

Steps to set up UH Email using Microsoft Outlook

If this is your first-time using Outlook for Mac:

1. Click **Finder/Applications/Microsoft Outlook** - Double click **Microsoft Outlook** to launch the application.

Note* You may see a screen prompting you to add your CougarNet email account, **do not select this**, instead select **Add Others** at this screen. Proceed to the steps below.

2. Select **Get Started**.
3. Select: "**Add Others**" at account creation screen.
4. Type in your CougarnetID@central.uh.edu email address and select **Continue**.
5. At the **Office365** sign in page, replace your CougarnetID@central.uh.edu with your CougarNetID@cougar.net.uh.edu email address then select **Next**.
6. Enter your **CougarNet Password** and select **Sign In**.
7. Your mail account will show **Connecting to Office365** and then begin to sync the email from the server. Select **Done** when prompted.

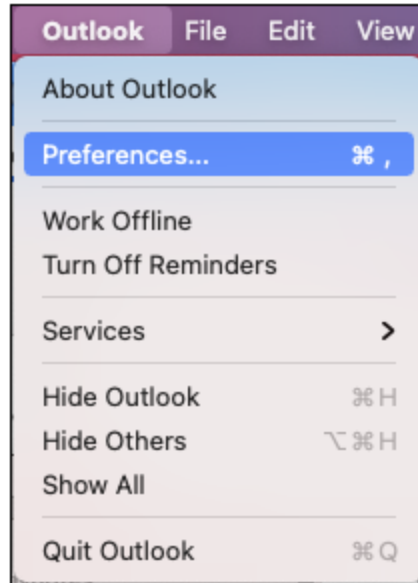
Your Outlook for Mac UH email account is now set up, and ready to use.

You can refer to this video for step-by-step walk through on how to set up your UH email account using Outlook for Mac: <https://web.microsoftstream.com/video/8018a689-8005-4f01-abe9-4571510cac22>

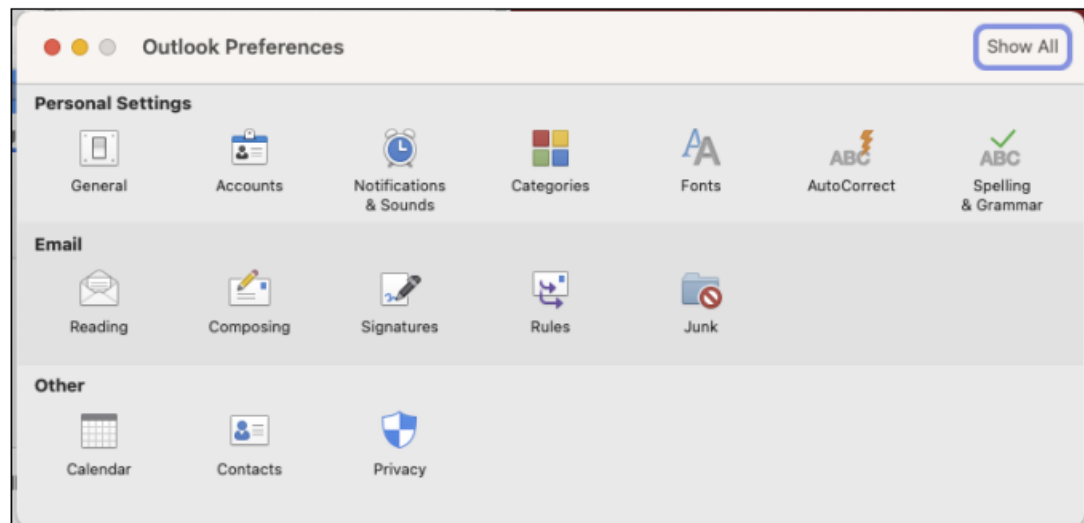
If you already have an existing Outlook for Mac account set up, and want to Add/ Remove an account:

To Add:

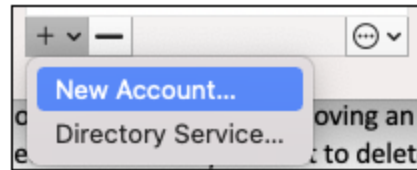
1. Select **Outlook > Preferences** at the top left corner of screen.



