# 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@cougarnet.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:
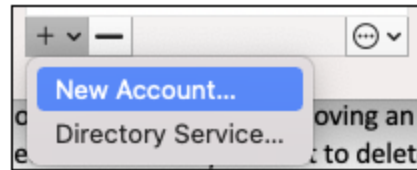
**To Add:**

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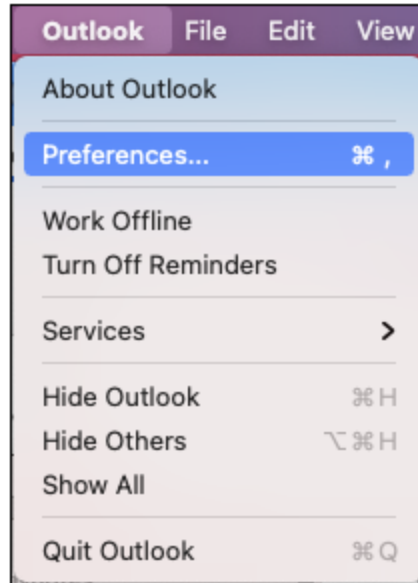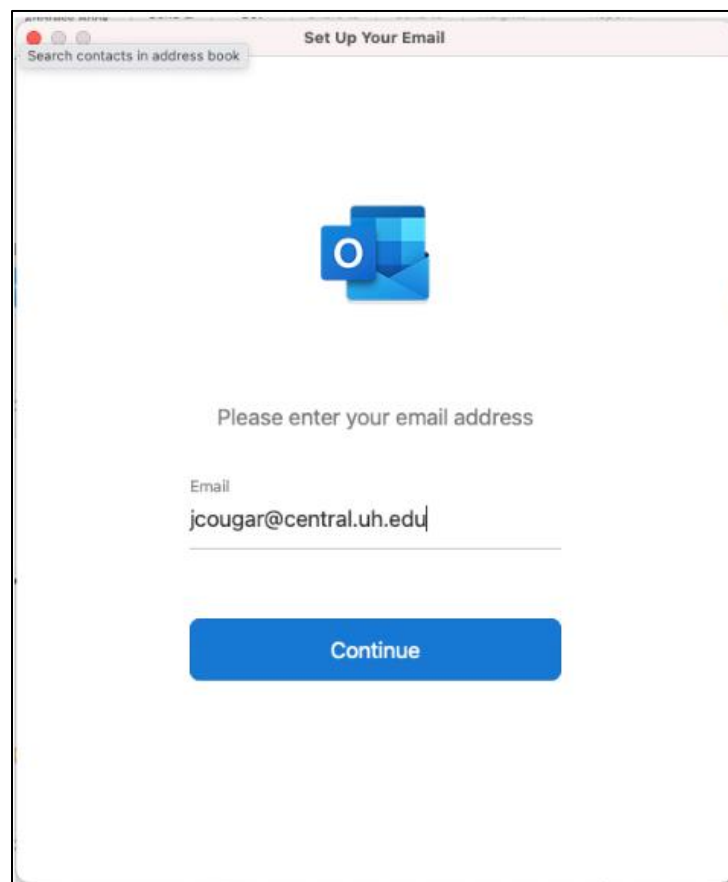


