Click on your Outlook icon on your icon dock at the bottom of the screen.

If your icon is not located here, you will need to access “Finder” and open up the program in the “Applications” location.
Click on “Outlook” at the top, once the program opens. A drop down box will appear. Select “Preferences”.

1. Click on Outlook in the top menu bar.
2. A drop-down box will appear.
3. Select “Preferences” from the drop-down box.

This will open the Preferences settings where you can customize your Outlook experience.
Outlook Preferences box will appear. Click on “Accounts”.
Add an Account
To get started, select an account type.

- Exchange or Office 365
- Other Email

Click on “Exchange or Office 365”
Enter your UTH e-mail address at the top.

Method: User Name and Password

User name: Enter the same info as your e-mail address

Password: Type in your UTHHealth Password

Then click “Add Account”
Enter your Exchange account information.

E-mail address: morlando@uthouston.edu

Authentication:

Method: User Name and Password

User name: morlando@uthouston.edu

Password: ********

Server: webmail.uth.tmc.edu

Cancel  Add Account

After clicking “Add Account”, the Server field will appear. Type in webmail.uth.tmc.edu in the Server field. Then click “Add Account” again.
The Account screen will pop up after clicking “Add Account”. Here, you can change the description of your account to better organize your account if you have multiple e-mail accounts set up.
Your e-mails will begin to sync up and generate in Outlook. This may take a couple of minutes.

And that is it!

If you have any questions, send us an e-mail at gsbs.support@uth.tmc.edu