

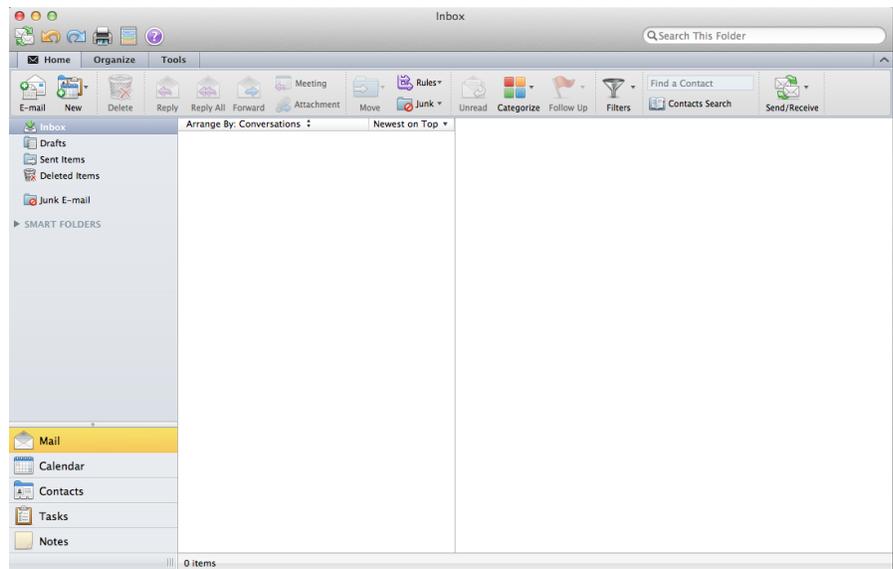
Setting up Exchange Email on Outlook 2011 for Mac

Two Requirements before you start setting up Exchange Email:

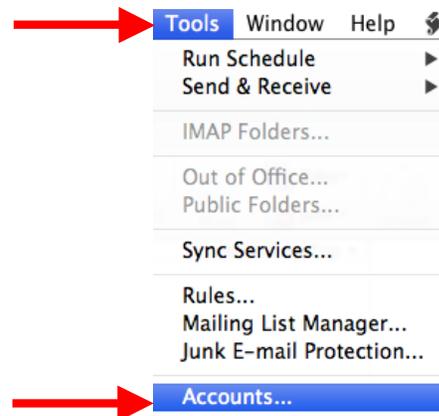
- An active and working exchange email account, ex.*jcougar@central.uh.edu*, and CougarNet password
- Microsoft Office 2011 for Mac is installed on your computer and is updated. **Note:** If you are unsure, please contact your IT staff or the IT helpdesk for verification

Steps to setup Exchange email on Outlook 2011 for Mac:

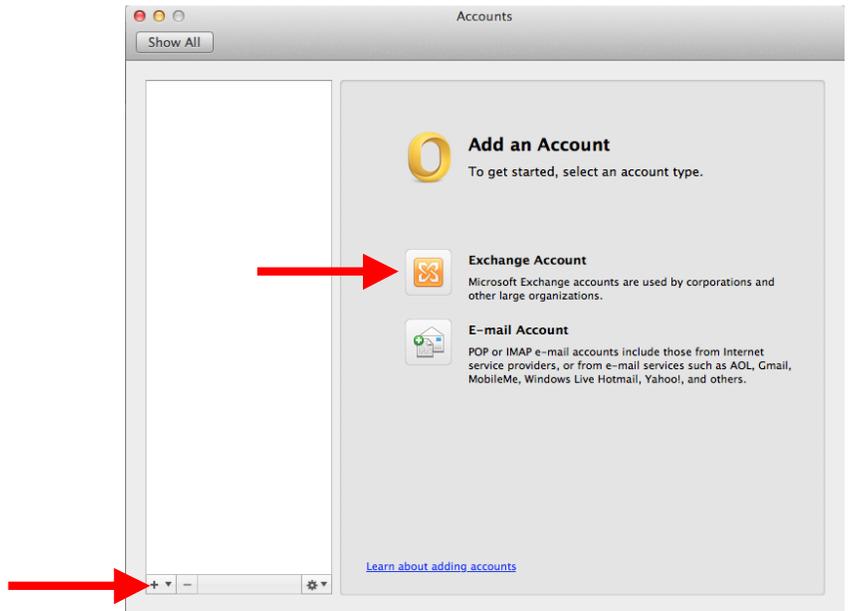
1. Open **Outlook** on your Mac computer.