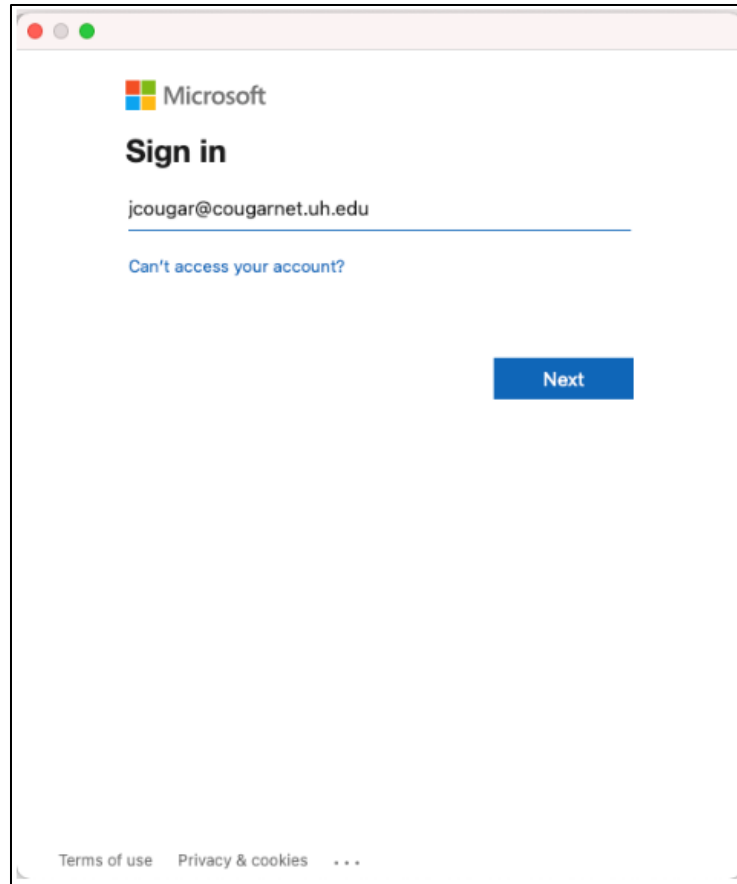2. Click the **Accounts** icon in the top row of icons.
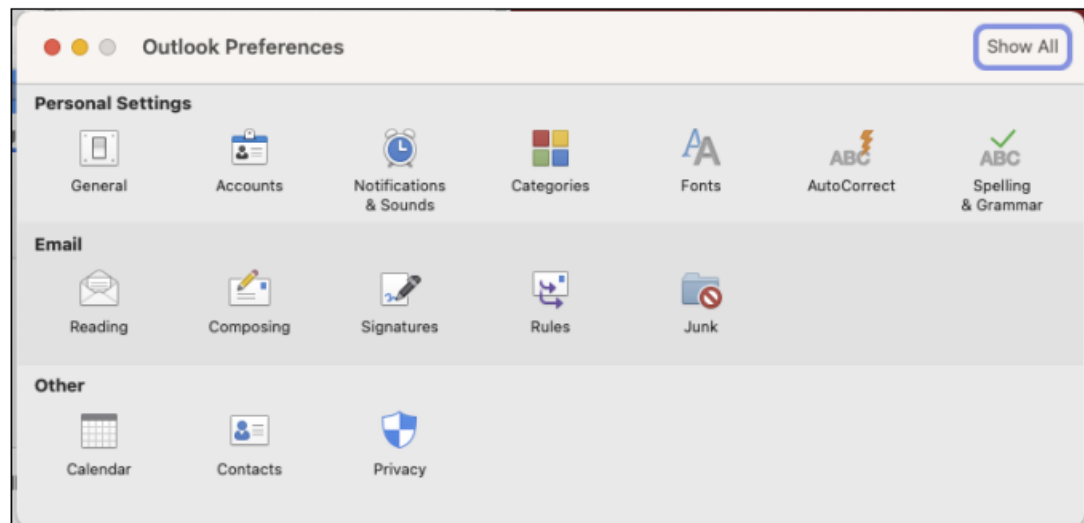
3. Click the "+" button at the bottom of the left column in the **Accounts** window to expand it and choose **New Account**.
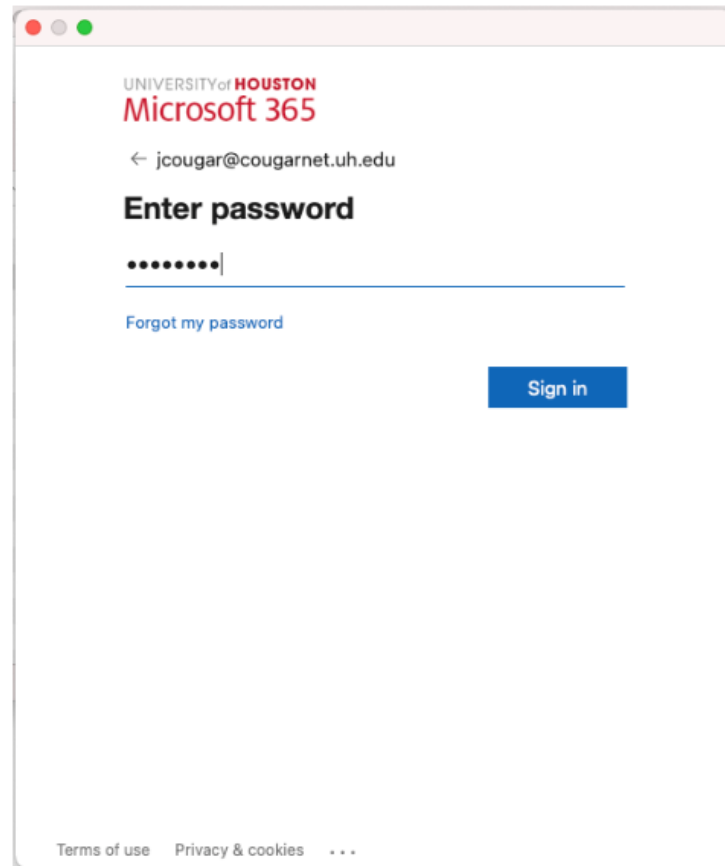


