



ARCHDIOCESE OF NEW ORLEANS

DEPARTMENT OF INFORMATION TECHNOLOGY

1000 Howard Avenue, Suite 700

New Orleans, LA 70113

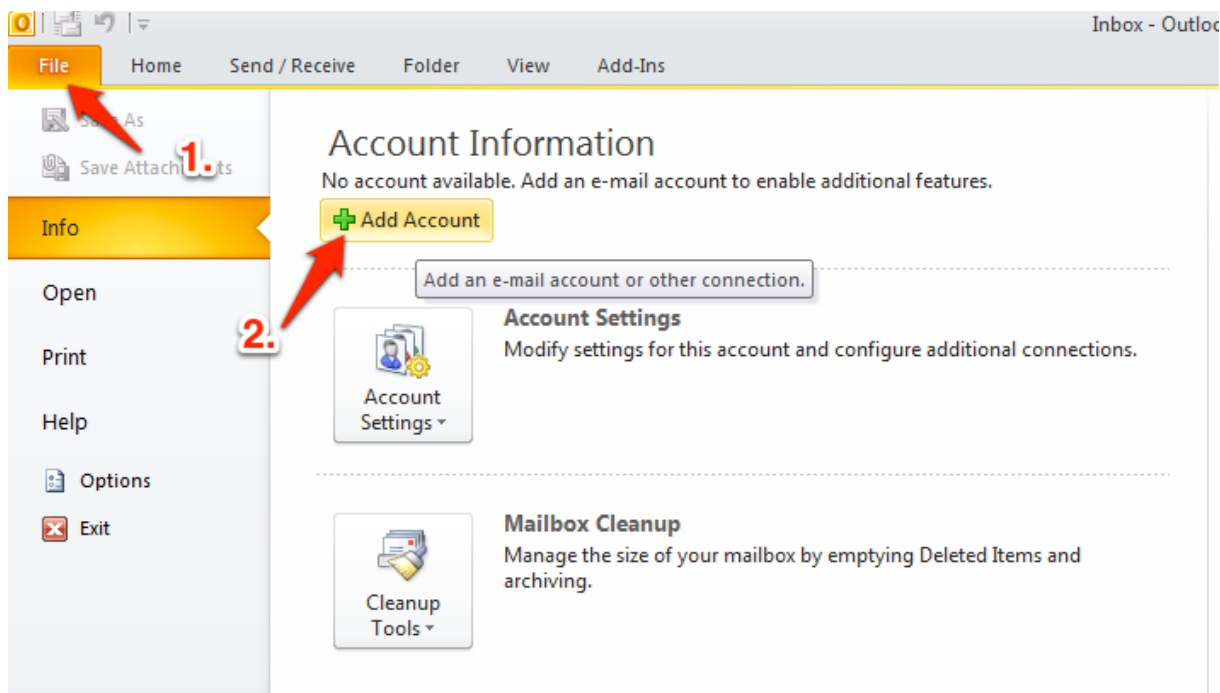
504-596-3064

fax 504-566-9718

Email Account Setup Guide

Microsoft Office 2010

1. Launch Outlook 2010. Click 'File' -> 'Add Account'.





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2. Select the 'Manually configure server settings' option then click next.

A screenshot of the 'Add New Account' dialog box in Windows Mail. The window title is 'Add New Account'. Below the title bar, there is a section for 'Auto Account Setup' with the text 'Connect to other server types.' and a mouse cursor icon. The main area contains three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'Manually configure server settings or additional server types' option is selected. Below the 'E-mail Account' option, there are four input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with a note 'Type the password your Internet service provider has given you.'). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted in blue.

3. Select the 'Internet E-mail' option then click next.



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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 voice mail messages.

Text Messaging (SMS)

Connect to a mobile messaging service.

Other

Connect to a server type shown below.

CommuniGate Pro Server
Fax Mail Transport

< Back

Next >


Cancel



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4. Enter the email account information shown below.
Substitute **your name, email address and password**
THEN CLICK 'More Settings'!

Add New Account ✕

Internet E-mail Settings
Each of these settings are required to get your e-mail account working. 

