

## 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.

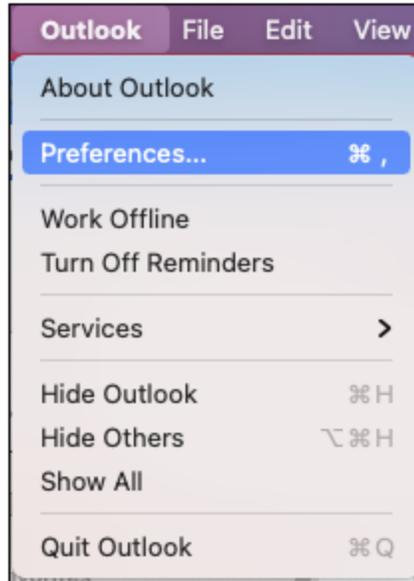
Your Outlook for Mac UH email account is now set up, and ready to use.

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>

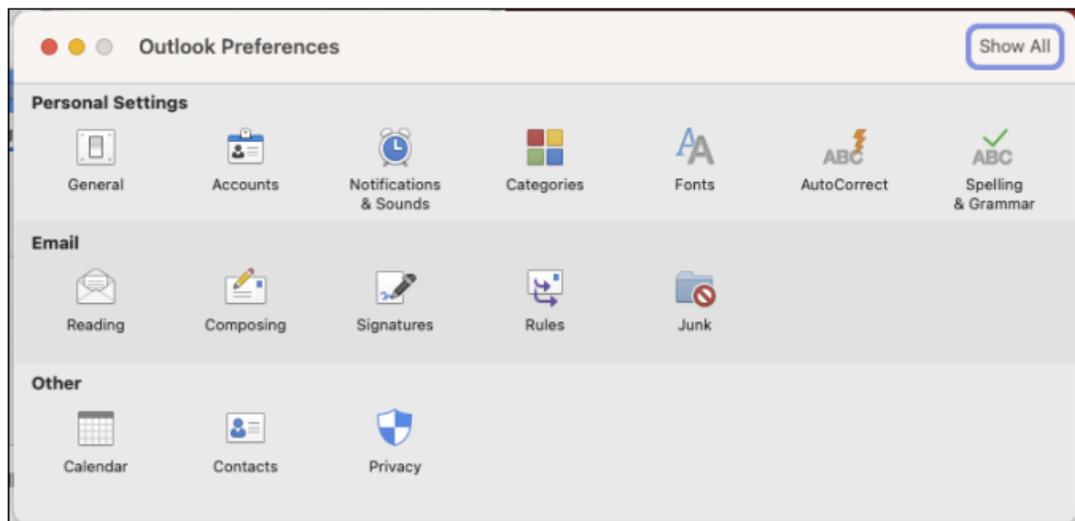
If you already have an existing Outlook for Mac account set up, and want to Add/ Remove an account:

**To Add:**

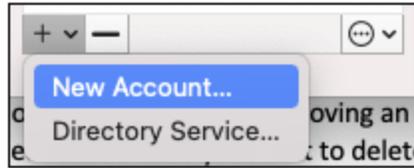
1. Select **Outlook > Preferences** at the top left corner of screen.



