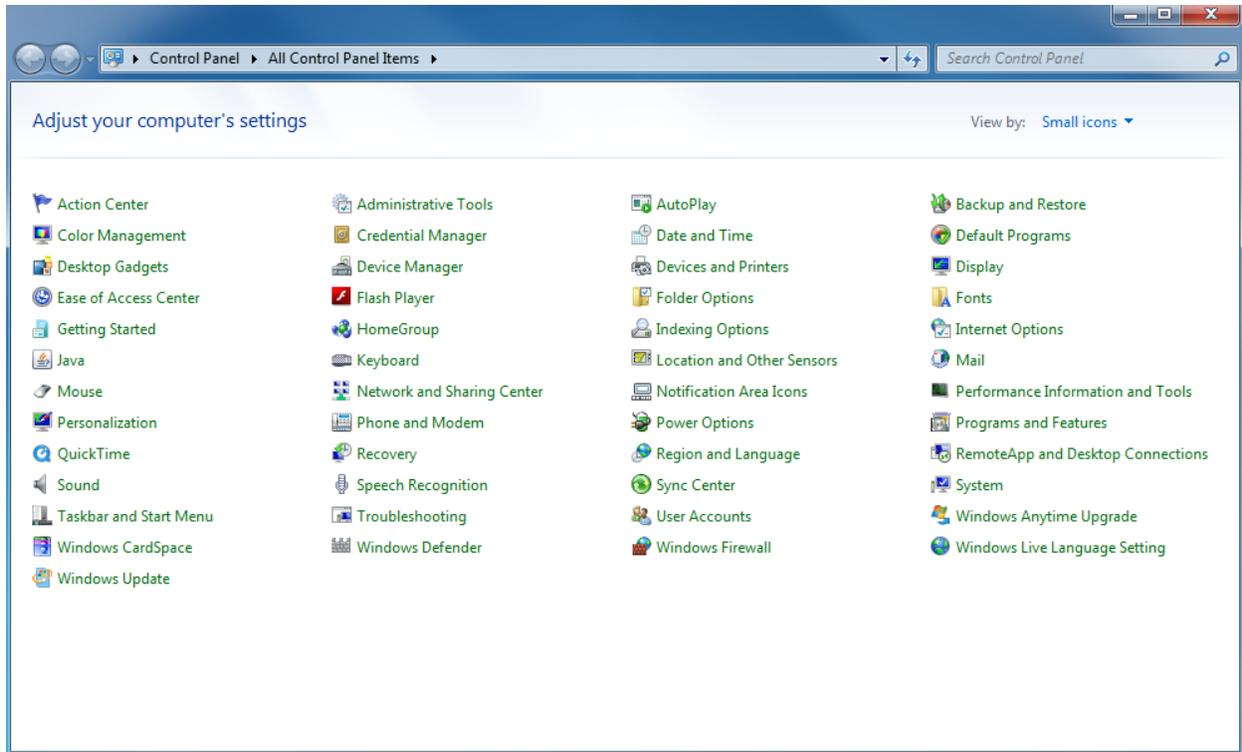
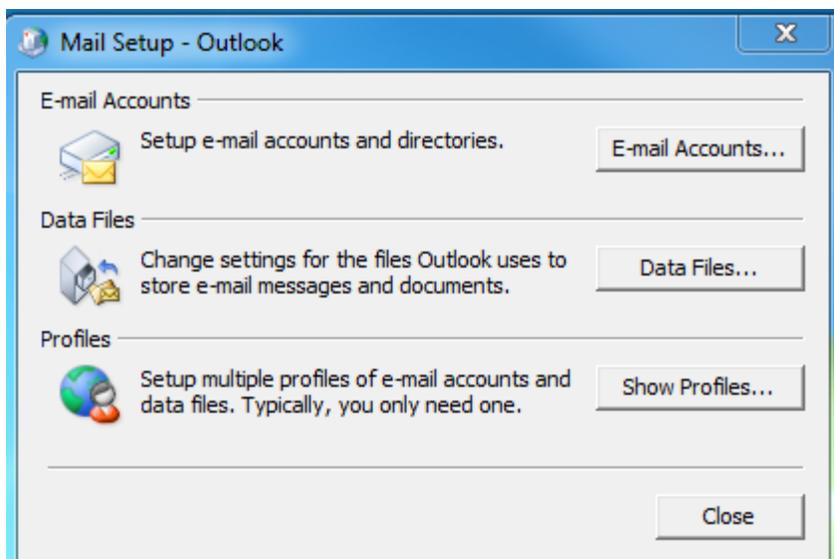