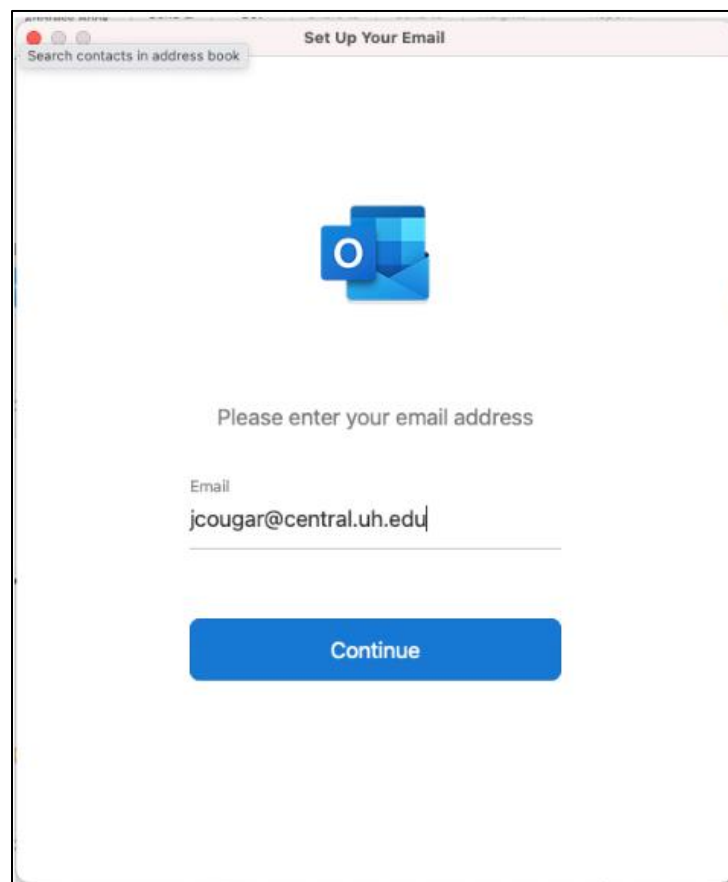
2. Click the **Accounts** icon in the top row of icons.



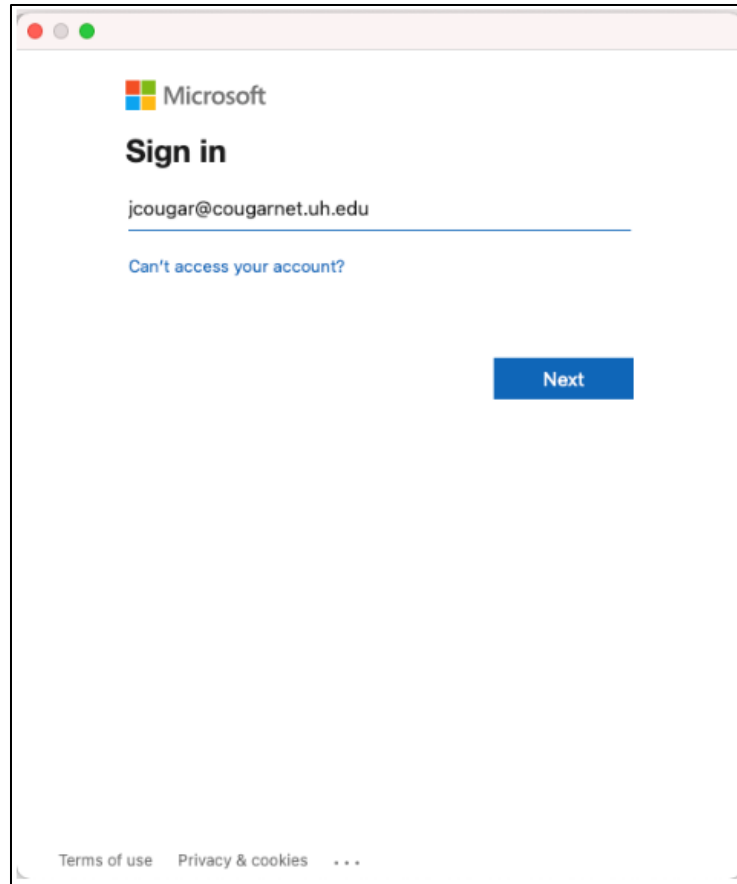
3. Click the “+” button at the bottom of the left column in the **Accounts** window to expand it and choose **New Account**.