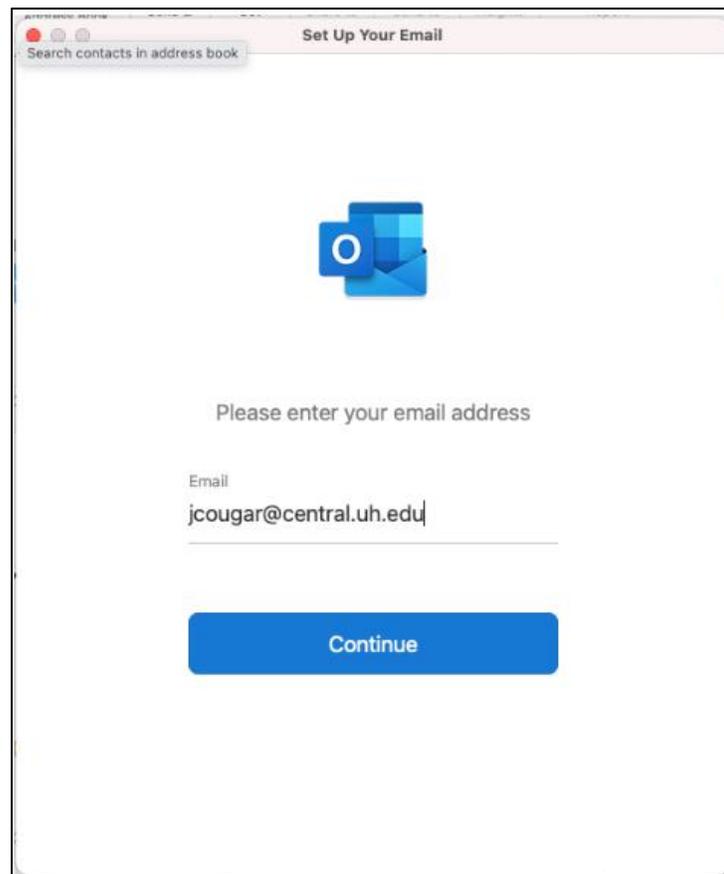
2. Click the **Accounts** icon in the top row of icons.



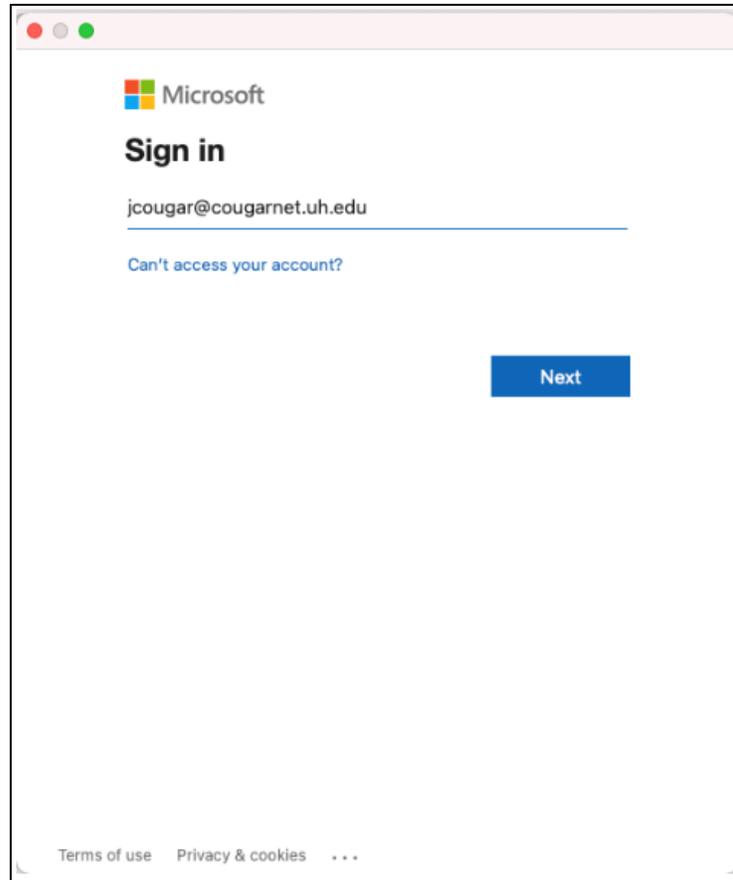
3. Click the “+” button at the bottom of the left column in the **Accounts** window to expand it and choose **New Account**.



