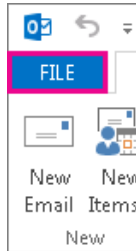


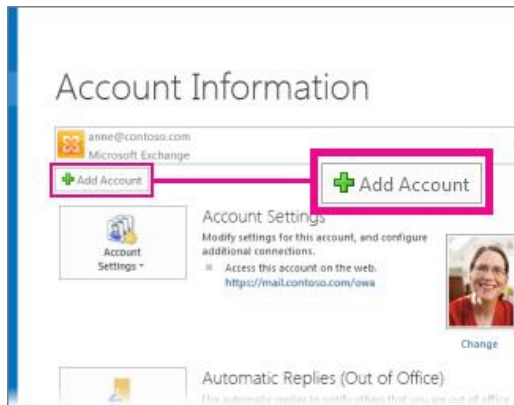
Setting up Diocese 365 email in Microsoft Outlook 2016, 2013, and 2010 & Mac. (*Email Application*)

Outlook 2016 & 2013

1. In Outlook, choose the **File** tab.



2. Under **Account Information**, choose **Add Account**.



3. On the **Auto Account Setup** page, enter your name, email address, and password, and then choose **Next**.

Email: yourname@charlestandiocese.org

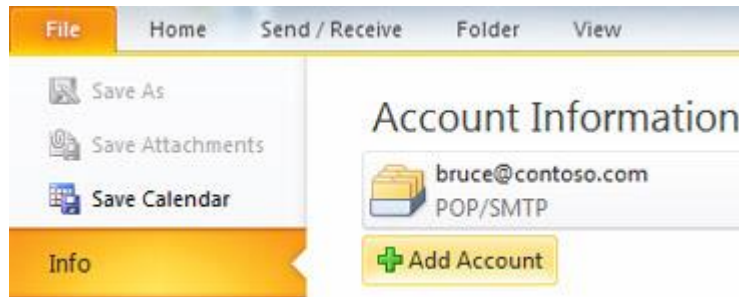
4. Password: **A**bcd1234 (Capital 1st letter of the *FIRST* 4 of your last name. Plus, your last 4 of your SSN) ie. Jeremy Wright – my password by default is: Wrig0409

(1) If y your last name has less than 4 letters, it will be: (Capital 1st letter of the *FIRST* 3 of your last name, and then your last 4 of your SSN. Plus an **!**) ie. Fry0724! If you have less than 3 letters, it will be: ie. Tz0325!! (two **!!** added)

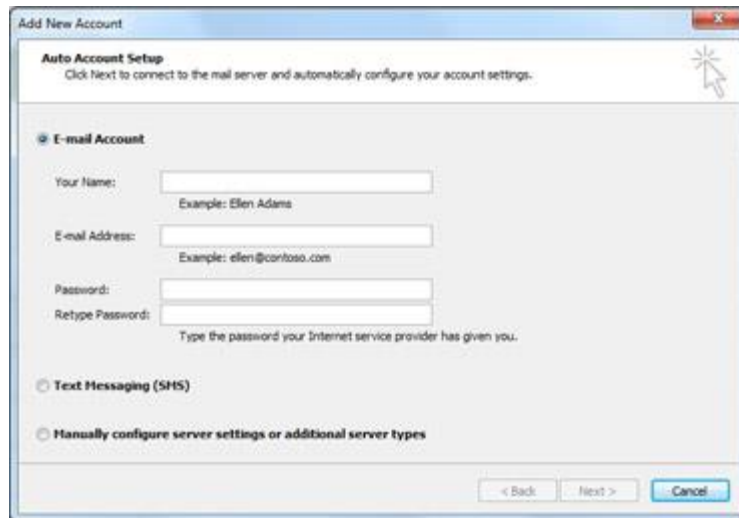
5. Choose **Finish**.

Outlook 2010

- Click the **File** tab.
- Under **Account Information**, click **Add Account**.



- Enter your name, email address, and password, and then click **Next**.