4. A **Set up Your Email** window will appear. Type in your CougarnetID@central.uh.edu email address and click **Continue**.

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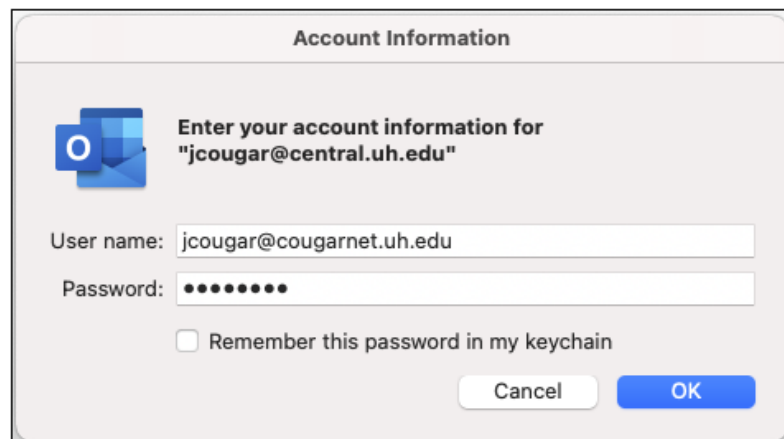
6. Enter your CougarNet password and click **Sign In**.



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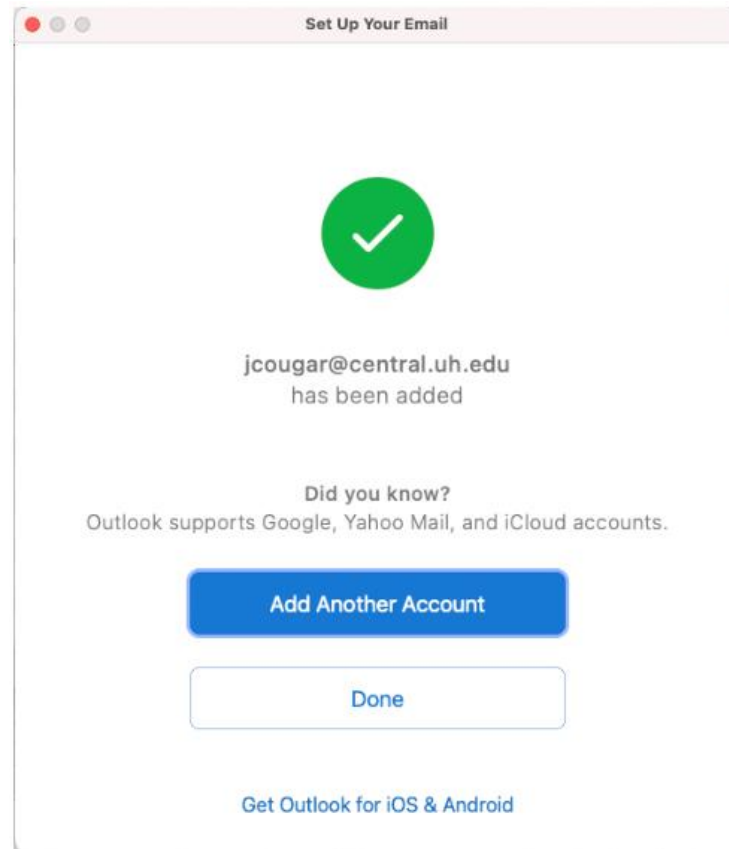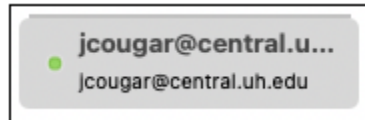
**To Remove:**