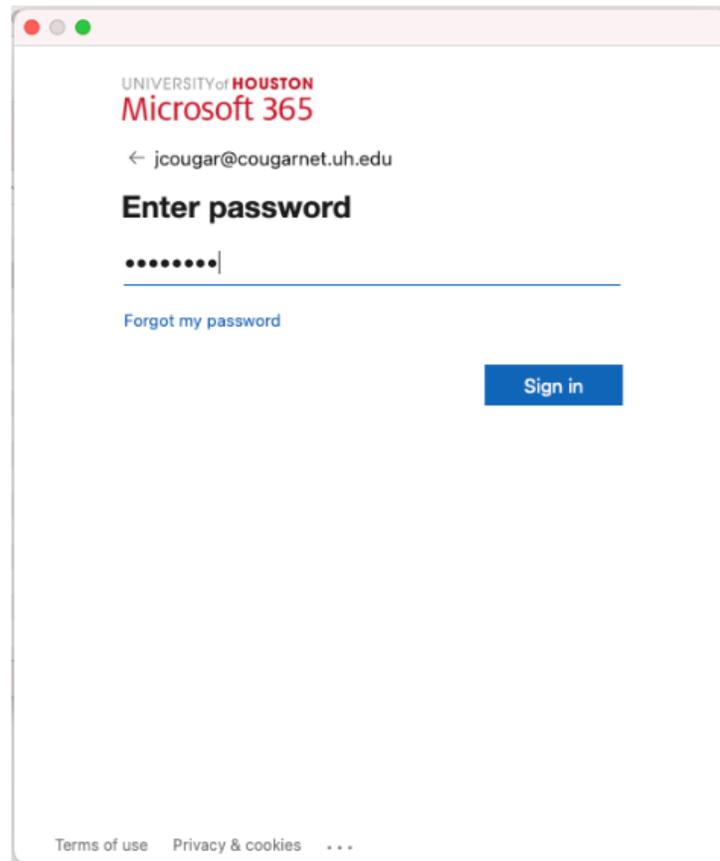
4. A **Set up Your Email** window will appear. Type in your CougarnetID@central.uh.edu email address and click **Continue**.



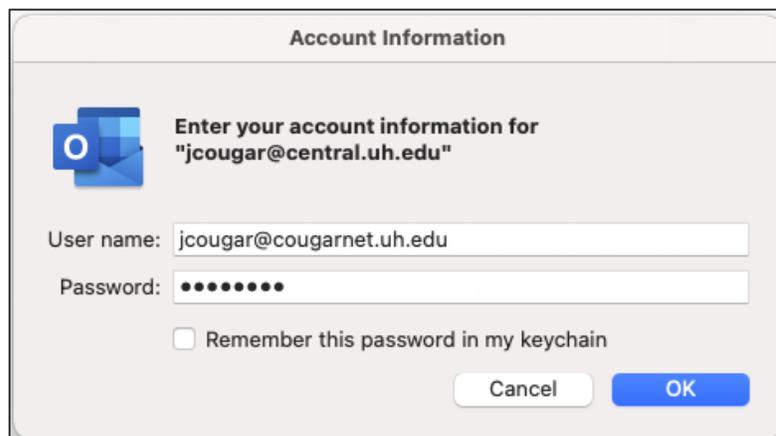
5. A Microsoft **Sign In** page will appear. replace your "CougarnetID@central.uh.edu" with CougarnetID@cougarnet.uh.edu and click **Next**.