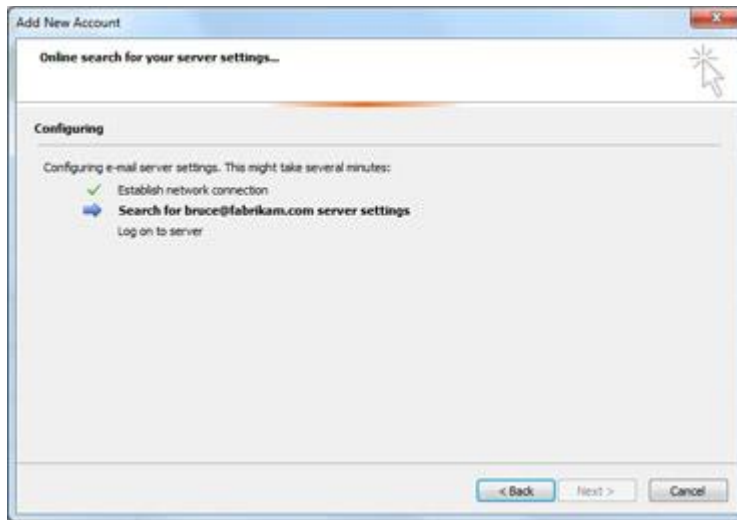
Your Name: put in your name!

Email: yourname@charlestandiocese.org

Password: **A**bcd1234 (Capital 1st letter of the *FIRST* 4 of your last name. Plus your last 4 of your SSN) ie. Jeremy Wright – my password by default is: Wrig0409

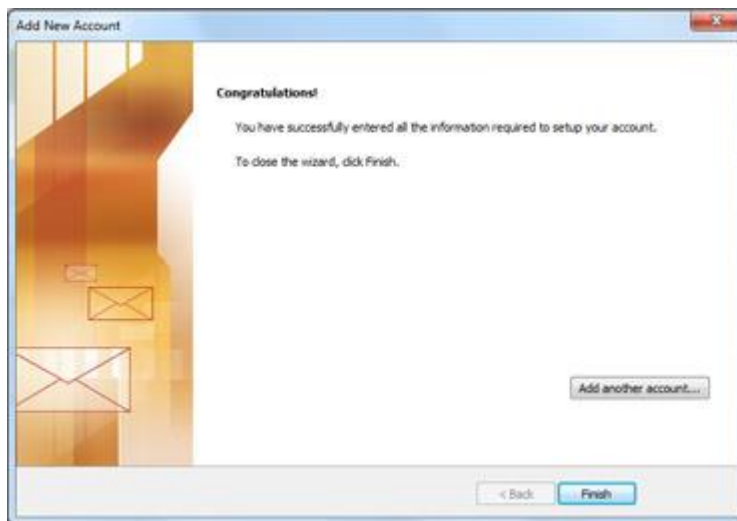
- (1) If your last name has less than 4 letters, it will be: (Capital 1st letter of the *FIRST* 3 of your last name, and then your last 4 of your SSN. Plus an **!**) ie. Fry0724! If you have less than 3 letters, it will be: ie. Tz0325!! (two **!!** added)

A progress indicator appears as your account is configured. The setup process can take several minutes.



If the initial attempt to configure your account fails, a second attempt can be made using an unencrypted connection to the mail server. If you see this message, click **Next** to continue. If the unencrypted connection also fails, your email account can't be automatically configured.

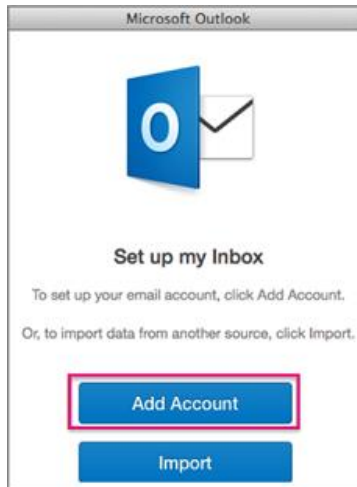
After the account is successfully added, you can add more accounts by clicking **Add another account**.



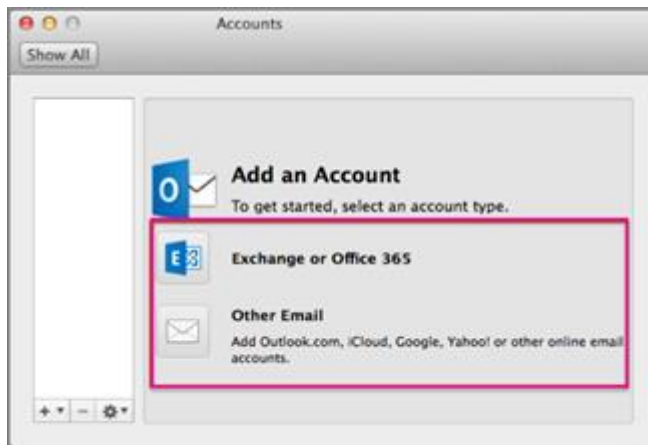
- To exit the **Add New Account** dialog box, click **Finish**.