2. On the Mac Menu Bar (Top of the screen) navigate to the **Tools** menu and then select **Accounts**.



3. When the “Accounts” window appears, click on the **Exchange Account** icon or click on the ‘+’ in the lower left hand corner and select **Exchange**.

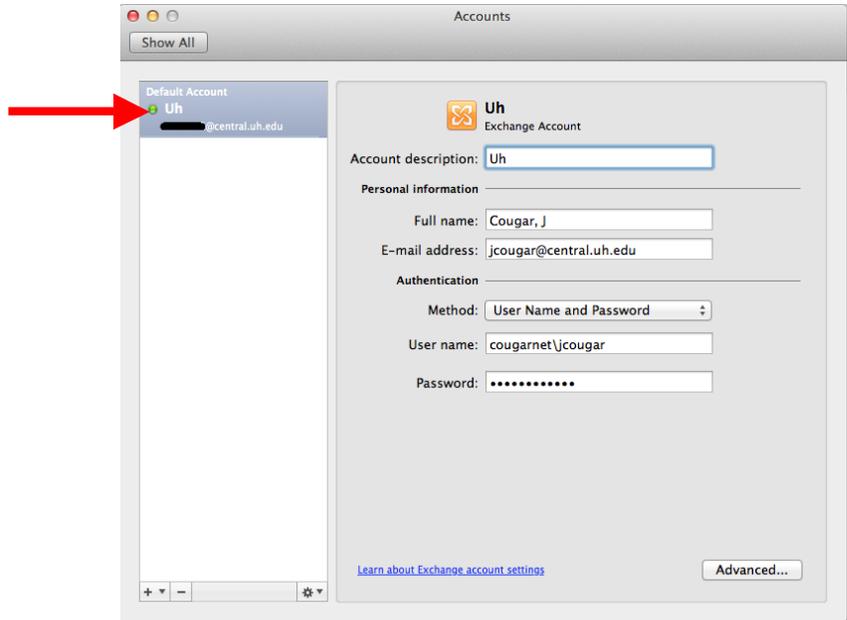


4. Enter your exchange information to properly setup your email account.

- Email Address: **Enter your full official UH e-mail Address**
 - Ex: *jcougar@central.uh.edu*
- Method: **Select User name and Password**
- Username: Enter **Cougarnet** and your UH Cougarnet ID
 - Ex: *Cougarnet\jcougar*
- Password: **Enter your Cougarnet Password**
- Select **Configure Automatically**
- Click **Add Account** to complete setup.

A screenshot of the 'Enter your Exchange account information' dialog box. The dialog has a title bar and several input fields. The 'E-mail address' field contains 'jcougar@central.uh.edu'. The 'Authentication' section has a 'Method' dropdown menu set to 'User Name and Password'. The 'User name' field contains 'cougarnet\jcougar'. The 'Password' field contains a series of dots. Below the password field is a checked checkbox labeled 'Configure automatically'. At the bottom right, there are two buttons: 'Cancel' and 'Add Account', with a red arrow pointing to the 'Add Account' button.

5. A confirmation window will appear with your account information. Once the account is synchronized you will see a green light indicating your account is completed.



Note: You cannot setup your Exchange email account on Outlook 2011 for Mac if you are not on Exchange Server 2007 (Email.uh.edu – Server). If the user wants to be moved over to setup their exchange email account on Outlook 2011 for Mac, you must request it to the IT Support Center.