

Setting Up Your KofC Mail Account

This document will guide you in setting up your computer to receive email with your KofC address.

I. Email Account Specifics

- a. Each active council member has his own email address. It is in the form of firstname.lastname@kofcdublin11637.org.
- b. Your initial password is your member number which can be found on your membership card. If your membership number was written with a leading 0, **omit** this 0. So if your card reads, “0123456789” your member number will be, “123456789.”
- c. If you would like to change your password, please contact me and I can show you how.
- d. We do not keep records of users’ passwords.
- e. Each account has a space limit of 250MB. If your account reaches this limit, you will not be able to send or receive new messages until you reduce the space of your mailbox under this limit.

II. Common Email Applications

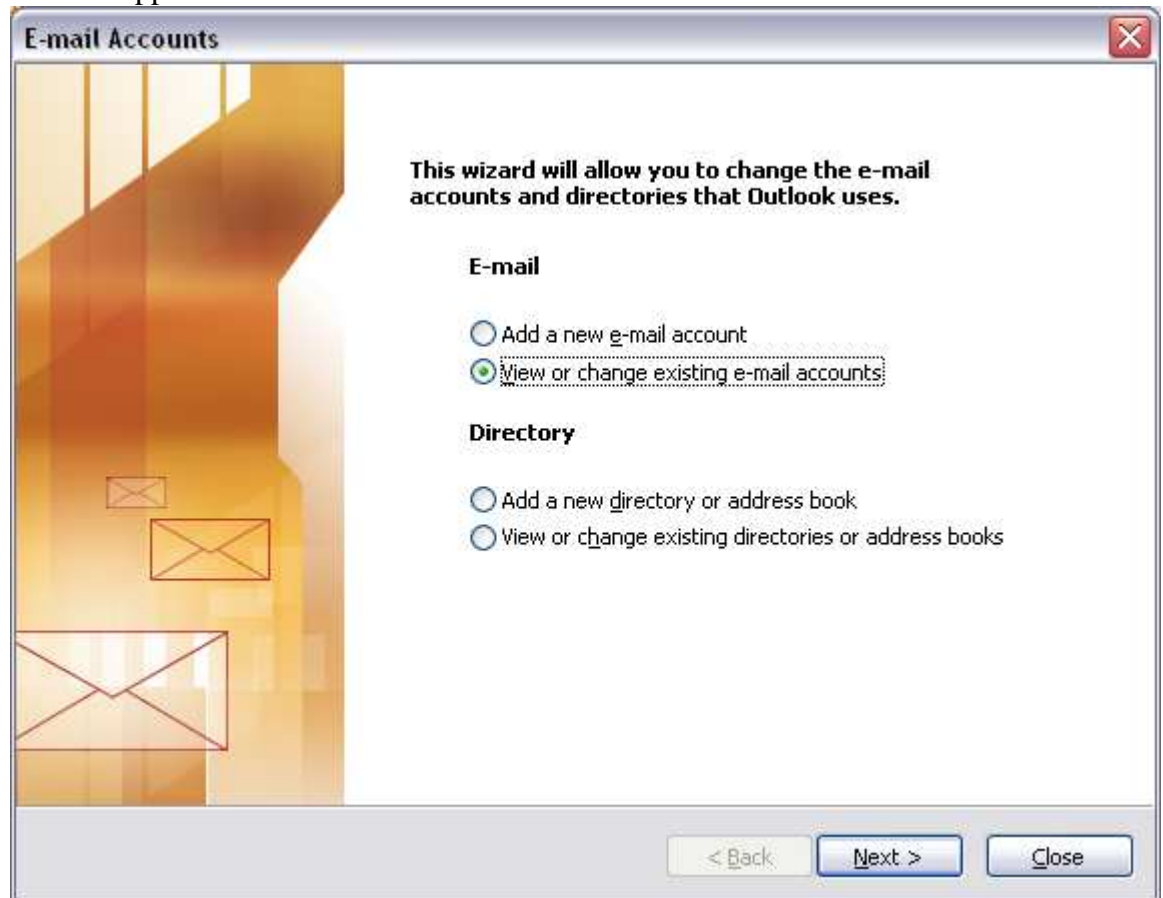
- a. There are three common applications that Microsoft Windows users encounter when dealing with email.
- b. Microsoft Outlook (Windows 2000/XP)
- c. Microsoft Outlook Express (Windows 2000/XP)
- d. Windows Mail (Windows Vista)
- e. **Microsoft Outlook** is recommended.