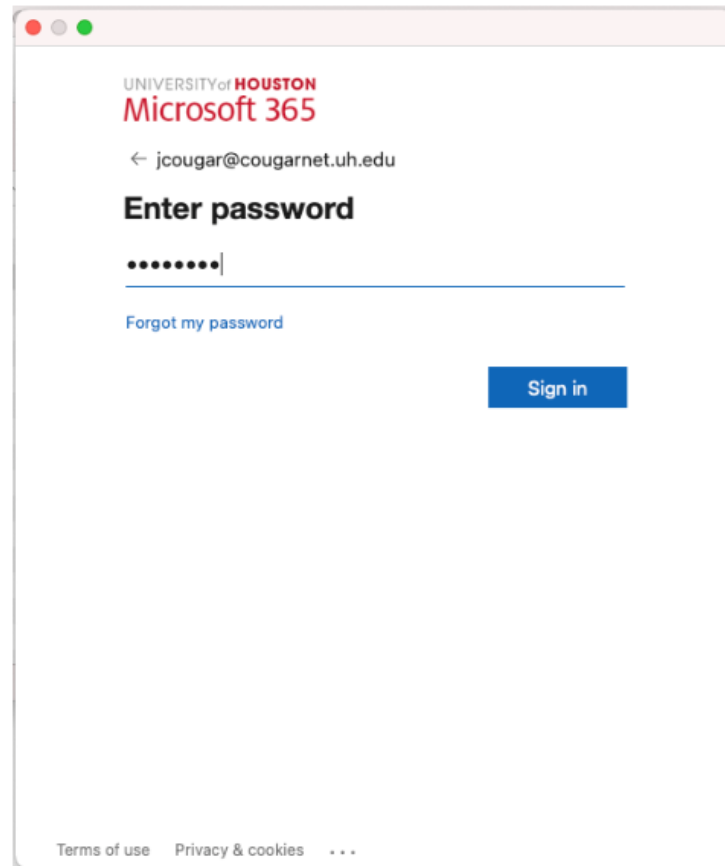
4. A **Set up Your Email** window will appear. Type in your CougarnetID@central.uh.edu email address and click **Continue**.



5. A Microsoft **Sign In** page will appear. replace your "CougarnetID@central.uh.edu" with CougarnetID@cougarnet.uh.edu and click **Next**.