1. Select **Outlook** at top left corner of screen (next to Apple) and then select **Preferences, Accounts**.
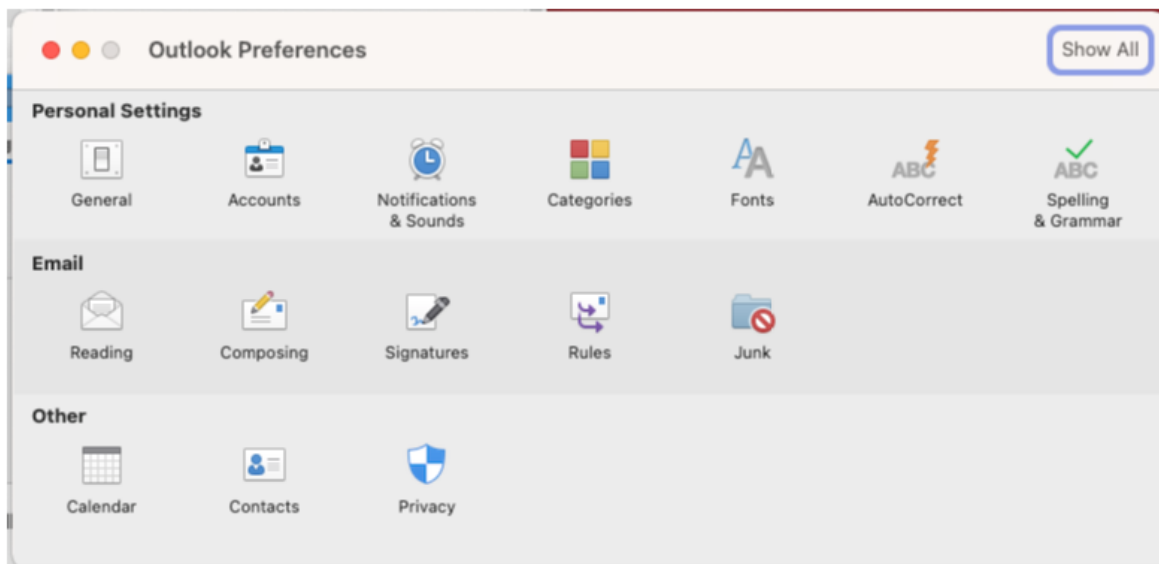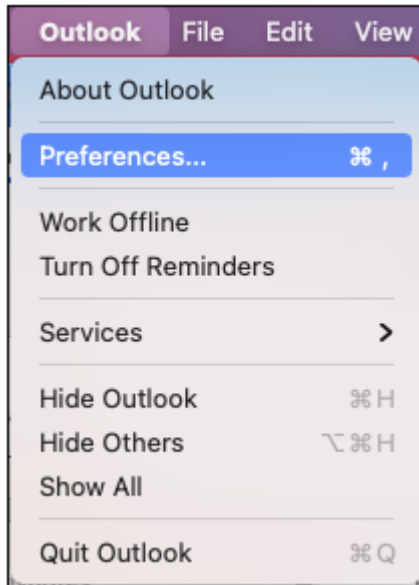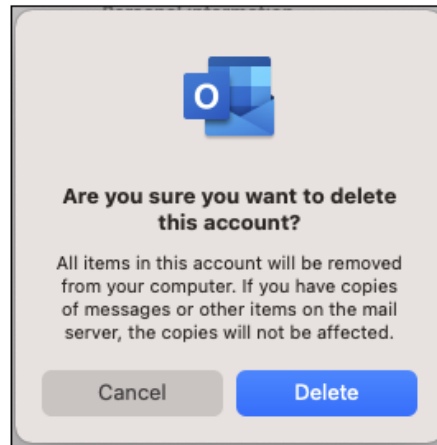
2. Select the **account** you want to delete.



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

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



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:
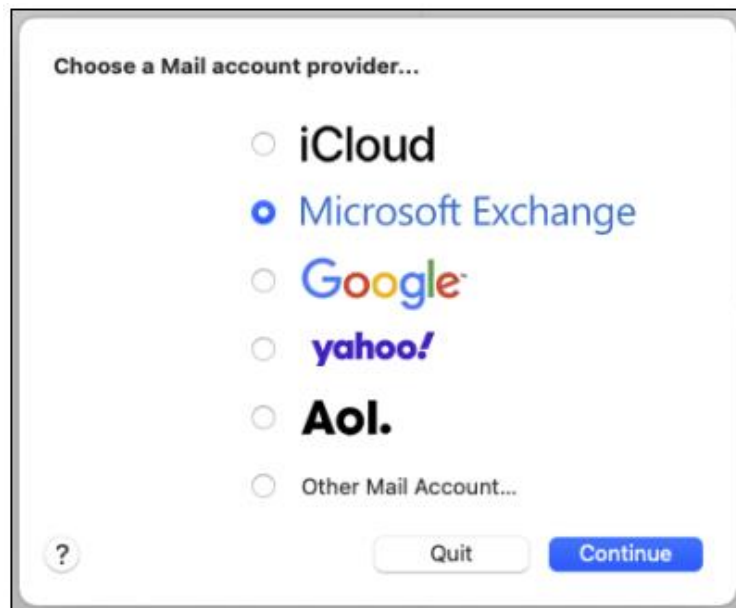
https://web.microsoftstream.com/video/8018a689-8005-4f01-abe9-4571510cac22