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III. Configuring Microsoft Outlook

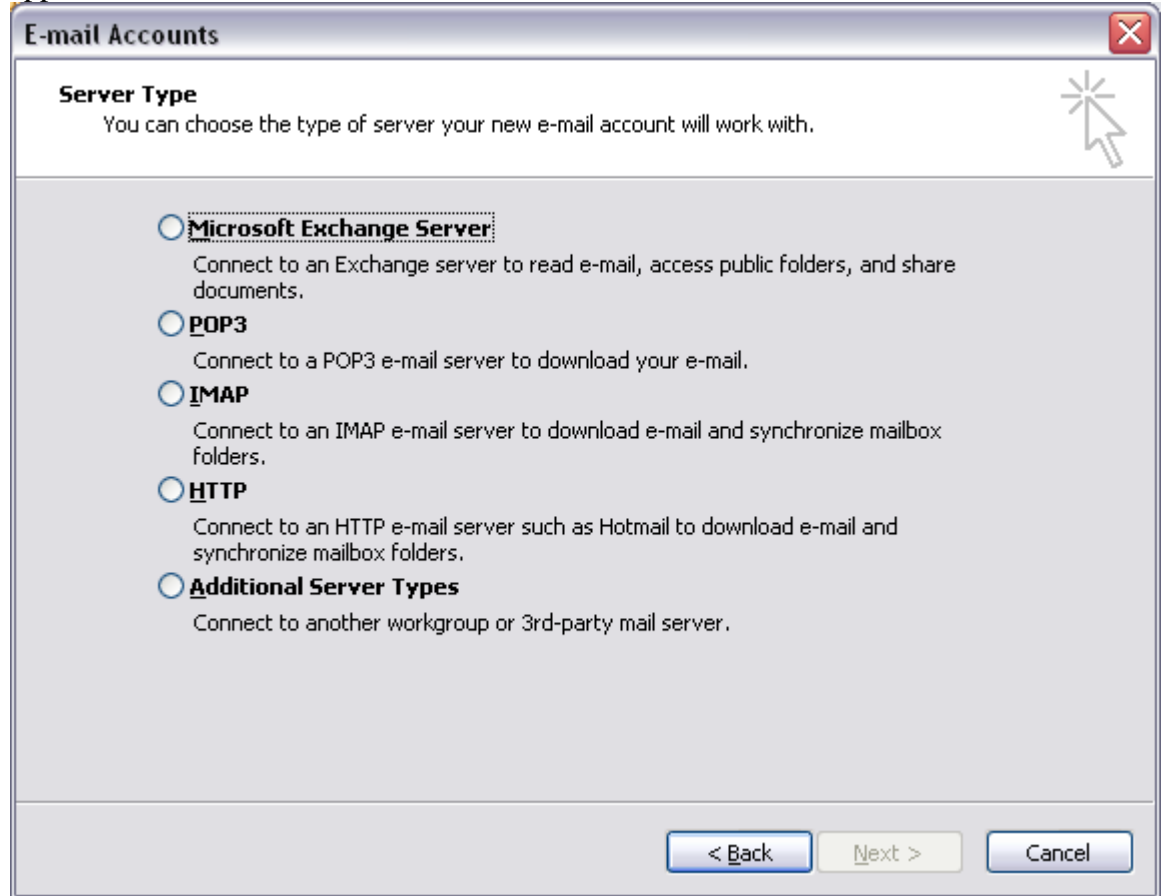


- a. The Microsoft Outlook icon looks like this:
- b. Double click on the icon to open the application.
- c. When Outlook opens, go to the **Tools** menu and choose **Email Accounts**. A window appears that looks like this:



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- d. Select “Add a new e-mail account” and click **Next**. A window should appear that looks like this:



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- e. Select **POP3** and click **Next**. The following window should appear:

E-mail Accounts

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

User Information	Server Information
Your Name: <input type="text"/>	Incoming mail server (POP3): <input type="text"/>
E-mail Address: <input type="text"/>	Outgoing mail server (SMTP): <input type="text"/>