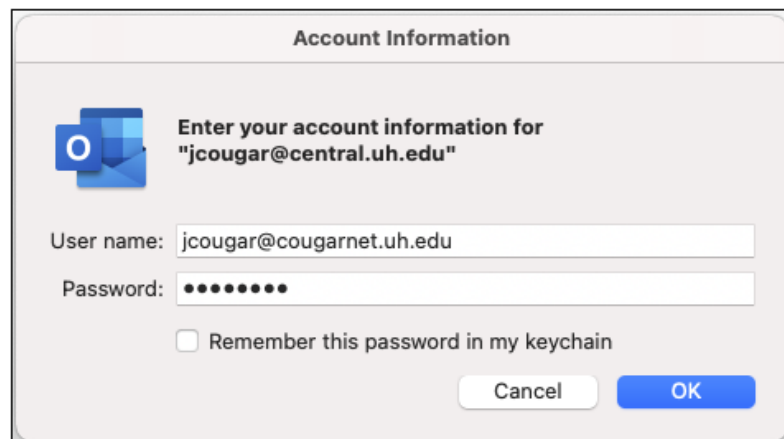


6. Enter your CougarNet password and click **Sign In**.



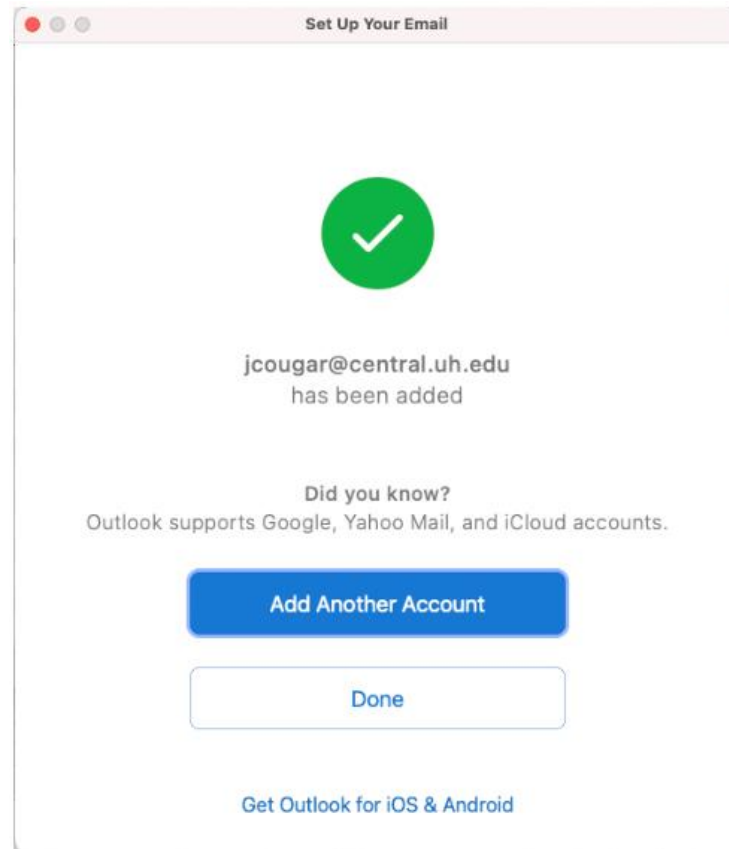
The screenshot shows a web browser window with the University of Houston Microsoft 365 login page. The page header includes the University of Houston logo and "Microsoft 365". Below the header, the email address "jcougar@cougarnet.uh.edu" is displayed with a back arrow. The main heading is "Enter password". There is a password input field with masked characters ".....". Below the password field is a link that says "Forgot my password". A blue "Sign in" button is located on the right side of the page. At the bottom of the page, there are links for "Terms of use" and "Privacy & cookies".

