Getting Email in Office 365

1. Log into AccessUH.uh.edu using your Cougarnet user name and password.
2. Click on the Office 365 button
   and it will take you to a link for Office 365.
   (The direct link is office.com).
3. Log into Office 365 using cougarnetusername@cougarnet.uh.edu (Such as jcougar@cougarnet.uh.edu). The first time you log on, you will need to set your time zone before you can get in.
4. Click on Outlook. If the Outlook button isn't there, click the menu button in the upper left hand and then choose Outlook.
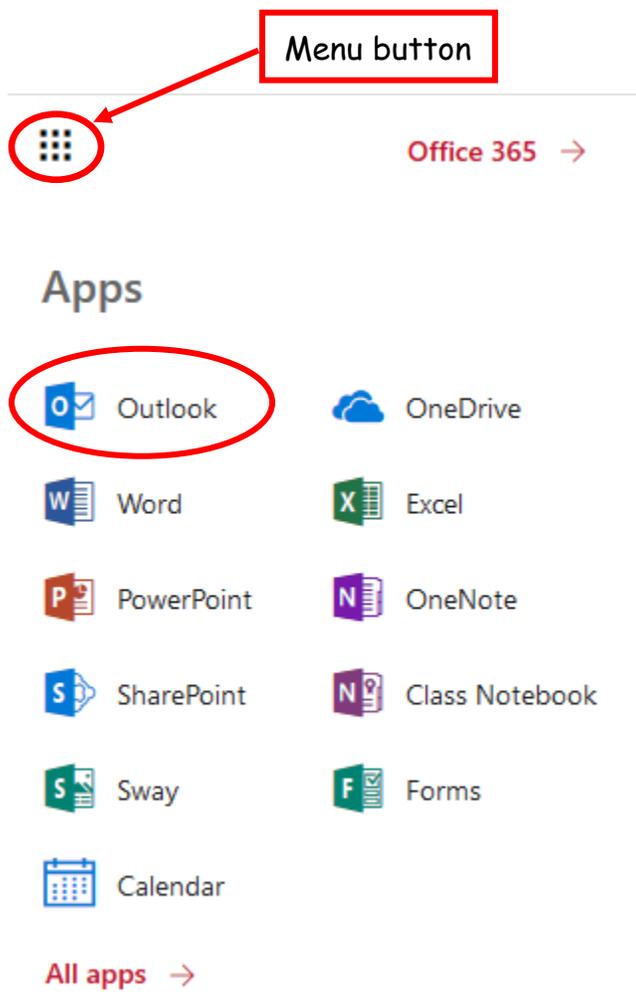
5. It will take you to your inbox. By default, you have 2 inboxes. One is a Focused inbox (those emails Microsoft thinks are important) and an Other inbox with all other email. Most people prefer one inbox. To get just one mailbox, click the Settings button on the upper right.

6. It will open a Settings window. Click the slider button next to Focused Inbox to turn it off.
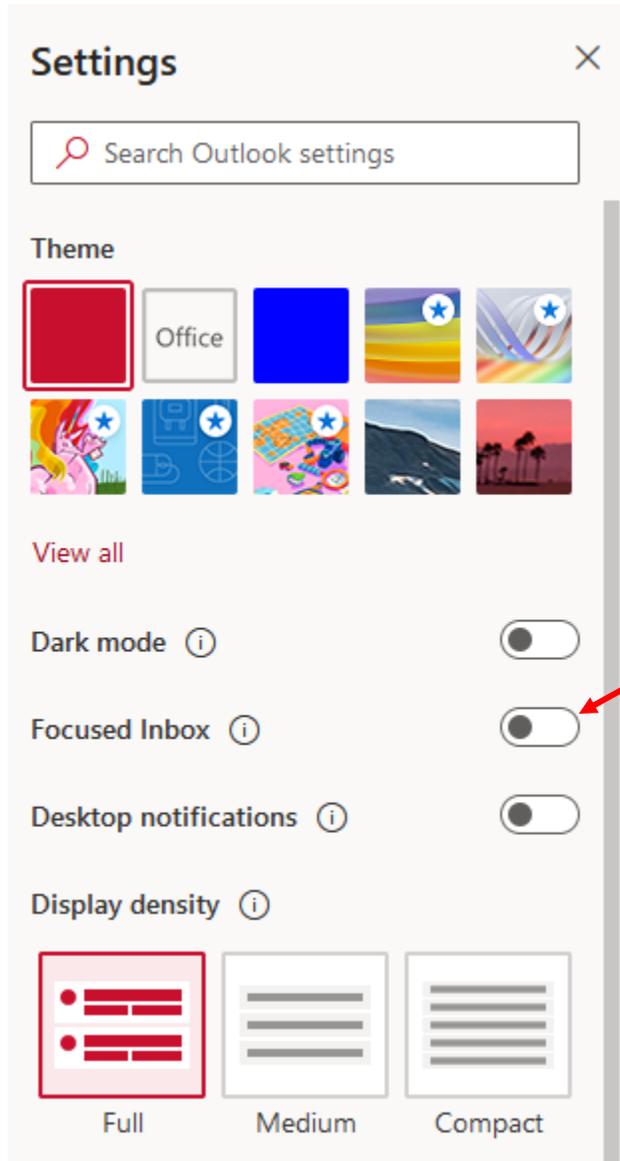
7. Click the X button to close the Settings box.