

**The email accounts wizard will open and you want to click the radio button (circle) next to “Add a new e-mail account” under the heading “E-mail.” Click “Next” to continue.**

This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

**E-mail**

- Add a new e-mail account
- View or change existing e-mail accounts

**Directory**

- Add a new directory or address book
- View or change existing directories or address books

< Back    Next >    Close

E-mail Accounts

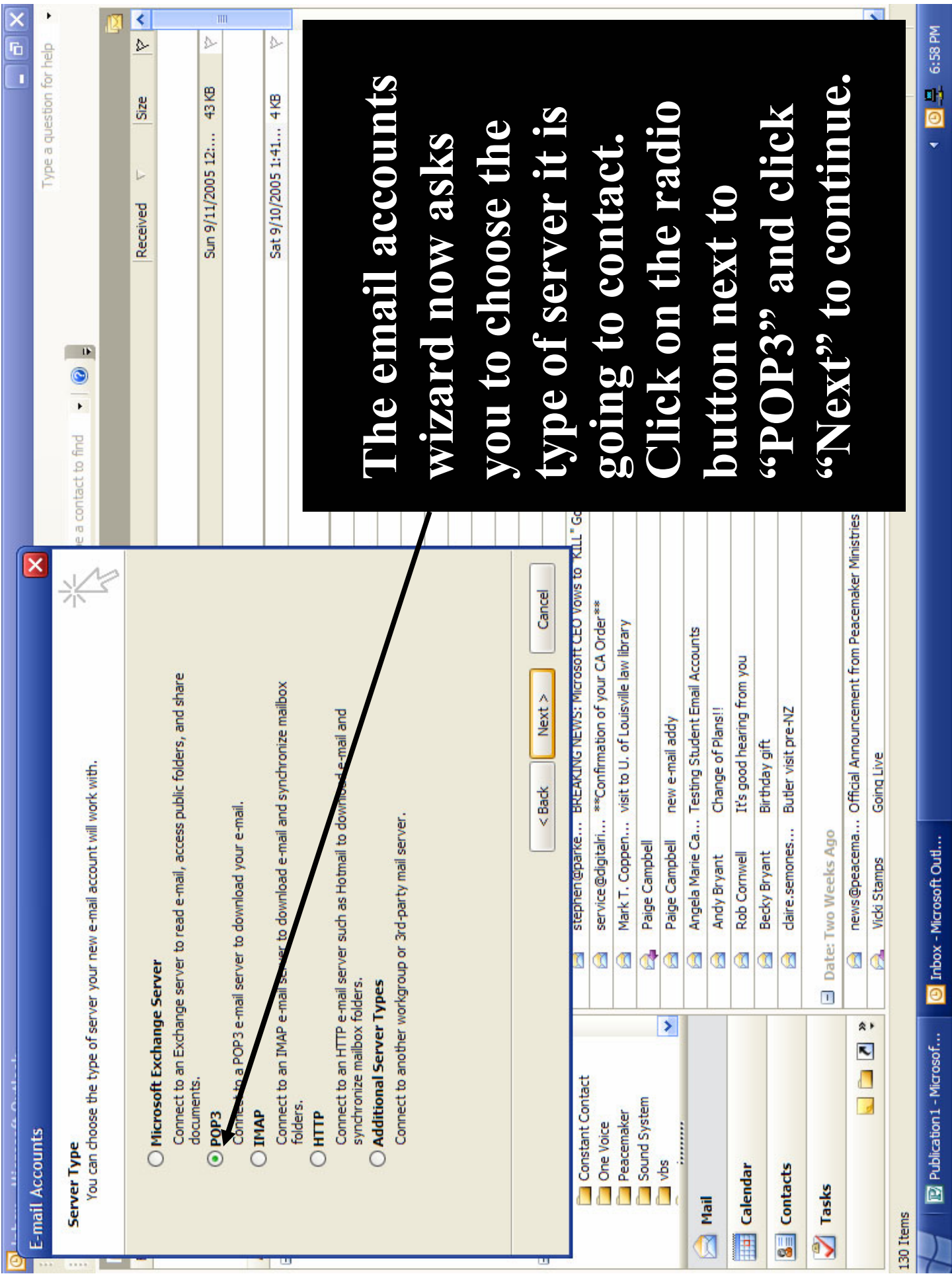
Constant Contact	stephen@parke...
One Voice	service@digitalr...
Peacemaker	Mark T. Coppen...
Sound System	Paige Campbell
vbs	Paige Campbell
	Angela Marie Ca...
	Andy Bryant
	Rob Cornwell
	Becky Bryant
	claire.semones...
	Date: Two Weeks Ago
	news@peacema...
	Vicki Stamps