7. An **Account Information** window will appear. Type in your password again and click **OK**



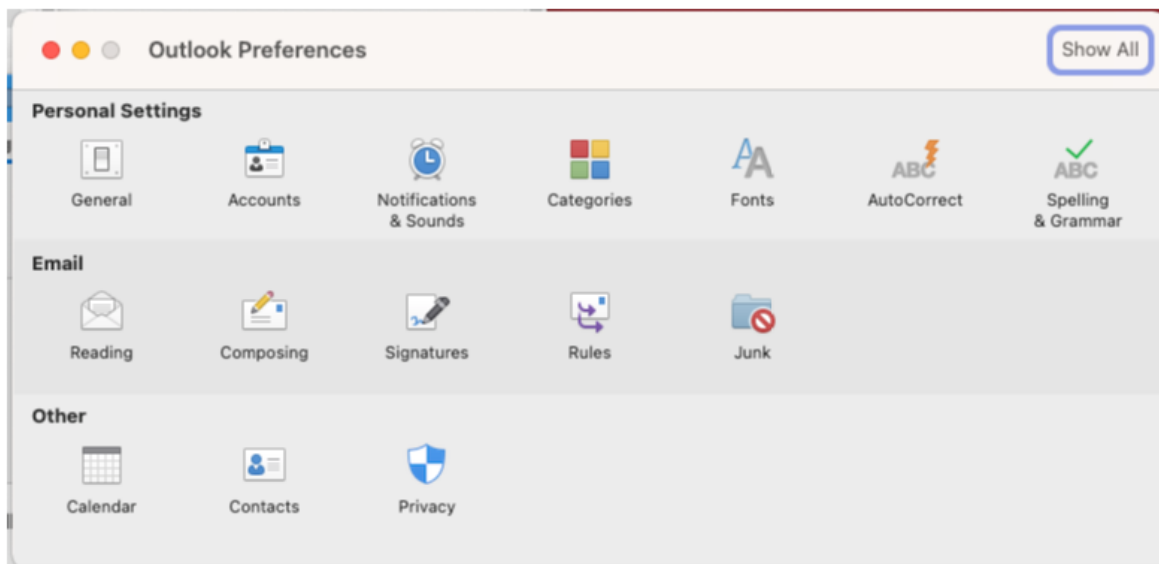
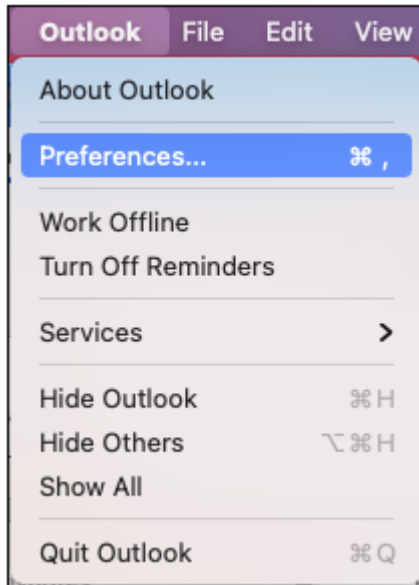
The screenshot shows a macOS-style "Account Information" dialog box. The title bar says "Account Information". Inside the dialog, there is a Microsoft Office icon on the left. To the right of the icon, the text reads "Enter your account information for 'jcougar@central.uh.edu'". Below this text, there are two input fields: "User name:" with the value "jcougar@cougarnet.uh.edu" and "Password:" with masked characters ".....". Below the password field is a checkbox labeled "Remember this password in my keychain". At the bottom right of the dialog, there are two buttons: "Cancel" and "OK".

8. You should now see a **Set up your Email** window with a green check mark in it. You can click the **Done** button if you are finished adding accounts.

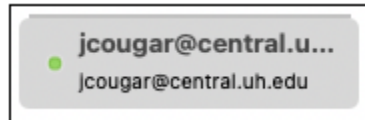


To Remove:

1. Select **Outlook** at top left corner of screen (next to Apple) and then select **Preferences, Accounts**.



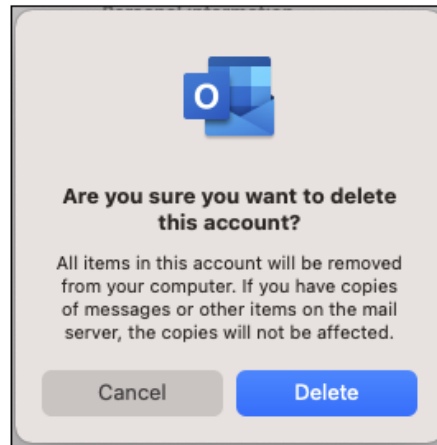
2. Select the **account** you want to delete.