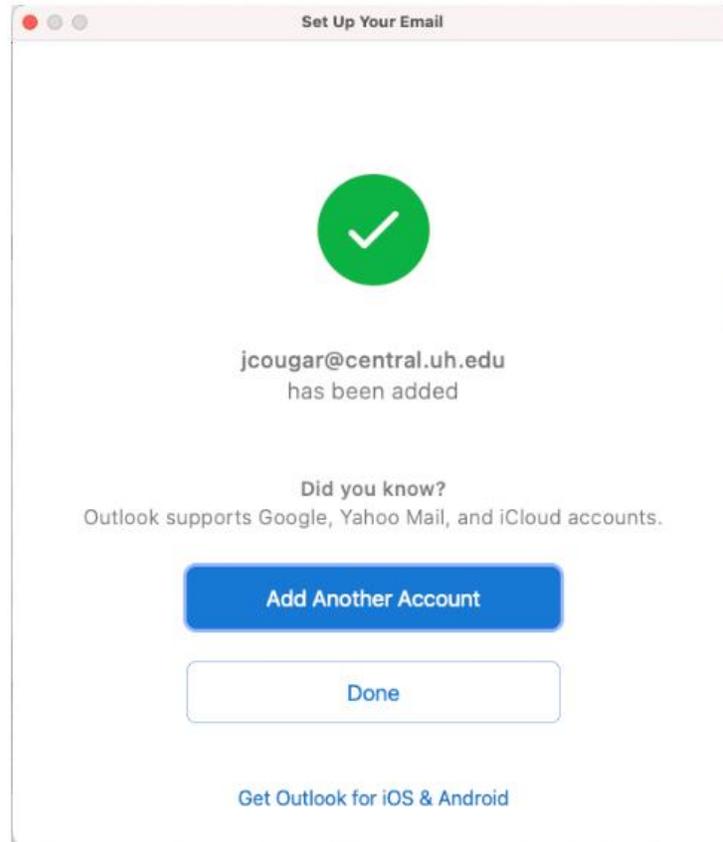
6. Enter your CougarNet password and click **Sign In**.



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

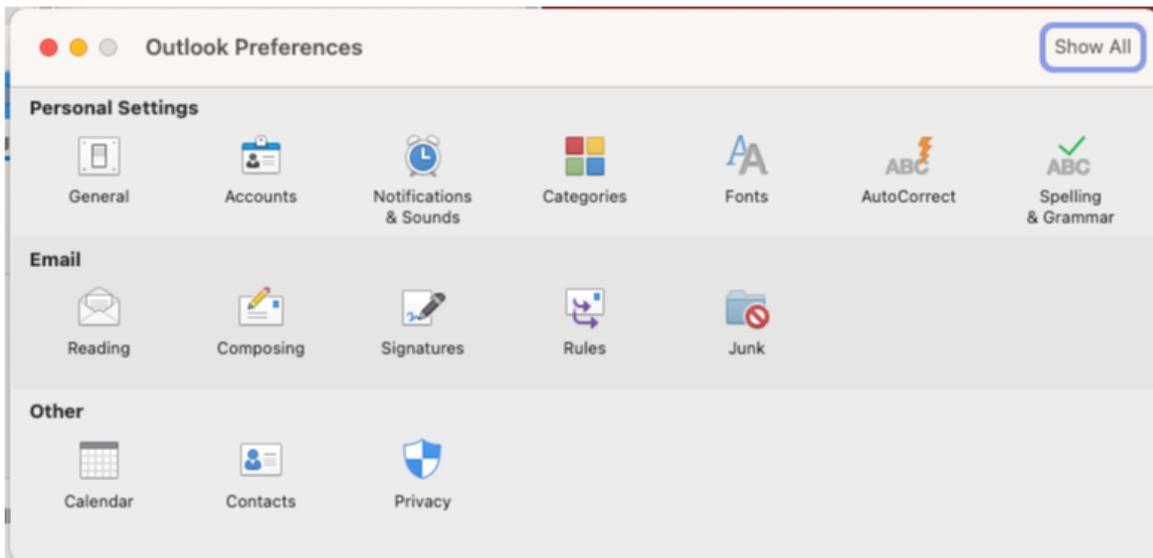
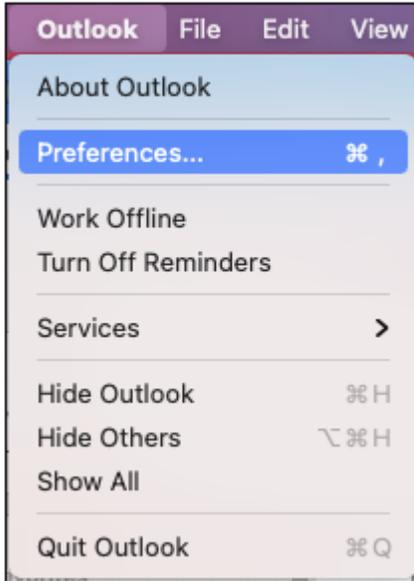


8. You should now see a **Set up your Email** window with a green check mark in it. You can click the **Done** button if you are finished adding accounts.

