

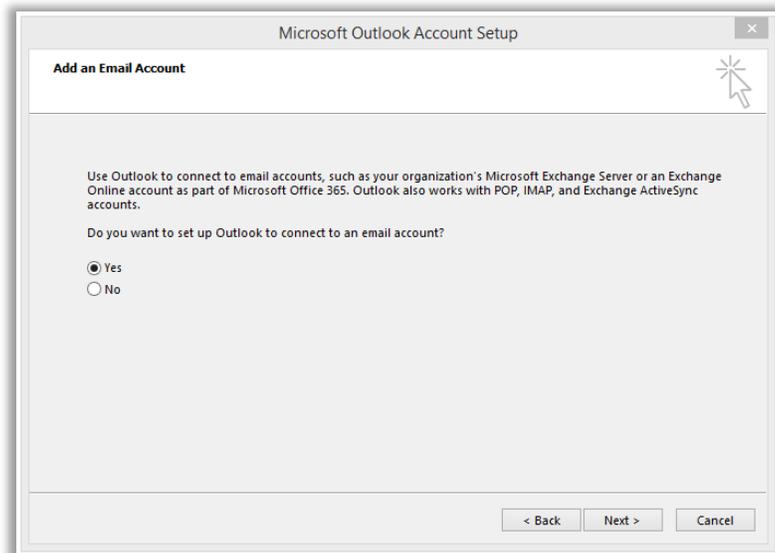
Setting up Exchange on Outlook 2013

1. Login to a University of Houston computer with your **CougarNet** username and **password**.
2. Launch **Outlook 2013**.
3. Click **Next**.

Note: This step is for first time set ups only. You may or may not receive this window. If not then proceed to the next step.



4. Select **Yes**.
5. Click **Next**.



6. Enter the following:
 - Name
 - E-mail Address
 - Password
 - Retype Password
7. Click **Next**.

The screenshot shows the 'Add Account' dialog box. The title bar says 'Add Account'. Below the title bar, it says 'Auto Account Setup' and 'Outlook can automatically configure many email accounts.' There are two radio buttons: 'E-mail Account' (selected) and 'Manual setup or additional server types'. Under 'E-mail Account', there are four input fields: 'Your Name' (containing 'j Cougar'), 'E-mail Address' (containing 'jcougar@central.uh.edu'), 'Password' (containing '*****'), and 'Retype Password' (containing '*****'). Below the 'Retype Password' field is a note: 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

8. Enter your **password**.
9. Click **Ok**.

The screenshot shows the 'Windows Security' dialog box for Microsoft Outlook. The title bar says 'Windows Security'. Below the title bar, it says 'Microsoft Outlook' and 'Connecting to mrodri53@central.uh.edu'. There is a blue box containing a person icon, the email address 'jcougar@central.uh.edu', a 'Password' field, and a checkbox labeled 'Remember my credentials'. Below this box is another person icon and the text 'Use another account'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

10. Click **Finish**.