Installing on a Mac with Outlook

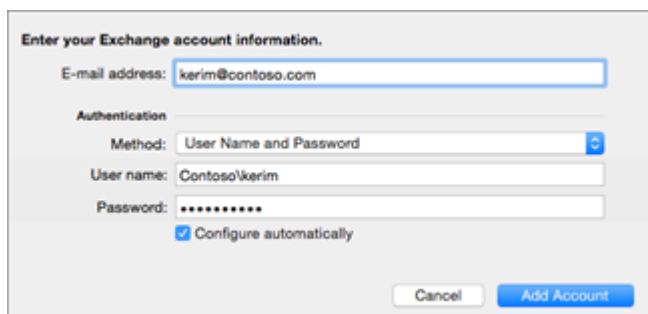
1. On the setup page, click **Add Account**.



2. Click the account type you want to add:
 - Click **Exchange or Office 365** to add your work or school email account.



3. Enter your account information, and click **Add Account**.

A screenshot of the "Enter your Exchange account information" dialog box. The title bar says "Enter your Exchange account information." The form has several fields: "E-mail address:" with the value "kerim@contoso.com", "Authentication" section with "Method:" set to "User Name and Password", "User name:" with the value "Contoso\kerim", and "Password:" with a masked password "*****". There is a checkbox labeled "Configure automatically" which is checked. At the bottom right, there are two buttons: "Cancel" and "Add Account".

Your Name: put in your name!

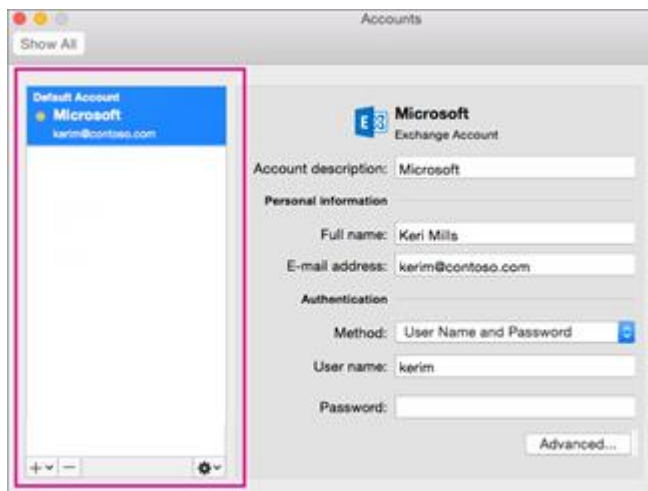
Email: yourname@charlestandioocese.org

User name: yourname@charlestandioocese.org

Password: **A**bcd1234 (Capital 1st letter of the *FIRST* 4 of your last name. Plus your last 4 of your SSN) ie. Jeremy Wright – my password by default is: Wrig0409

- (1) If your last name has less than 4 letters, it will be: (Capital 1st letter of the *FIRST* 3 of your last name, and then your last 4 of your SSN. Plus an **!**) ie. Fry0724! If you have less than 3 letters, it will be: ie. Tz0325!! (two **!!** added)

All the accounts you add will show in the left pane.



Tips: To add more email accounts, on the **Tools** tab, click **Accounts**.

Installing on a Mac with Mac Mail



1. Launch Mail. (Click the icon in the dock or go to the **Applications** folder to open it.)
2. Add a mail account:
 - If you have not previously configured an account in Mail you will be prompted to add an account. Click **Exchange** and then click **Continue**.
 - Otherwise, go to the **Mail** menu and click **Add Account > Exchange** and then click **Continue**.
3. Enter the following information and then click **Sign In** when done:
 - **Full Name:** the name you want displayed on your outgoing mail
 - **Email Address:** *yourname@charlestandiocese.org*
 - Password: **A**bcd1234 (Capital 1st letter of the *FIRST* 4 of your last name. Plus your last 4 of your SSN) ie. Jeremy Wright – my password by default is: Wrig0409
 1. If your last name has less than 4 letters, it will be: (Capital 1st letter of the *FIRST* 3 of your last name, and then your last 4 of your SSN. Plus an **!**) ie. Fry0724! If you have less than 3 letters, it will be: ie. Tz0325!! (two **!!** added)

Exchange

To get started, fill out the following information:

Name:

Email Address:

Password:

4. Select the apps you want to use with this account and then click **Done**.

