

# How to setup fargodiocese.org email



1. Open Outlook Express (if you are on dialup, you do not need to connect to the internet yet).
2. On the top menu of Outlook Express, click **Tools** and then **Accounts**.
3. You should see a box labeled "Internet Accounts." Click on the **Mail** tab on the top.
4. Click on **Add** (top right corner) and then click on **Mail**.
5. **Enter your name** as you would like it to appear on your return address. After you have entered your name, click **Next**.
6. Type in the fargodiocese email address which was assigned to you. It should look something like this: **first.lastname@fargodiocese.org** and then click **Next**.
7. The incoming mail server is a POP3 server. Make sure that POP3 is selected from the dropdown menu. In the incoming mail server box, type **mail.fargodiocese.org**. In the Outgoing mail server box, type **mail.fargodiocese.org** and then click **Next**.
8. The next screen will ask for your account name and password. Your account name is the first half of your email address, in this case **first.lastname**.
9. Put a checkmark next to "**Remember password**" and then enter your password. Please remember that passwords are case-sensitive, and capitals are different than lower case.
10. You should see a message saying "Congratulations! You have successfully entered all the information required to setup your account." Click on **Finish**.
11. If you are on dialup, you may need to select an internet connection for this account.
12. Now you should be back at the Internet Accounts box. (If not, go to tools – accounts again.) Select your **mail.fargodiocese.org** email account from the list and click **Properties**.
13. Click on the **Servers** tab on the top.
14. Put a **checkmark** next to "My server requires authentication". The Settings should be "use same settings as my incoming mail server". Click on **Apply** and **OK** and then **close** the Internet Accounts dialog box.
15. You are ready to test your account! Make sure your computer is on the internet. If you are on dialup, you need to connect at this time. Click the **Send/Recv** button. It should begin downloading messages from your fargodiocese account.

## Troubleshooting:

- If the Send/Receive fails, first go back into tools – accounts and re-enter your password. The server will only give you 3 tries before locking your account out, so this is important to try early on in the troubleshooting process. Remember to use capital letters if your password includes them.
- If you cannot remember your username and/or password, please call Jocelyn in the Technology Office at 701-356-7927.
- If you are able to receive messages but cannot send them, be sure that you have marked the box "My server requires authentication" from Step 14 above.
- If you are still experiencing problems (this handout is not all-inclusive!), please contact Jocelyn Sloan in the Technology Office, [jocelyn.sloan@fargodiocese.org](mailto:jocelyn.sloan@fargodiocese.org) or call 701-356-7927, 8:30am – 5:00pm Mon-Fri.