounts." At the bottom, there are two buttons: "Add Another Account" (blue) and "Done" (white with a blue border). At the very bottom, there is a link that says "Get Outlook for iOS & Android".