

## How to set up Exchange/CougarNet Email using the Outlook app on an iPhone

The steps below may not be identical to every iPhone model, but the information will be the same.

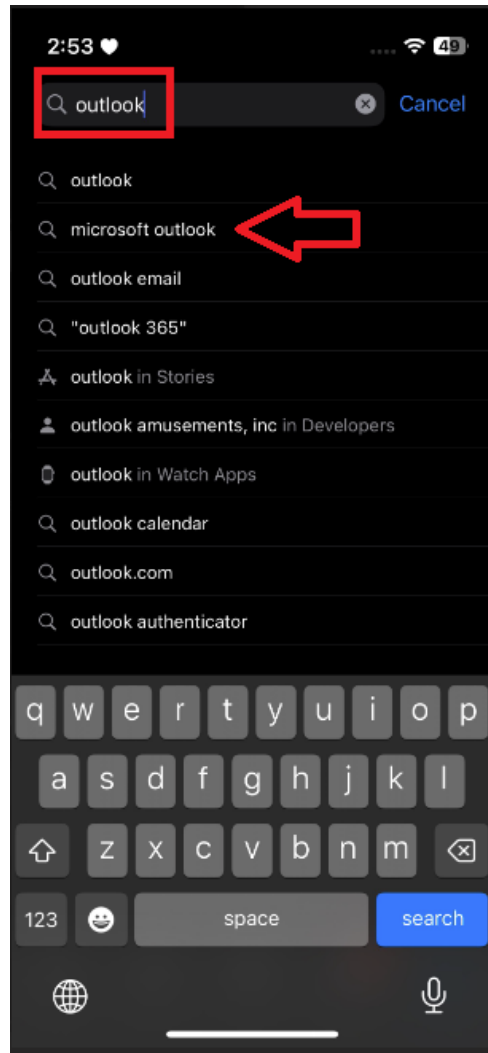
1. Press the **App Store** icon.



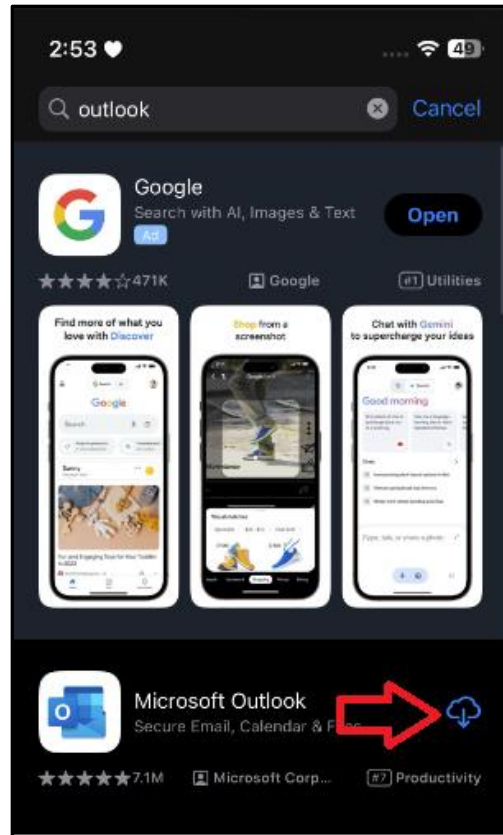
2. Press the **Search** field.



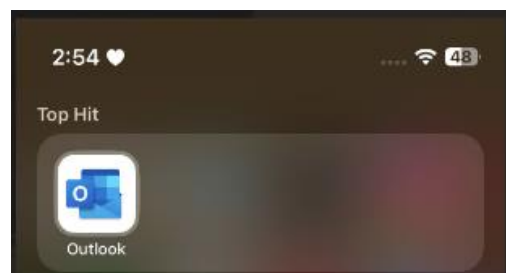
3. Type **Outlook**.
4. Press the **Outlook** option.



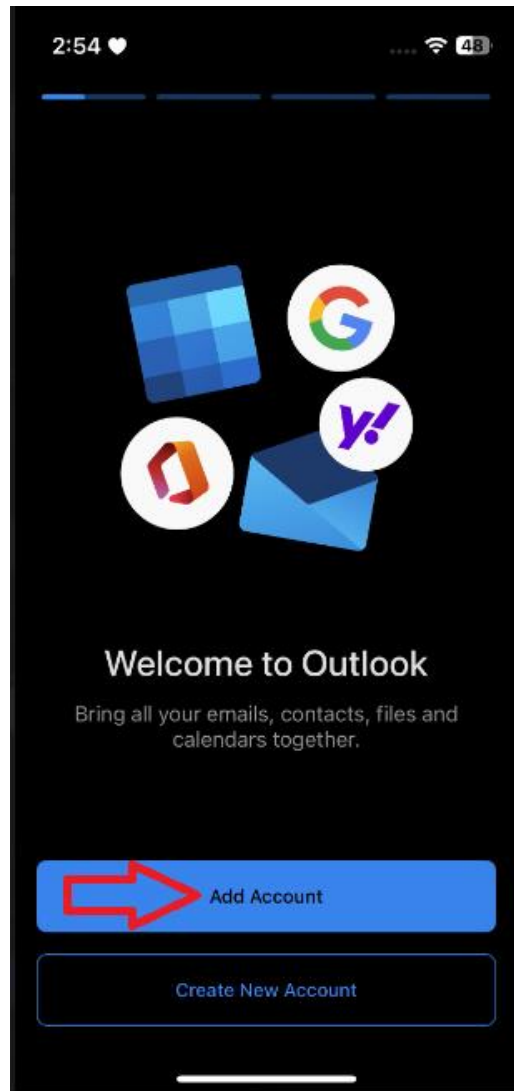
5. Press **Install**.



