

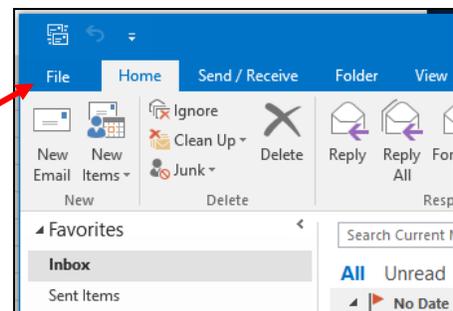
## How to Configure an Outlook Account on Your Computer

When you join the adw.org domain for email you will have to begin using a Microsoft application called Outlook for sending, receiving and managing your mail.

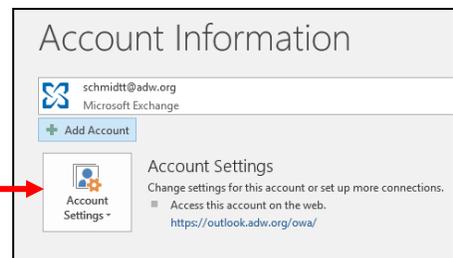
The Archdiocese requires you to use one of two Outlook versions: Outlook 2010 or Outlook 2016. With either version you will need to configure an account on your computer.

If you have previously used either version of Outlook for your parish email, we recommend – to avoid confusion – that you delete your existing Outlook account before setting up a new, adw.org account.

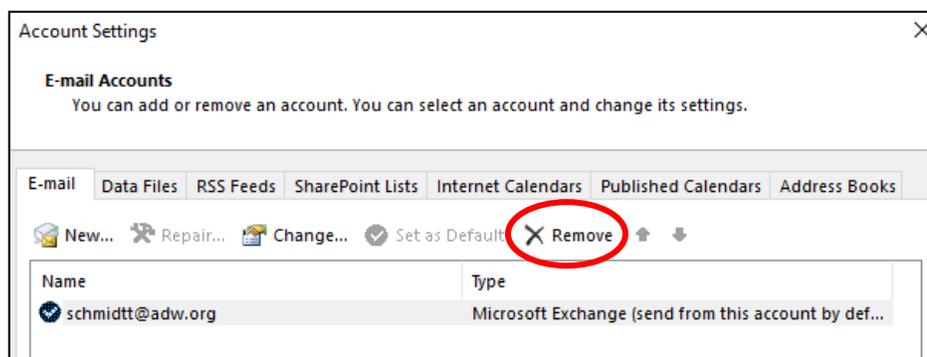
Remove your existing account by going to File in the upper left corner of an open Outlook window.



In the Account Information window, click on Account Settings, and release on Account Settings in the dropdown menu.



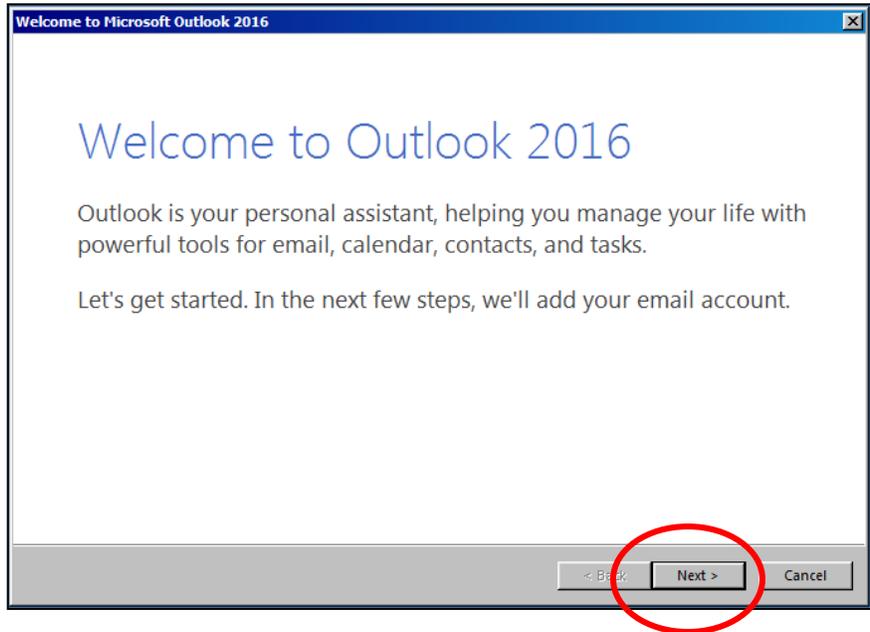
In the next window, click once on the name of the account, which will activate the Remove button. Click on Remove, and confirm that you want to remove the account. Close out of this window.