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**The email accounts wizard now asks you to choose the type of server it is going to contact. Click on the radio button next to “POP3” and click “Next” to continue.**

### E-mail Accounts

#### Server Type

You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**  
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**  
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**  
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**  
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**  
Connect to another workgroup or 3rd-party mail server.

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Constant Contact	stephen@parke...	BREAKING NEWS: Microsoft CEO vows to 'KILL' Go
One Voice	service@digitalr...	**Confirmation of your CA Order**
Peacemaker	Mark T. Coppen...	visit to U. of Louisville law library
Sound System	Paige Campbell	
vbs	Paige Campbell	new e-mail addy
	Angela Marie Ca...	Testing Student Email Accounts
	Andy Bryant	Change of Plans!!
	Rob Cornwell	It's good hearing from you
	Becky Bryant	Birthday gift
	claire.semones...	Butler visit pre-NZ
	Date: Two Weeks Ago	
	news@peacema...	Official Announcement from Peacemaker Ministries
	Vicki Stamps	Going Live

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## E-mail Accounts

### Internet E-mail Settings (POP3)

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

#### User Information

Your Name: Administrator  
E-mail Address: admin@parkerroadbc.org

#### Server Information

Incoming mail server (POP3): mail.churchsites.com  
Outgoing mail server (SMTP): mail.churchsites.com

#### Logon Information

User Name: admin@parkerroadbc.org  
Password: \*\*\*\*\*  
 Remember password

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

Log on using Secure Password Authentication (SPA)

More Settings ...