Mapping to Outlook Client

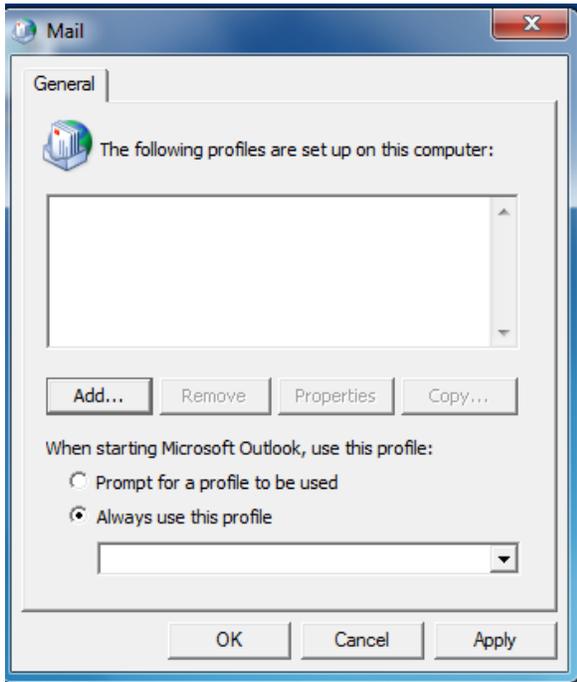
1. Open the Control Panel and Click on the Mail icon