3. Click the “-“ at the bottom of that column



4. Confirm you want to delete the account by clicking the **Delete** button.



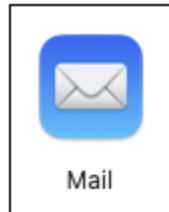
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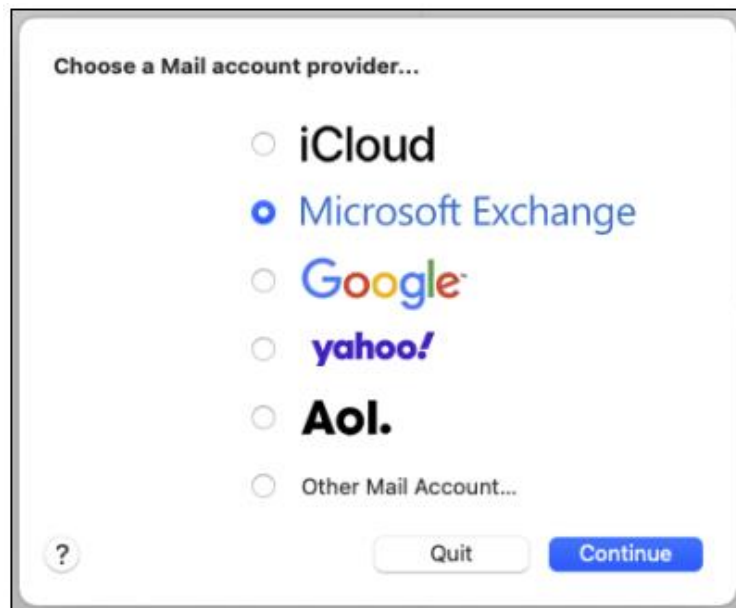
Steps to set up UH Email using Mac Mail

If this is your first-time using Mac mail:

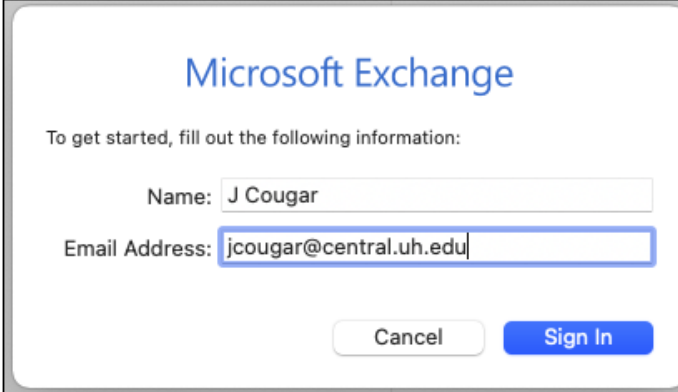
1. Click **Finder/Applications/Mail** - Double click **Mail** to launch the application.



