## 1. Click File and then Add Account.



2. At the Add New Account windows enter your name, your e-mail address (<u>firstname.lastname@pastoral.org</u>), and your password twice, t hen click next.

Add New Account Auto Account Setu Click Next to conr	<b>p</b> nect to the mail server and automatically configure your account settings.	×		
E-mail Account		0		
Your Name:	Fr. John Doe			
	Example: Ellen Adams			
E-mail Address:	john.doe@pastoral.org			
	Example: ellen@contoso.com			
Password:	*******			
Retype Password:	******			
	Type the password your Internet service provider has given you.			
© Text Messaging (SMS) © Manually configure server settings or additional server types				
	< Back Next > Ca	incel		

3. Outlook will communicate with the e-mail server and find the settings for your account. When it is done you will see 3 green check marks and then you can click Finish.

Add New Account	X
Online search for your server settings	<u>الم</u>
Configuring	
Configuring e-mail server settings. This might take several minutes: <ul> <li>Establish network connection</li> <li>Search for john.doe@pastoral.org server settings</li> <li>Log on to server</li> </ul>	
Your e-mail account is successfully configured.	
Manually configure server settings	Add another account
	< Back Finish Cancel

4. Outlook will want to close in order to finish adding your account. Click OK then close Outlook.

Add New Account	×
Online search for your server settings	× K
Configuring	
Configuring e-mail server settings. This might take several minutes: <ul> <li>Establish network connection</li> <li>Search for john doe@nastoral on server settings</li> <li>Log on to s</li> </ul> Microsoft Outlook <ul> <li>You must restart Outlook for these changes to take effect.</li> </ul> OK	
Manually configure server settings	
< Back Finish Cance	1

5. Open outlook and the new account should be listed on the left side of the screen near the existing accounts.

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File Hor	me Send / Receive	Folder	Vi
New New E-mail Items *	ignore ignor	Reply	Reply All
New	Delete		
4 John.Doe@p	astoral.org		
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In RSS Fee In Search I In Sea	ds Folders ted Contacts ues		
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