< Back

Next >

Cancel

- Constant Contact
- One Voice
- Peacemaker
- Sound System
- vbs



Calendar

Contacts

Tasks

Date: Two Weeks Ago

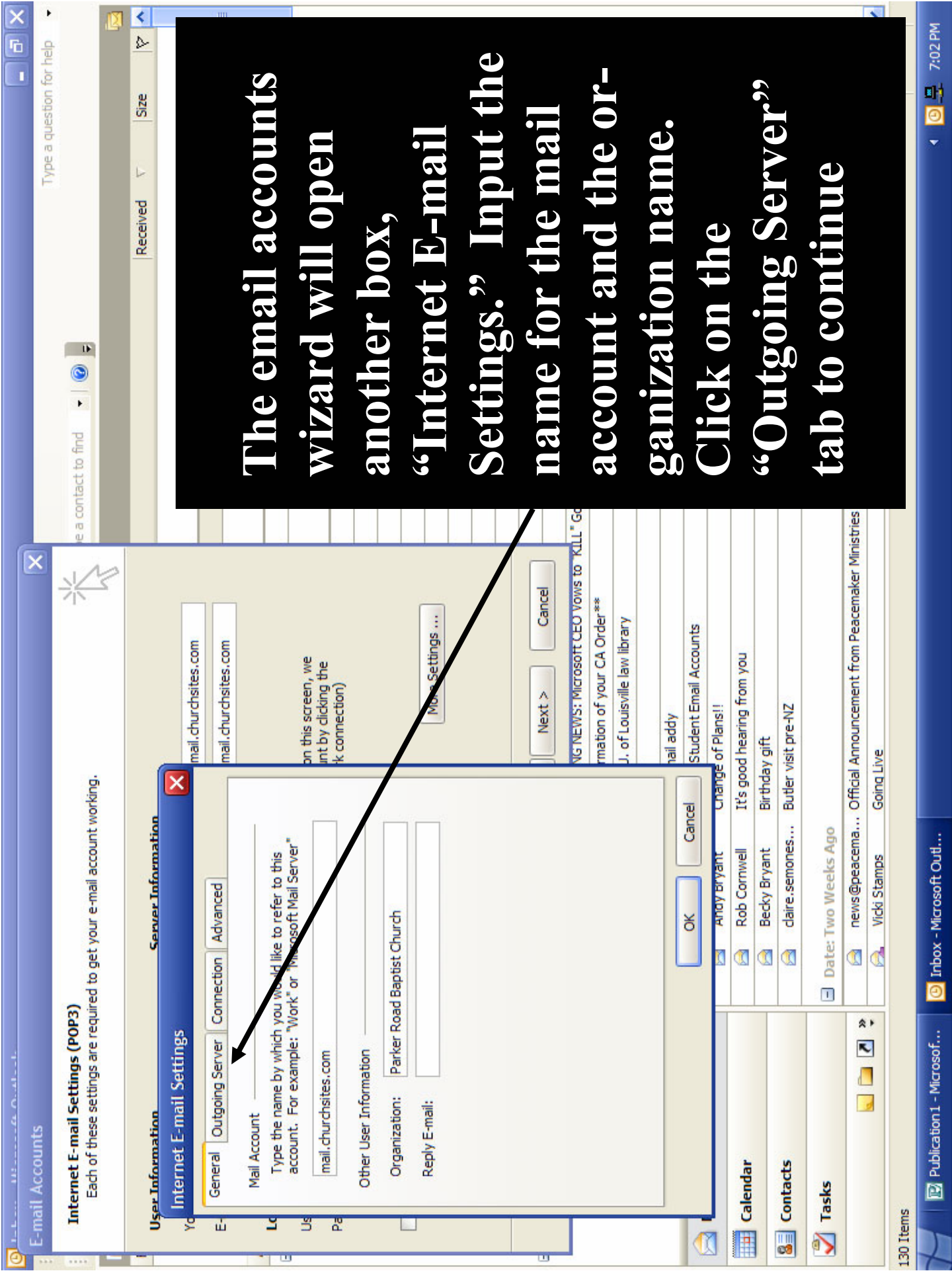
- news@peacema... Official Announcement from Peacemaker Ministries
- Vicki Stamps Going Live

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The email accounts wizard now asks you to input information about yourself, the mail servers, and your logon credentials. You should put your name in the field marked "Your Name" and put your email address in the field marked "E-mail address." The incoming and outgoing server should be "mail.churchsites.com" and your username should be the same as your email address. The password is "dellcomp" and you should click the box marked "Remember password." When the information is input correctly, click the "More Settings" button to continue.



**The email accounts wizard will open another box, “Internet E-mail Settings.” Input the name for the mail account and the organization name. Click on the “Outgoing Server” tab to continue**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**  
**Internet E-mail Settings**

General **Outgoing Server** Connection Advanced

Mail Account  
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

mail.churchsites.com

Other User Information

Organization: Parker Road Baptist Church

Reply E-mail:

OK Cancel

Calendar

Contacts

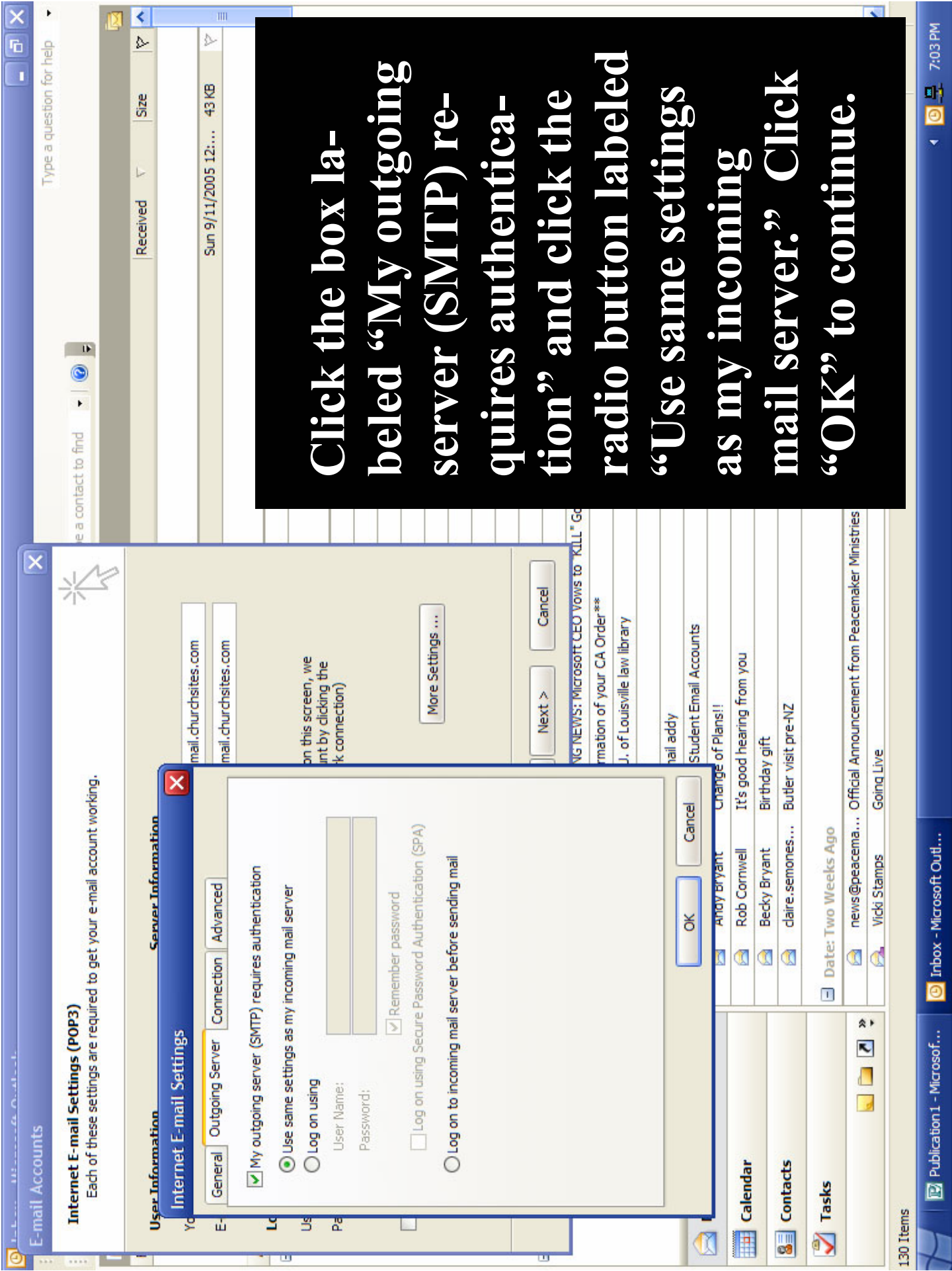
Tasks

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Click the box labeled "My outgoing server (SMTP) requires authentication" and click the radio button labeled "Use same settings as my incoming mail server." Click "OK" to continue.

## E-mail Accounts

### Internet E-mail Settings (POP3)

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

#### User Information

Your Name: Administrator  
E-mail Address: admin@parkerroadbc.org

#### Server Information

Incoming mail server (POP3): mail.churchsites.com  
Outgoing mail server (SMTP): mail.churchsites.com

#### Logon Information

User Name: admin@parkerroadbc.org  
Password: \*\*\*\*\*  
 Remember password

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

Log on using Secure Password Authentication (SPA)

More Settings ...

< Back

Next >

Cancel

- Constant Contact
- One Voice
- Peacemaker
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Mail

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- news@peacema... Official Announcement from Peacemaker Ministries
- Vicki Stamps Going Live

The email accounts wizard now has all the necessary information. Click on the button marked “Next” to finish. The wizard will now close and you may perform a “Send and Receive” to download new e-mail.

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