2. Select: **Microsoft Exchange** and click **Continue**.

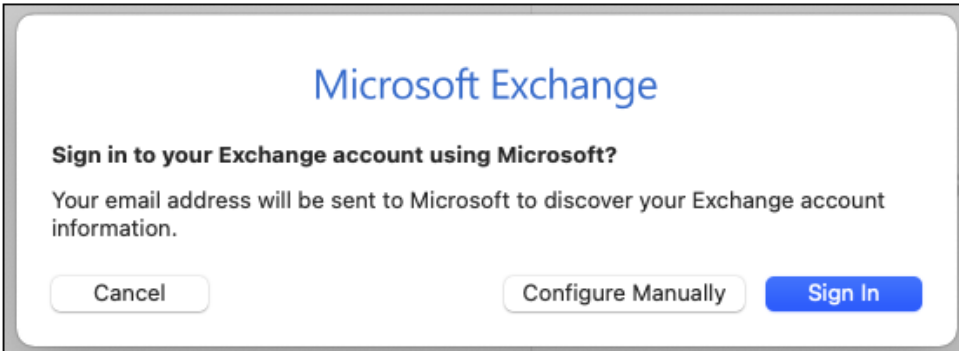


3. Type in your name and CougarnetID@central.uh.edu email address, and click **Sign In**,



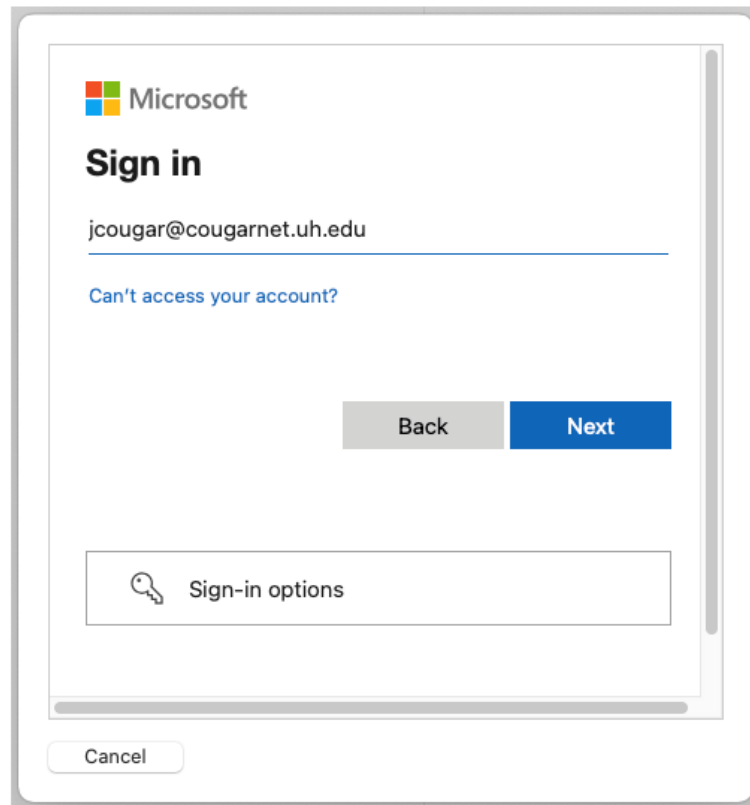
A screenshot of a Microsoft Exchange sign-in window. The title is "Microsoft Exchange" in blue. Below it, the text "To get started, fill out the following information:" is displayed. There are two input fields: "Name:" with the value "J Cougar" and "Email Address:" with the value "jcougar@central.uh.edu". At the bottom, there are two buttons: "Cancel" and "Sign In".

4. A Microsoft Exchange Window Pops up, click **Sign In** once again.



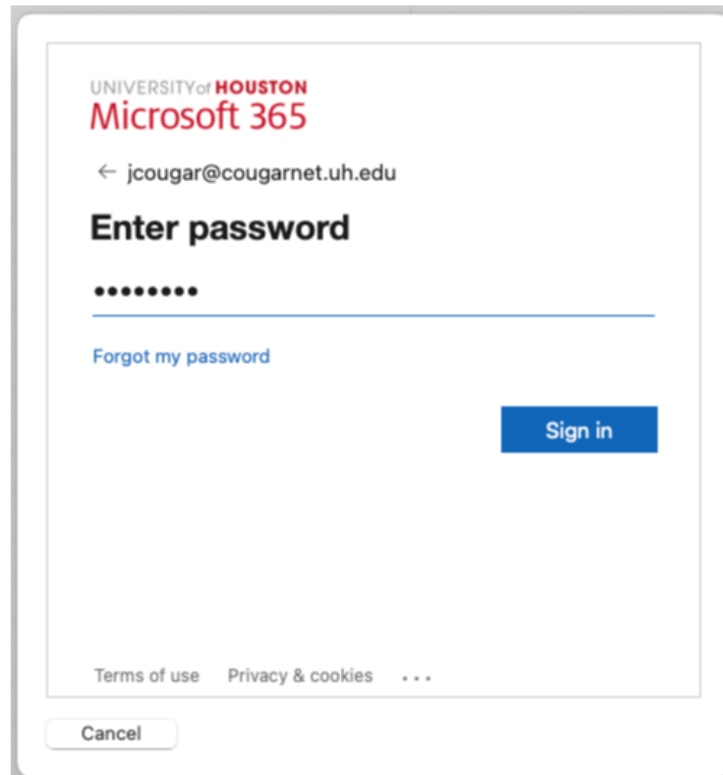
A screenshot of a Microsoft Exchange sign-in confirmation window. The title is "Microsoft Exchange" in blue. Below it, the text "Sign in to your Exchange account using Microsoft?" is displayed. Below that, the text "Your email address will be sent to Microsoft to discover your Exchange account information." is shown. At the bottom, there are three buttons: "Cancel", "Configure Manually", and "Sign In".