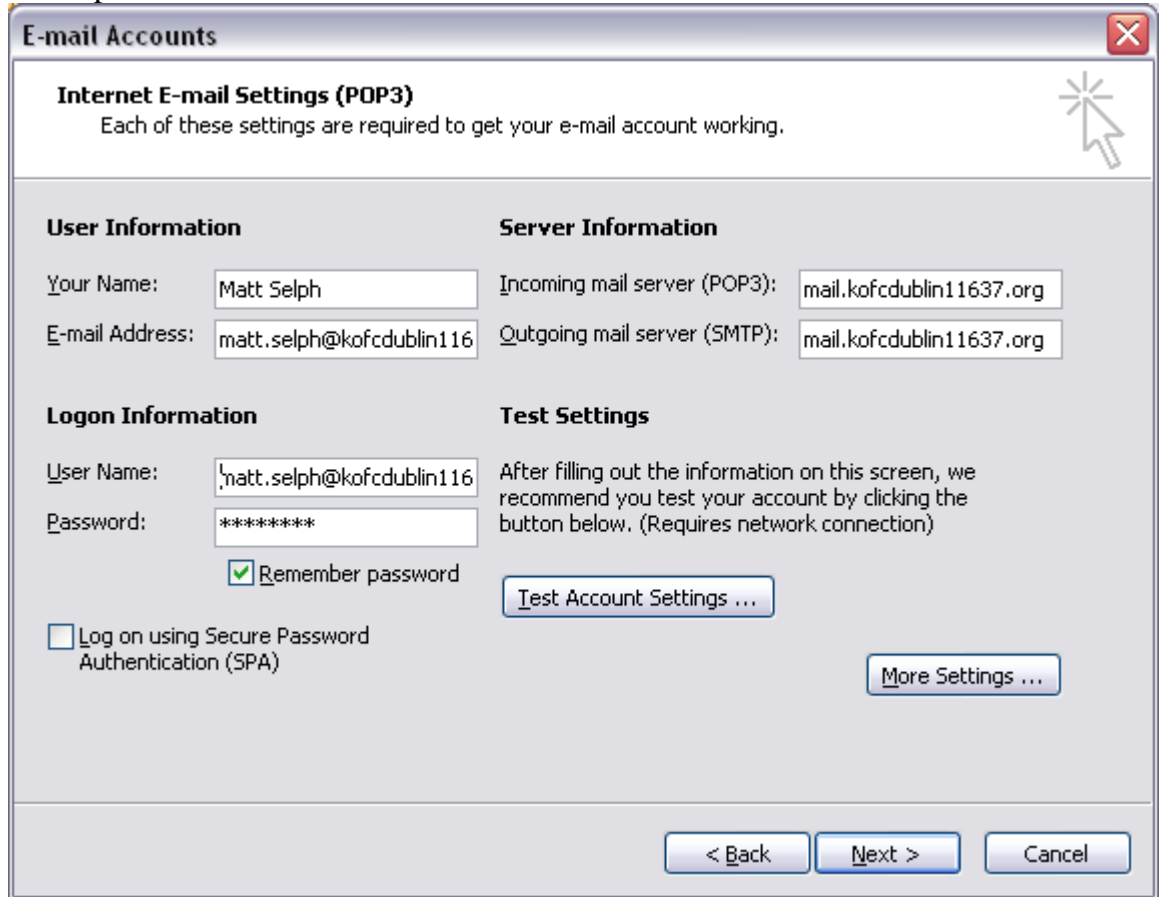
Logon Information	Test Settings
User Name: <input type="text"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

- f. Fill out the form with the following values:
- Your Name:* The name you want people to see when they receive an e-mail.
 - E-mail Address:* Your KofC e-mail address.
 - Incoming mail server:* mail.kofcdublin11637.org
 - Outgoing mail server:* mail.kofcdublin11637.org
 - User Name:* Your KofC e-mail address.
 - Password:* Your password.
 - Remember password:* Make sure there is a check by this option

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A completed form will look similar to this:



E-mail Accounts [Close]

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

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

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

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- g. Click **More Settings ...**. The following window should appear:



The screenshot shows a dialog box titled "Internet E-mail Settings" with a close button (X) in the top right corner. The dialog has four tabs: "General" (selected), "Outgoing Server", "Connection", and "Advanced".

Under the "General" tab, there are the following fields and instructions:

- Mail Account:** A text input field with the value "mail.kofcdublin11637.org". Below it, the instruction reads: "Type the name by which you would like to refer to this account. For example: 'Work' or 'Microsoft Mail Server'".
- Other User Information:** A section containing two text input fields:
 - Organization:** An empty text input field.
 - Reply E-mail:** An empty text input field.

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

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- h. Click the **Outgoing Server** tab to display this window:



The screenshot shows a dialog box titled "Internet E-mail Settings" with a close button (X) in the top right corner. The "Outgoing Server" tab is selected, and the "General" sub-tab is active. The main content area contains the following options:

- My outgoing server (SMTP) requires authentication:
 - Use same settings as my incoming mail server
 - Log on using
 - User Name:
 - Password:
 - Remember password
 - Log on using Secure Password Authentication (SPA)
 - Log on to incoming mail server before sending mail

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

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- i. Check the “**My outgoing server (SMTP) requires authentication**” checkbox. This will show more options. Make sure the option “**Use same settings as my incoming mail server**” is selected. The window should look like this:



- j. Click **OK**. This will take you back one screen. Click **Next** and then **Finish**. You can now receive emails with Microsoft Outlook.

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IV. Microsoft Outlook Express

- a. Go to the following website:
<http://www.microsoft.com/windows/ie/ie6/using/howto/oe/setup.msp#E6D>
- b. Those steps will guide you in setting up your computer if you use Outlook Express.
- c. You will need the following info to complete the setup:
Type of E-mail server: POP3
Name of incoming e-mail server: mail.kofcdublin11637.org
Name of outgoing e-mail server: mail.kofcdublin11637.org
Account name: Your e-mail address.
Password: Your password.
SPA Authentication? No

V. Windows Mail

- a. Go to the following website:
http://windows.microsoft.com/en-US/windows-vista/Windows-Mail-setting-up-an-account-from-start-to-finish#section_5
- b. Those steps will guide you in setting up your computer if you use Windows Mail on Windows Vista.
- c. You will need the following info to complete the setup:
Type of E-mail server: POP3
Name of incoming e-mail server: mail.kofcdublin11637.org
Name of outgoing e-mail server: mail.kofcdublin11637.org
Account name: Your e-mail address.
Password: Your password.
SPA Authentication? No

VI. Problems

- a. If you have any issues with this, please send an email to me at
matt.selph@kofcdublin11637.org