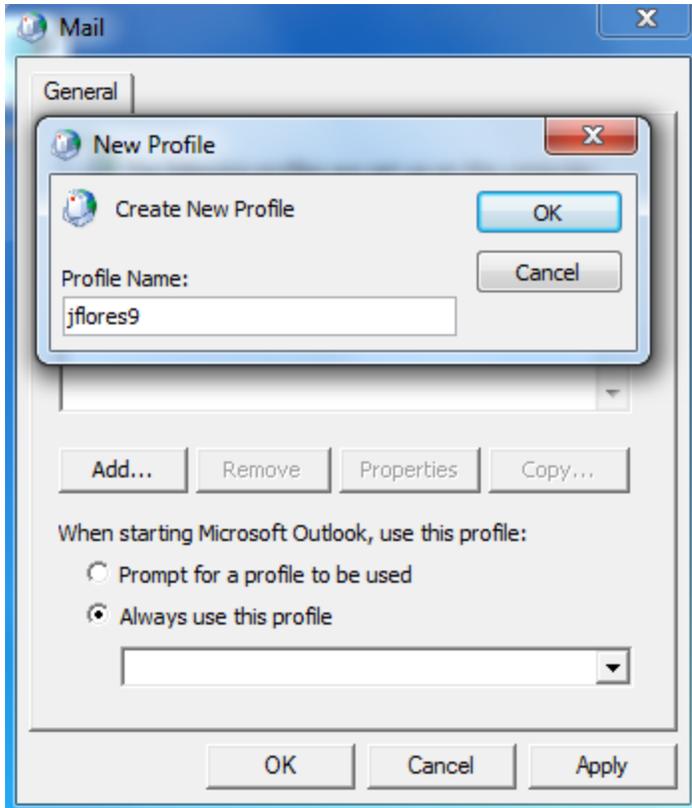
2. Select E-mail Account



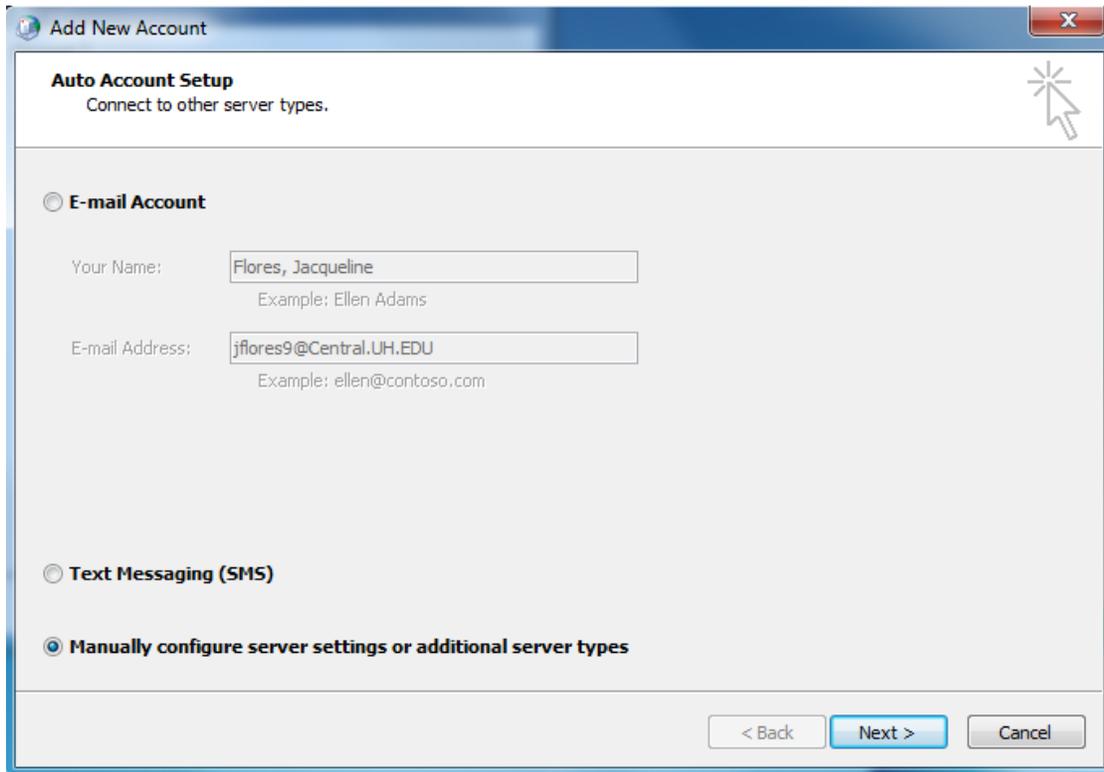
3. Click on Add



4. Enter your CougarNet Username

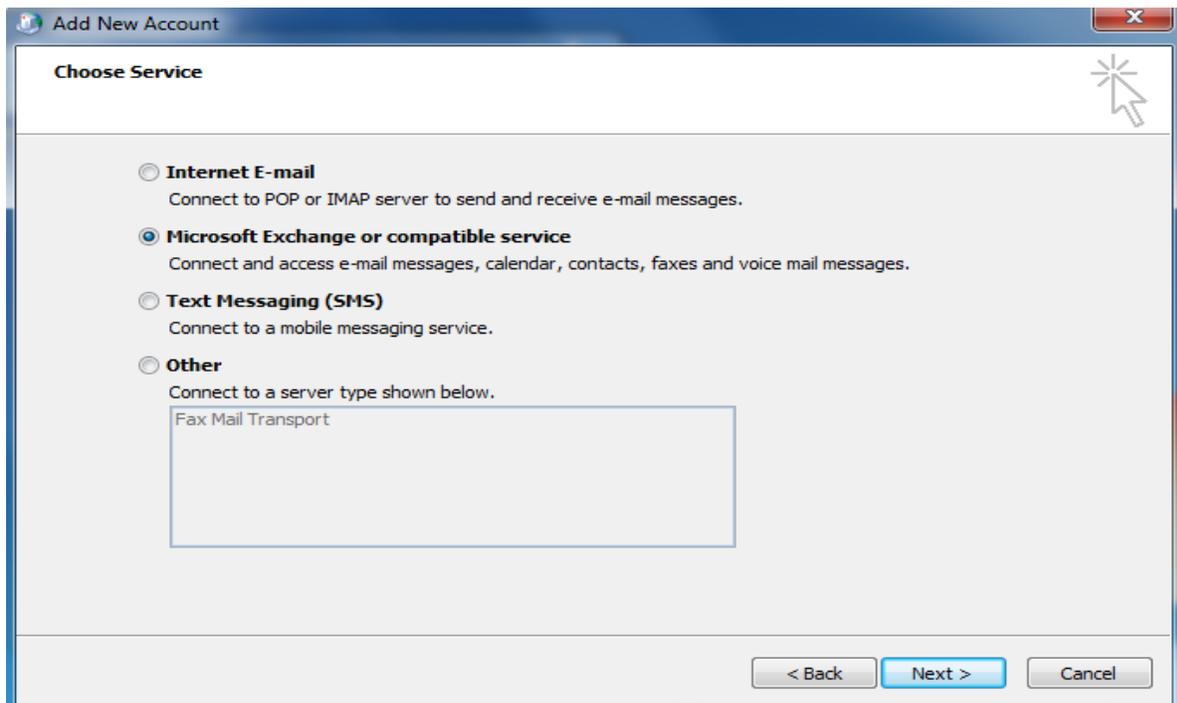


5. Click ok and then select Manually configure server settings option



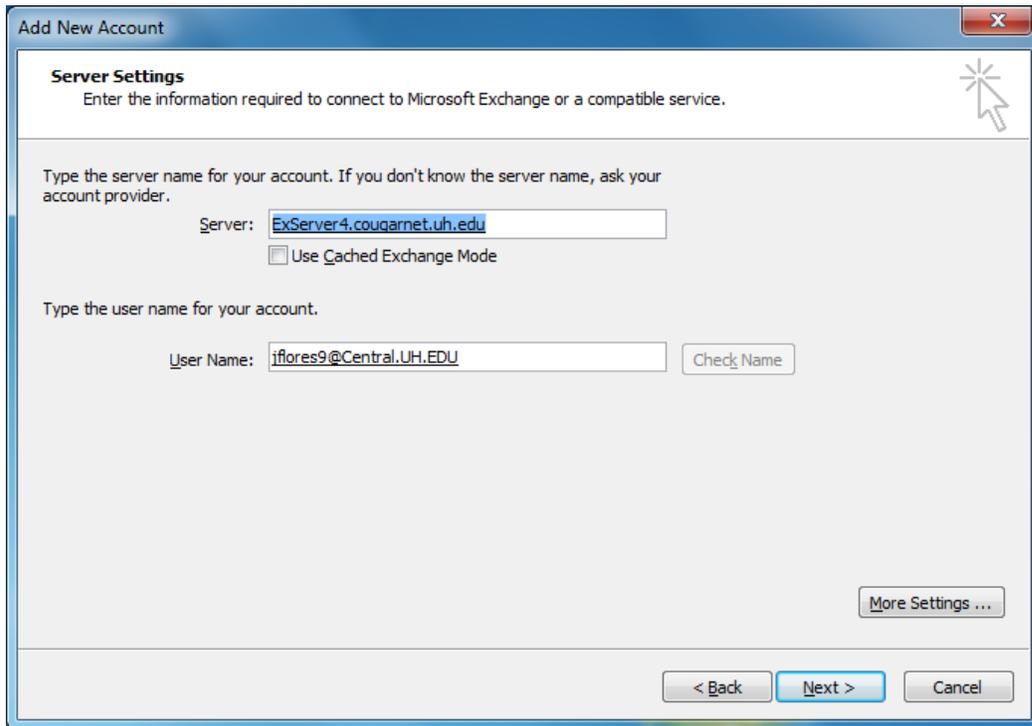
The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add New Account' and the subtitle is 'Auto Account Setup' with the instruction 'Connect to other server types.' There are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' option is selected, and its fields are filled with 'Your Name: Flores, Jacqueline' and 'E-mail Address: jflores9@Central.UH.EDU'. Below these fields are example text strings. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Select the Microsoft Exchange option and click next