User Information		Test Account Settings
Your Name:	<input type="text" value="David John"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
E-mail Address:	<input type="text" value="djohn@archdiocese-no.org"/>	<input type="button" value="Test Account Settings ..."/>
Server Information		<input checked="" type="checkbox"/> Test Account Settings by clicking the Next button
Account Type:	<input type="text" value="POP3"/>	Deliver new messages to:
Incoming mail server:	<input type="text" value="mail.arch-no.org"/>	<input checked="" type="radio"/> New Outlook Data File
Outgoing mail server (SMTP):	<input type="text" value="smtp.arch-no.org"/>	<input type="radio"/> Existing Outlook Data File
Logon Information		<input type="text" value=""/> <input type="button" value="Browse"/>
User Name:	<input type="text" value="djohn@archdiocese-no.org"/>	<input type="button" value="More Settings ..."/>
Password:	<input type="text" value="*****"/>	
<input checked="" type="checkbox"/> Remember password		
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)		

< Back Next > Cancel



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5. Select the 'Outgoing Server' tab and ensure that 'My outgoing server...' is checked and 'Use same settings...' is selected.

A screenshot of the 'Internet E-mail Settings' dialog box, specifically the 'Outgoing Server' tab. The dialog has a title bar with a close button. Below the title bar are four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Outgoing Server' tab is selected. The main area contains the following options:

- My outgoing server (SMTP) requires authentication
 - Use same settings as my incoming mail server
 - Log on using
 - User Name:
 - Password:
 - Remember password
 - Require Secure Password Authentication (SPA)
 - Log on to incoming mail server before sending mail

At the bottom of the dialog are 'OK' and 'Cancel' buttons.



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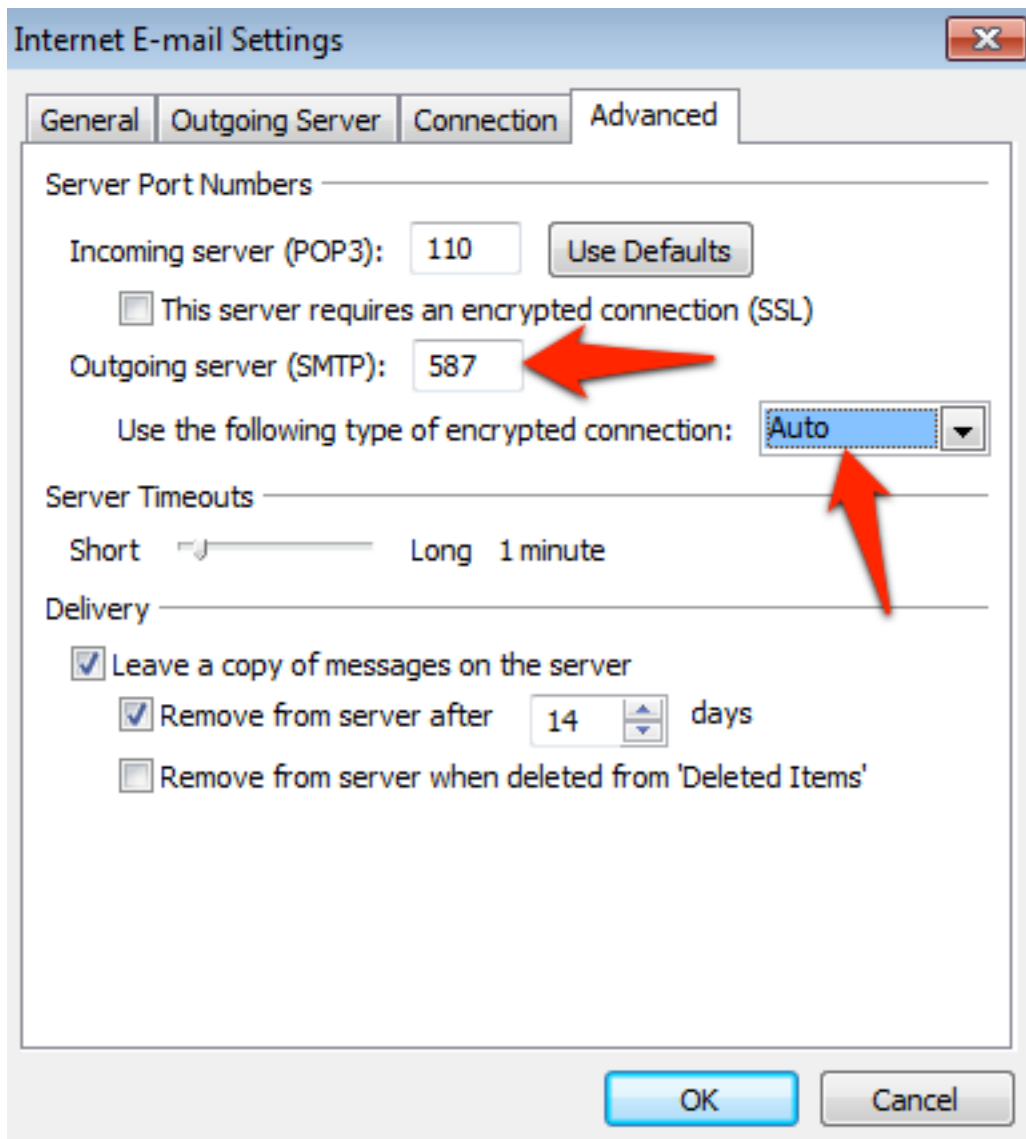
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6. Click the 'Advanced' tab and change 'Outgoing server (SMTP)' to 587. Directly underneath, select 'Auto' for 'Use the following type of encrypted connection'.





