

How to setup FargoDiocese.org email on Microsoft Outlook 2002 or 2003.



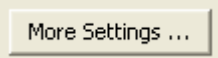
1. On the **Tools** menu, click **E-mail Accounts**.
2. Select **Add a new e-mail account**, and then click **Next**.
3. Select the **POP3** dot, and then click **Next**. You should see the window below.

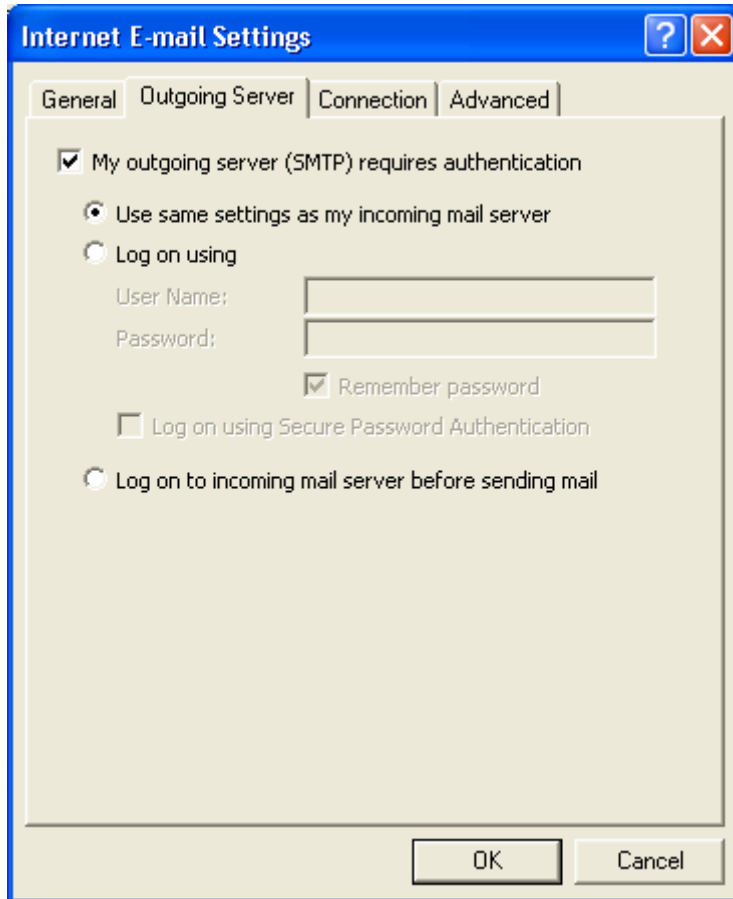
A screenshot of the "E-mail Accounts" dialog box in Microsoft Outlook. The window title is "E-mail Accounts" and it has a blue header bar with a question mark and a close button. The main content area is titled "Internet E-mail Settings (POP3)" and includes a sub-header "Each of these settings are required to get your e-mail account working." The settings are organized into four sections: "User Information" with fields for "Your Name:" (containing "First Lastname") and "E-mail Address:" (containing "first.last@fargodiocese.org"); "Server Information" with fields for "Incoming mail server (POP3):" (containing "mail.fargodiocese.org") and "Outgoing mail server (SMTP):" (containing "mail.fargodiocese.org"); "Logon Information" with fields for "User Name:" (containing "first.last@fargodiocese.org") and "Password:" (containing "*****"), a checked checkbox for "Remember password", and an unchecked checkbox for "Log on using Secure Password Authentication (SPA)"; and "Test Settings" with a text box explaining that after filling out the information, the user should test the account by clicking the "Test Account Settings ..." button. At the bottom right, there is a "More Settings ..." button. At the very bottom, there are three buttons: "< Back", "Next >", and "Cancel".


Enter Your Name and Email Address in the appropriate boxes. The incoming mail server (POP3) and Outgoing mail server are both mail.fargodiocese.org.

Normally your User Name will include your full email address, in the format **first.lastname@fargodiocese.org**. Your password has been assigned by the network administrator. If you do not know your username and password, please contact Jocelyn Sloan at 701-356-7927 for assistance.

Do not put a checkmark next to "Logon using Secure Password Authentication (SPA)".

4. We are almost done. Now click on the  button on the right side. You should see the box shown here:



5. Mark the box labeled “My Server requires Authentication” and leave the  next to “Use same settings as my incoming server.” Then click OK
6. Click Next and then click Finish to save the settings.
7. Your settings should be complete and ready to use. Go ahead and try to send a message. You may send a test message to me at Jocelyn.sloan@fargodiocese.org with “Test message” in the subject. I will reply back as soon as I am able.
8. If you receive any error messages when trying to send the test message, *write them down* and then call me at 701-356-7927 so we can troubleshoot the problem. Some circumstances require slightly different settings than described above.