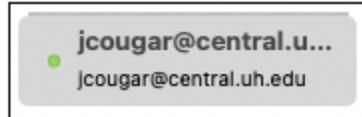


**To Remove:**

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



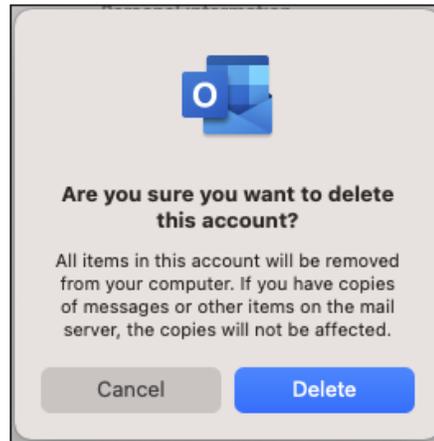
2. Select the **account** you want to delete.



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



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



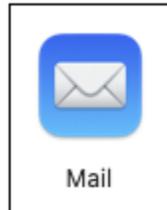
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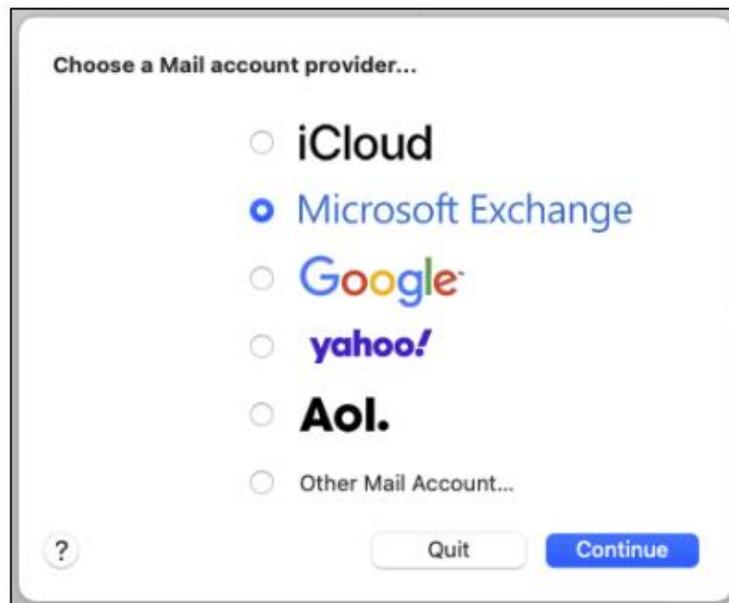
## Steps to set up UH Email using Mac Mail

If this is your first-time using Mac mail:

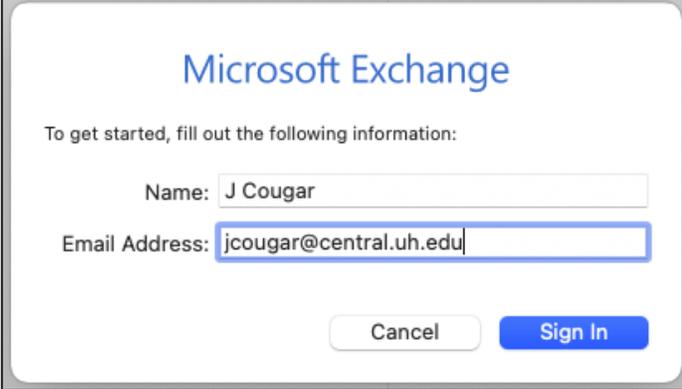
1. Click **Finder/Applications/Mail** - Double click **Mail** to launch the application.