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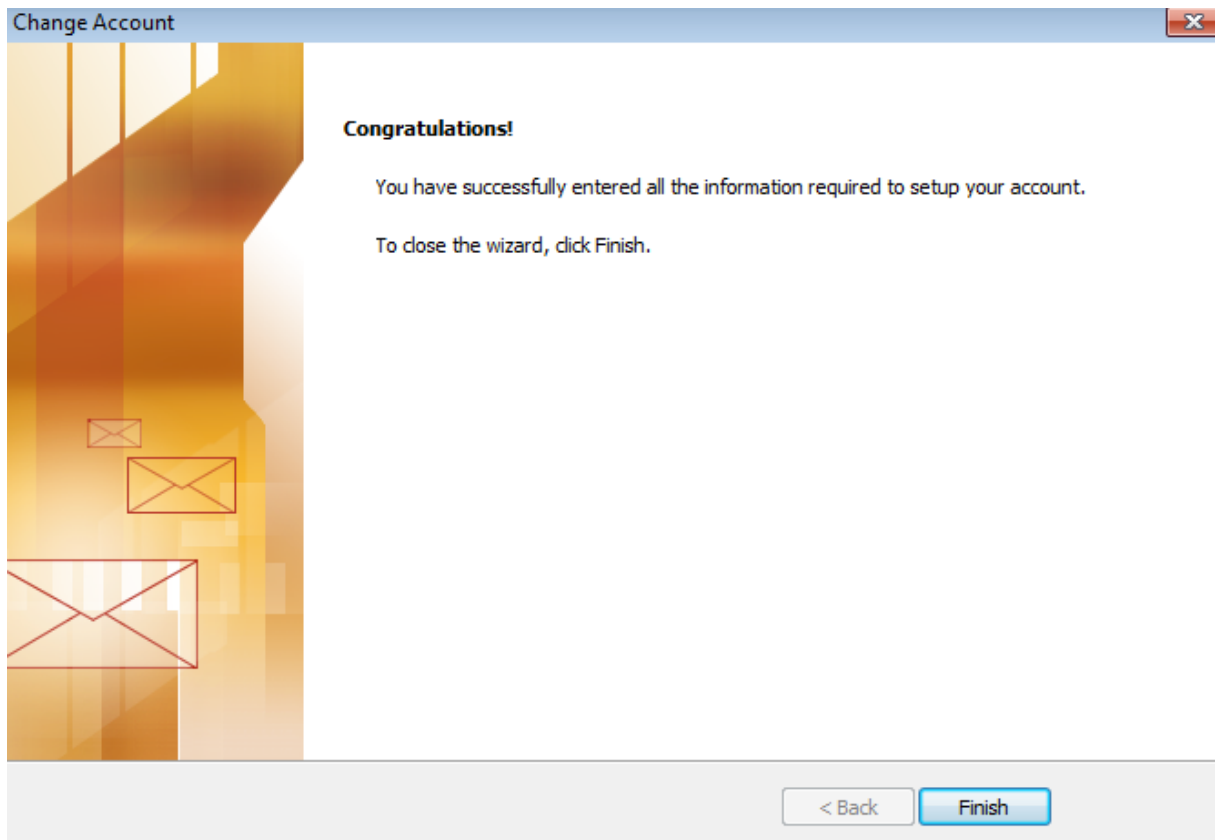
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7. Click 'Ok', then click 'Next'. You are finished with the account setup. Click 'Finish' to close the wizard and finally 'Close' to close the accounts window.



Have questions?

support@arch-no.org

<http://it.arch-no.org>

504-596-3064

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