5. When prompted at **Microsoft Sign on** page, you will need to change your email address to your CougarNetID@cougarnet.uh.edu email address password, then click **Next**



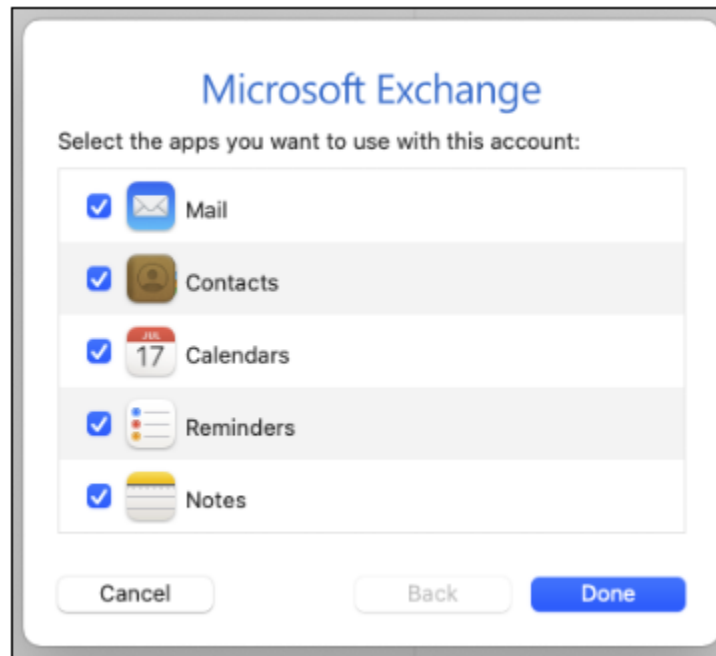
A screenshot of a Microsoft Sign in dialog box. The dialog has a white background with a gray border. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold, black font. Underneath "Sign in" is a text input field containing the email address "jcougar@cougarnet.uh.edu". Below the input field is a blue link that says "Can't access your account?". At the bottom right of the dialog, there are two buttons: a gray "Back" button and a blue "Next" button. Below these buttons is a section titled "Sign-in options" with a key icon to its left. At the very bottom of the dialog, there is a "Cancel" button.

6. Enter your password, and click **Sign In**.



A screenshot of a Microsoft 365 sign-in dialog box. The dialog has a white background with a gray border. At the top left is the University of Houston logo. Below it, the email address 'jcougar@cougarnet.uh.edu' is displayed with a back arrow. The main heading is 'Enter password'. Below this is a password input field with eight dots. A blue link 'Forgot my password' is positioned below the password field. A blue 'Sign in' button is on the right side. At the bottom left is a 'Cancel' button. At the bottom center are links for 'Terms of use', 'Privacy & cookies', and a three-dot menu.

7. All apps will be selected by default to sync, this is OK. Click **Done**.



Your UH email account is now set up, and ready to use in Mac Mail.

You can refer to this video for step-by-step walk through on how to set up your UH email account using Mac mail:

<https://web.microsoftstream.com/video/4a6fa68c-5fcb-4a2b-8c25-4e6ee767ab83>