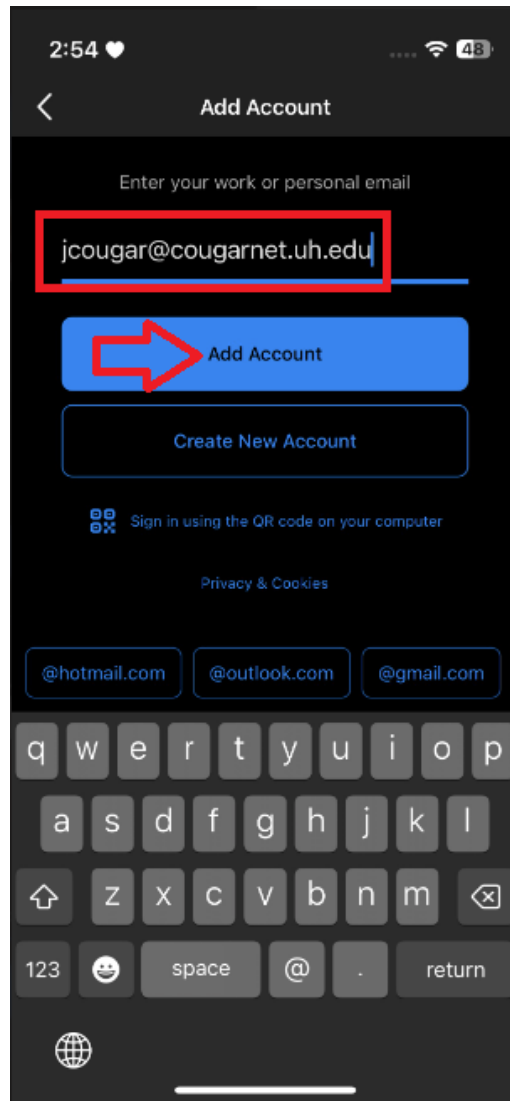
6. Once installed, press the **Outlook** app.



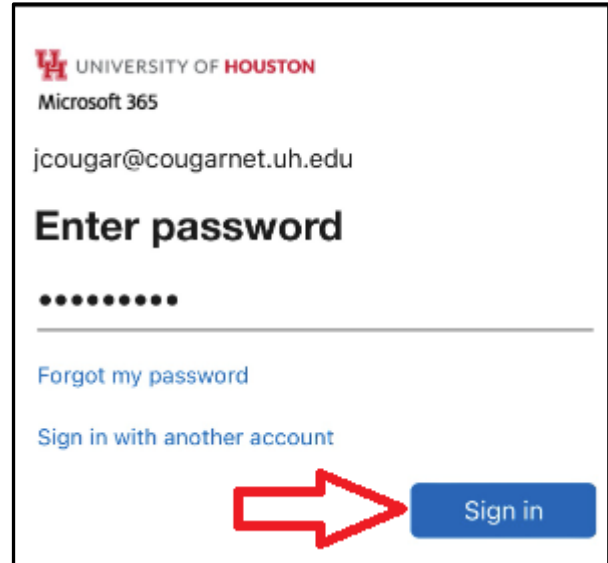
7. Press **Add Account**.



8. Enter your **Microsoft 365** email. (**Note:** This is the [CougarNetID@cougarnet.uh.edu](mailto:CougarNetID@cougarnet.uh.edu).)
9. Press **Add Account**.

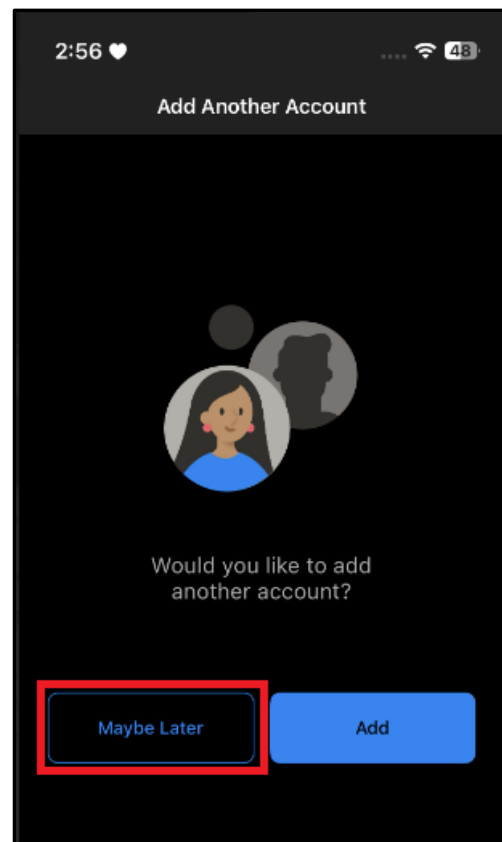


10. Enter your **Microsoft 365** password.
11. Press **Sign in**.



The screenshot shows the Microsoft 365 sign-in interface for the University of Houston. At the top, the University of Houston logo and "Microsoft 365" are displayed. Below this, the email address "jcougar@cougarnet.uh.edu" is entered. The main heading is "Enter password", followed by a password field with ten dots. Below the password field are two links: "Forgot my password" and "Sign in with another account". At the bottom right, there is a blue "Sign in" button, which is highlighted by a large red arrow pointing towards it.

12. Press **Maybe Later**.



**Note:** To view the emails on your iPhone, press the **Outlook** app.