# Steps to set up UH Email using Mac Mail

If this is your first-time using Mac mail:
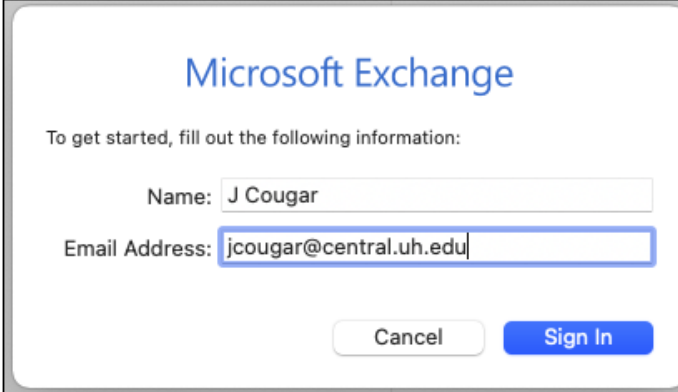
1. Click **Finder**/**Applications**/**Mail** - Double click **Mail** to launch the application.
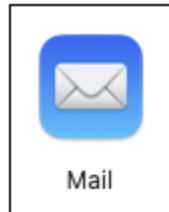


Mail

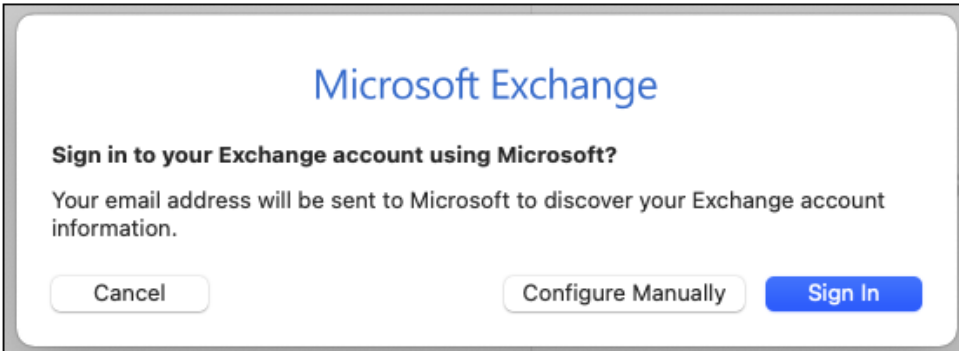2. Select: **Microsoft Exchange** and click **Continue**.

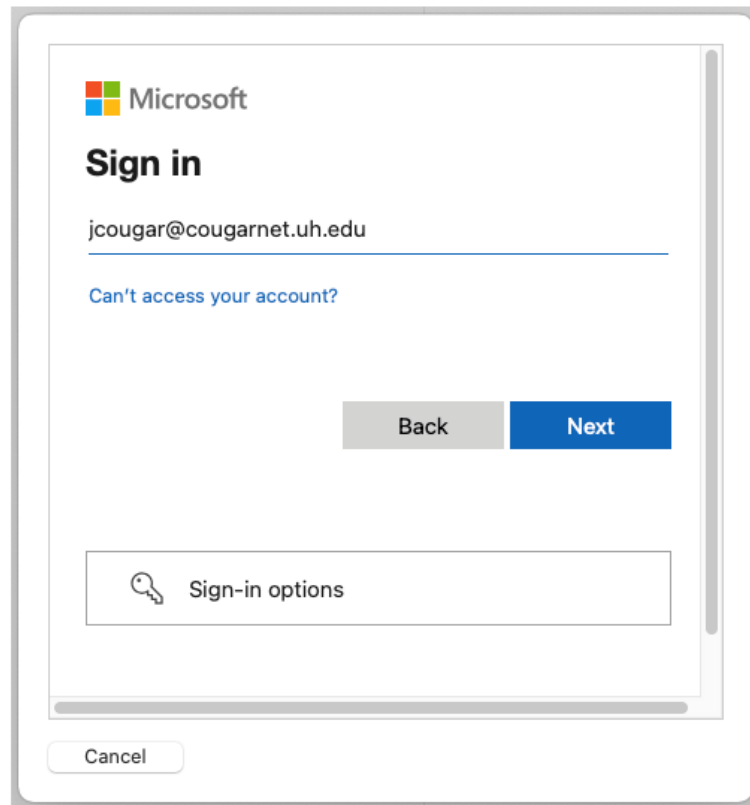3.  Type in your name and CougarnetID@central.uh.edu email address, and click **Sign In,**