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

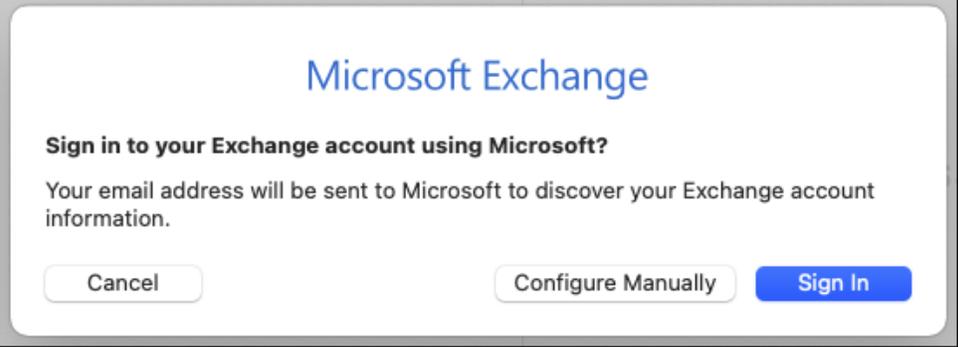


3. Type in your name and CougarnetID@central.uh.edu email address, and click **Sign In**,



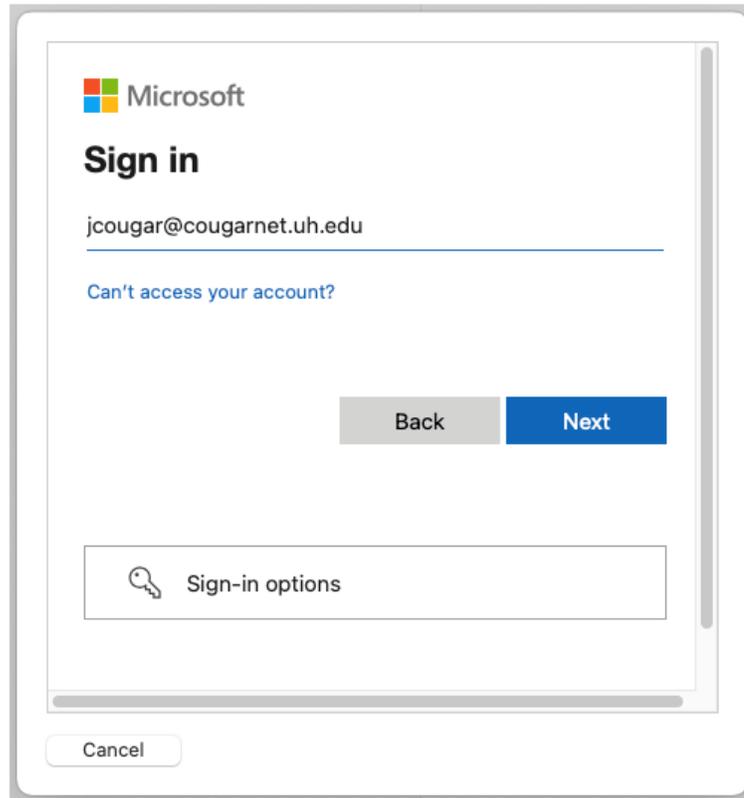
The screenshot shows a Microsoft Exchange sign-in window. At the top, it says "Microsoft Exchange". Below that, it says "To get started, fill out the following information:". There are two input fields: "Name:" with the text "J Cougar" and "Email Address:" with the text "jcougar@central.uh.edu". At the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