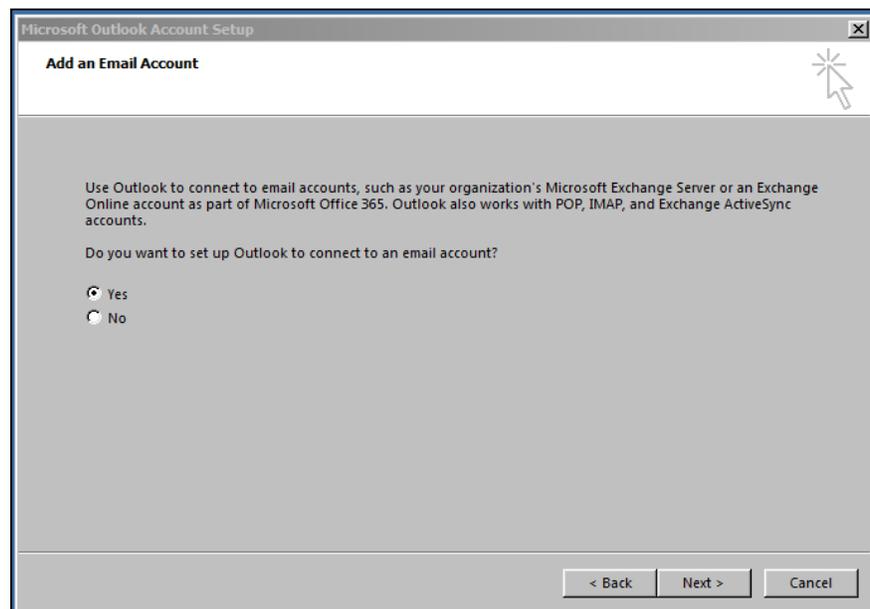
Now you're ready for the cleanest possible creation of the adw.org account.

## Configuring your account using Outlook 2016

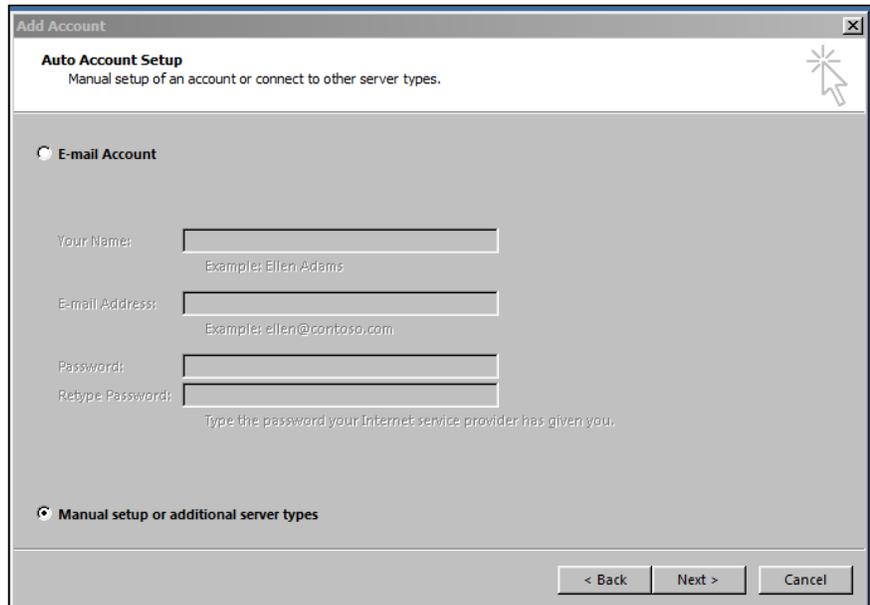
Begin by launching the Outlook 2016 application. Since there are no Outlook accounts remaining on your computer, this will open an account setup “wizard.” As you work through the setup you will move from step to step by clicking the Next button.



