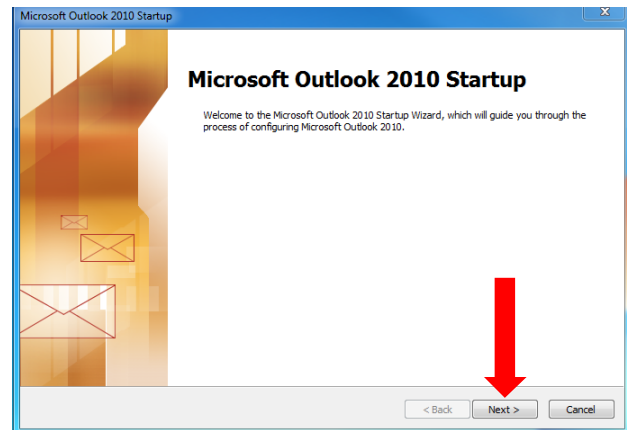


Set up Exchange in Outlook 2010 for Windows

1. Open **Outlook 2010**
2. Click **Next**



3. Choose **Yes** to Configure email account.
4. Click **Next**.
5. If you are logged into your CougarNet account, Outlook will recognize you.

6. Click **Next**.

The screenshot shows the 'Add New Account' window with the 'Auto Account Setup' tab selected. The window title is 'Add New Account'. Below the title bar, it says 'Auto Account Setup' and 'Click Next to connect to the mail server and automatically configure your account settings.' There are three radio buttons: 'E-mail Account' (selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' section has two text boxes: 'Your Name:' with 'TSS Test' and 'Example: Ellen Adams', and 'E-mail Address:' with 'jcougar@Central.UH.EDU' and 'Example: ellen@contoso.com'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A large red arrow points to the 'Next >' button.

The screenshot shows the 'Add New Account' window with the 'Online search for your server settings...' tab selected. The window title is 'Add New Account'. Below the title bar, it says 'Online search for your server settings...'. There is a progress bar and a section titled 'Configuring'. Below this, it says 'Configuring e-mail server settings. This might take several minutes:'. There are three steps: 'Establish network connection' (checked), 'Search for jcougar@Central.UH.EDU server settings' (checked), and 'Log on to server' (checked). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Click **Finish** to complete set up.

The screenshot shows the 'Add New Account' window with the 'Online search for your server settings...' tab selected. The window title is 'Add New Account'. Below the title bar, it says 'Online search for your server settings...'. There is a progress bar and a section titled 'Configuring'. Below this, it says 'Configuring e-mail server settings. This might take several minutes:'. There are three steps: 'Establish network connection' (checked), 'Search for jcougar@Central.UH.EDU server settings' (checked), and 'Log on to server' (checked). Below this, it says 'Your e-mail account is successfully configured.' At the bottom left, there is a checkbox labeled 'Manually configure server settings'. At the bottom right, there is a button labeled 'Add another account...' and two buttons: 'Finish' and 'Cancel'. A large red arrow points to the 'Finish' button.