Mapping to Outlook Client

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



2. Select E-mail Account



3. Click on Add

🥑 Mail 📃 🗾			
General			
The following profiles are set up on this computer:			
*			
Add Remove Properties Copy,			
When starting Microsoft Outlook, use this profile:			
C Prompt for a profile to be used			
Always use this profile			
			
OK Cancel Apply			

4. Enter your Cougarnet Username

Mail X
General
New Profile
Create New Profile
Profile Name: Cancel
Add Remove Properties Copy When starting Microsoft Outlook, use this profile: Prompt for a profile to be used Always use this profile
OK Cancel Apply

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

Add New Account	_	×
Auto Account Set Connect to othe	up r server types.	
E-mail Account		
Your Name:	Flores, Jacqueline	
	Example: Ellen Adams	
E-mail Address;	jflores9@Central.UH.EDU	
	Example; ellen@contoso.com	
Text Messaging	(SMS)	
Manually config	ure server settings or additional server types	
		< Back Next > Cancel

6. Select the Microsoft Exchange option and click next

3 Add New Account	
Choose Service	×,
 Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages. Microsoft Exchange or compatible service Connect and access e-mail messages, calendar, contacts, faxes and vertice Text Messaging (SMS) Connect to a mobile messaging service. Other Connect to a server type shown below. Fax Mail Transport 	roice mail messages.
	< Back Next > 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.

Add New Account			×
Server Settings Enter the information rec	quired to connect to Microsoft Exchange or a compatible	service.	× × ×
Type the server name for you account provider. <u>S</u> erver:	r account. If you don't know the server name, ask your ExServer4.cougarnet.uh.edu Use Cached Exchange Mode		
Type the user name for your a	account.		
<u>U</u> ser Name:	jflores9@Central.UH.EDU	Check Name	
			More Settings
	(< <u>B</u> ack	Next > Cancel

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

Add New Account		×
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish. Add another accour	nt
	< Back Finish	

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File Hor	me Send / Receive	Folder View				۵ (؟)
New New E-mail Items *	Ignore Clean Up - Junk - Delete	Reply Reply Forward to More ~ All Report	It support Req It of Manager It are E-mail ✓ Done It are to the total of total of the total of the total of to	Move Rules C	DneNote Unread/ Categorize Follow Read Tags	Find a Contact
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📴 Sent Ite	ems	Arrange By: Date	Newest on top			
Deleted	i Items (365)	> Today				Wed 1
≠ jflores9@Cen ▷ 🖂 Inbox	ntral.UH.EDU	Vesterday				1:00 AM:
🔯 Drafts [1	Drafts [14] Sent Items				ice crea	
⊙ Deleted ⊳ Coo Junk E-r	i Items (365) mail	Last Week				
🛃 Outbox	c eds	> Two Weeks Ago				
D 🧔 Search F	Folders	> Three Weeks Ago				day: 47
		▶ Last Month				Tasks
		▷ Older				
🙈 Mail						
Calendar						
Contacts						
🟹 Tasks						
	- 🚺 🖬 🖉					
Items: 1,417					🛞 Online with Microsoft Exchange	🔟 🛱 100% 🕞 —— (

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