In the next window, select the radial button Yes and click Next.

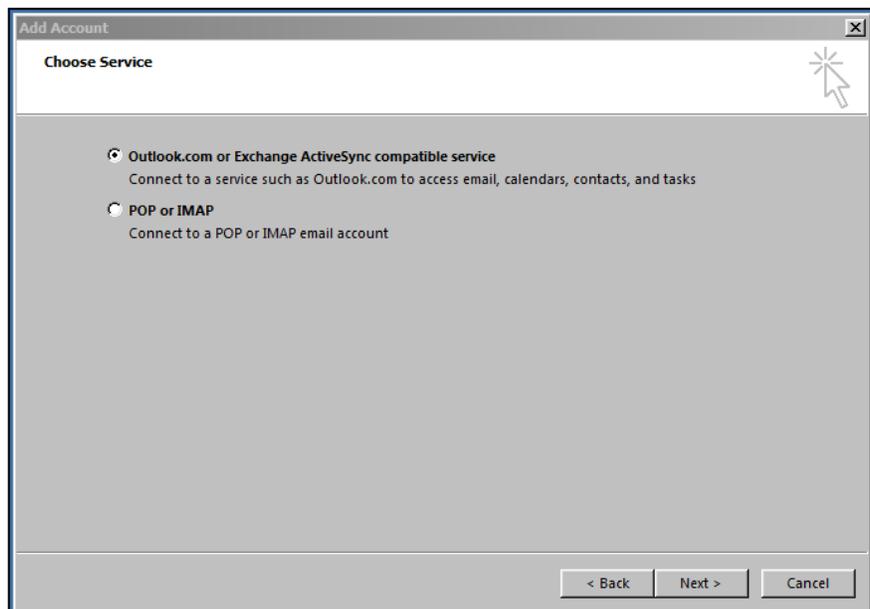


In this window, click **Manual setup or additional server types**, and then click Next.



The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The title bar reads 'Add Account'. Below the title bar, it says 'Auto Account Setup' and 'Manual setup of an account or connect to other server types.' There are two radio buttons: 'E-mail Account' (unselected) and 'Manual setup or additional server types' (selected). Under 'E-mail Account', there are four text input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

In this window, select the radial button **Outlook.com or Exchange ActiveSync compatible service**, and then click Next.



The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. The title bar reads 'Add Account'. Below the title bar, it says 'Choose Service'. There are two radio buttons: 'Outlook.com or Exchange ActiveSync compatible service' (selected) and 'POP or IMAP' (unselected). Under 'Outlook.com or Exchange ActiveSync compatible service', it says 'Connect to a service such as Outlook.com to access email, calendars, contacts, and tasks'. Under 'POP or IMAP', it says 'Connect to a POP or IMAP email account'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Add Account** [X]

**Server Settings**  
Enter the information that is required to connect to an Exchange ActiveSync service.

**User Information**  
Your Name: Tom Schmidt  
E-mail Address: schmidtt@adw.org

**Server Information**  
Mail server: outlook.adw.org

**Logon Information**  
User Name: schmidtt  
Password: \*\*\*\*\*  
 Remember password

**Offline Settings**  
Mail to keep offline: [Slider] 1 month

< Back   Next >   Cancel