4.  A Microsoft Exchange Window Pops up, click **Sign In** once again.
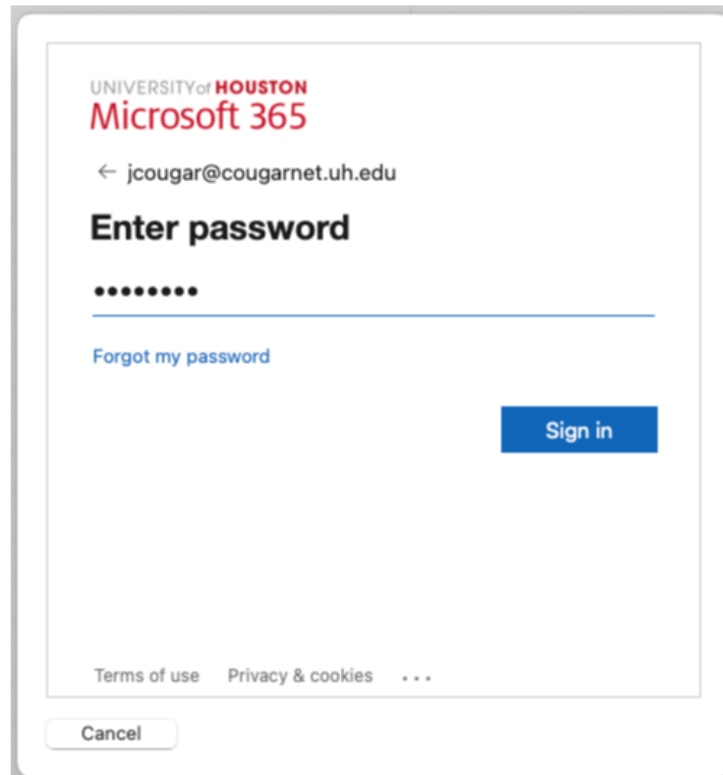
5.  When prompted at **Microsoft Sign on** page, you will need to change your email address to your CougarNetID@cougarnet.uh.edu email address password, then click **Next**
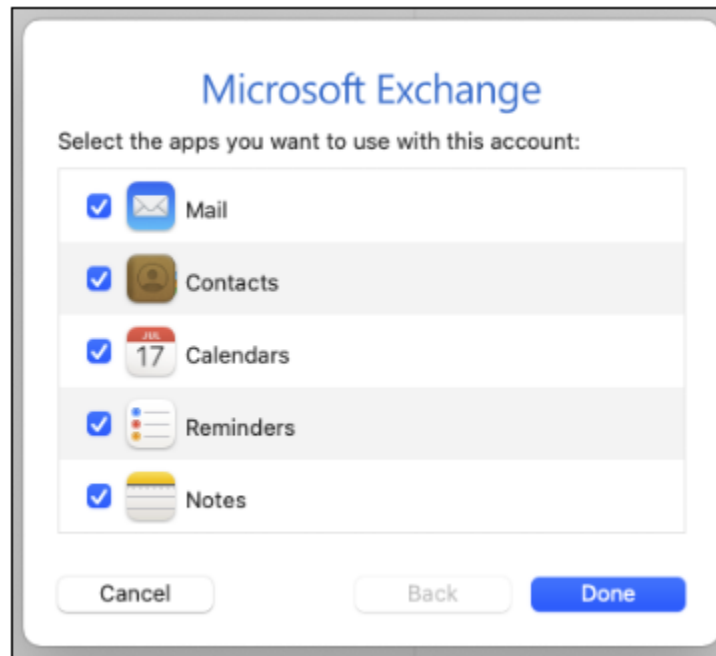
6. Enter your password, and click **Sign In.**

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