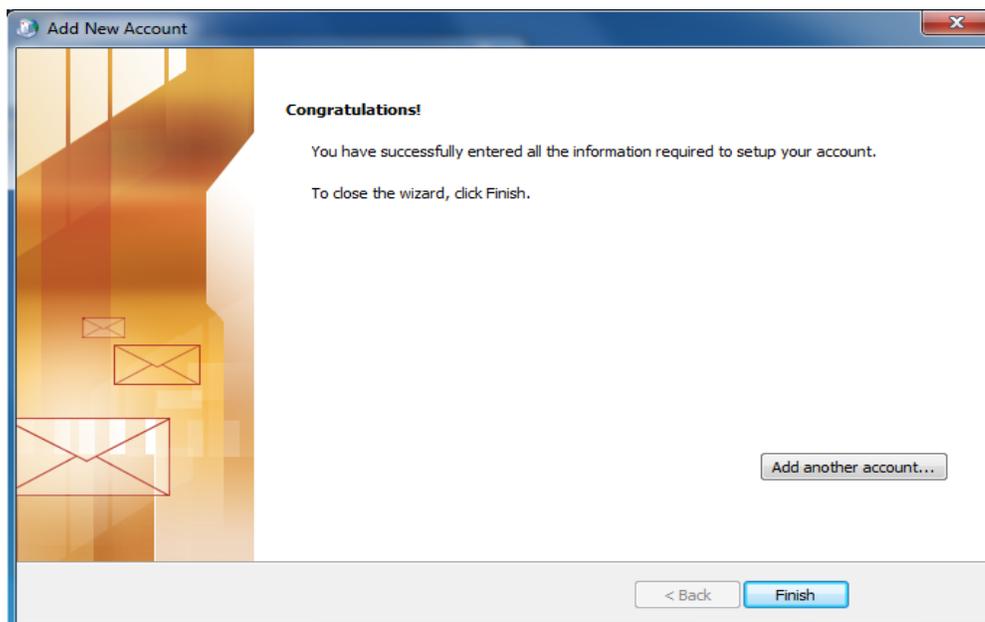
The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section. The title bar reads 'Add New Account' and the subtitle is 'Choose Service'. There are four radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', 'Text Messaging (SMS)', and 'Other'. The 'Microsoft Exchange or compatible service' option is selected. Below the 'Other' option is a text box containing 'Fax Mail Transport'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Enter Server Name: ExServer4.cougarnet.uh.edu and then enter your Username.
8. Click on check name to verify the account and then click on next.



The screenshot shows the 'Add New Account' wizard window. The title bar reads 'Add New Account'. The main heading is 'Server Settings' with the instruction 'Enter the information required to connect to Microsoft Exchange or a compatible service.' Below this, there is a text box for 'Server:' containing 'ExServer4.cougarnet.uh.edu' and a checkbox for 'Use Cached Exchange Mode' which is unchecked. A second text box for 'User Name:' contains 'jfflores9@Central.UH.EDU' and a 'Check Name' button is to its right. At the bottom right is a 'More Settings ...' button. The bottom navigation bar contains '< Back', 'Next >', and 'Cancel' buttons.

9. You will see a congratulations message.
10. Click on finish



The screenshot shows the 'Add New Account' wizard window at the 'Congratulations!' step. The title bar reads 'Add New Account'. The main heading is 'Congratulations!' with the text 'You have successfully entered all the information required to setup your account. To close the wizard, click Finish.' Below this is an 'Add another account...' button. The bottom navigation bar contains '< Back' and 'Finish' buttons.

11. Navigate to Outlook. You have successfully setup Outlook on your PC.