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

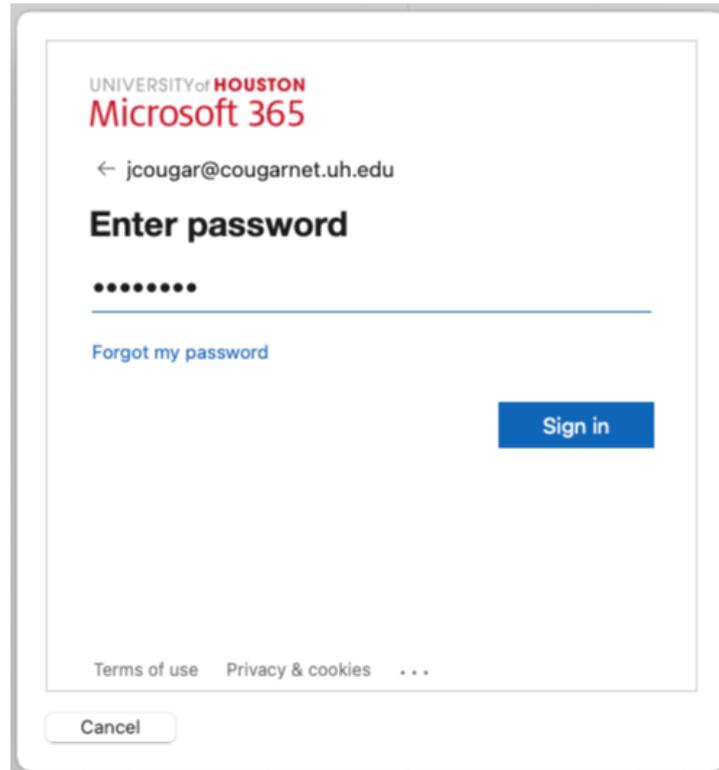


The screenshot shows a Microsoft Exchange sign-in confirmation window. At the top, it says "Microsoft Exchange". Below that, it says "Sign in to your Exchange account using Microsoft?". Underneath, it says "Your email address will be sent to Microsoft to discover your Exchange account information." At 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**

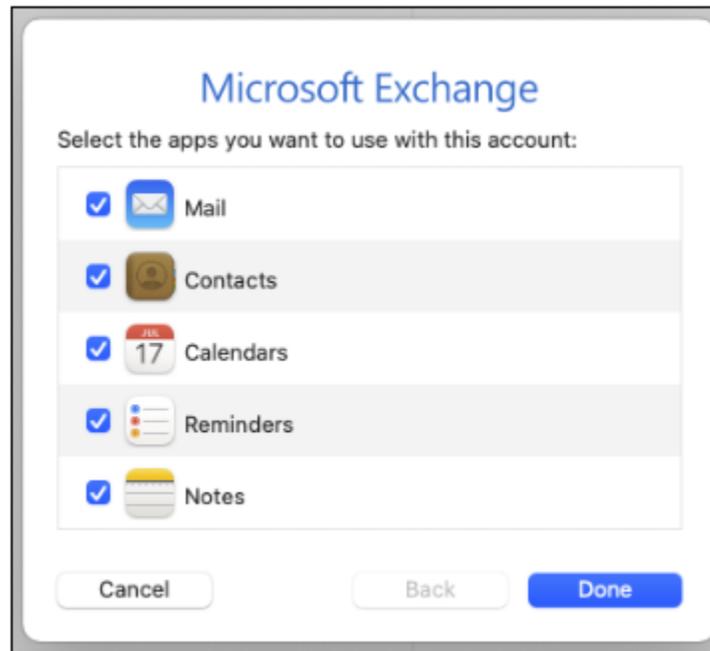


6. Enter your password, and click **Sign In**.



The screenshot shows a sign-in dialog box for the University of Houston Microsoft 365. At the top left, it displays the University of Houston logo and "Microsoft 365". Below this, the email address "jcougar@cougarnet.uh.edu" is shown with a back arrow. The main heading is "Enter password". Underneath is a password input field with seven dots. A blue link "Forgot my password" is positioned below the input field. A blue "Sign in" button is located on the right side. At the bottom left, there is a "Cancel" button. At the bottom of the dialog, there 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.

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