eCarmel

Instructions for client-based email

(keep these instructions in a safe place)
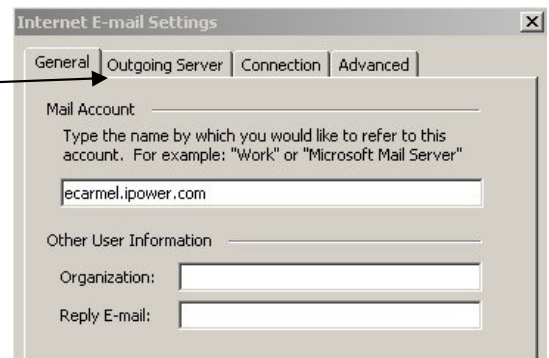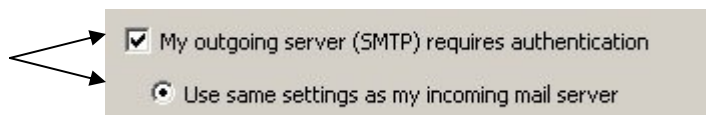
Write down your email address: _____@ eCarmel.org

Write down your password: _____
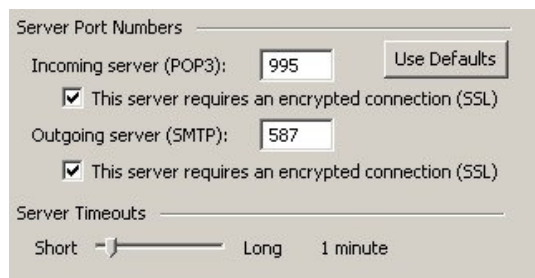
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Setting up Microsoft Outlook

1. Open the Microsoft Outlook program

2. Click on the Tools menu, and select the "Email Accounts" sub menu item

3. Choose the "Add a new email account" button and click "Next"

4. Choose the POP3 account type and click "Next"

5. Fill in the appropriate server information as follows:
   Your name: Fr. Joe Sample   or   Doofus T. Schmedley   (or however you want your name to appear)
   E-mail address: DSchmedley@eCarmel.org   (whatever YOUR email address is)
   Incoming mail server: ecarmel.ipower.com
   Outgoing mail server: ecarmel.ipower.com
   Logon: User name: DSchmedley@ecarmel.org   (whatever YOUR email address is)
   Password: **********   (whatever your password is)
   Check ☑ "Remember password"

6. At this point, you need to decide if you want a "secure" connection or a "regular" connection. If you want a regular email connection, just click the "Next" button and then "Finish" in the following window, and you're ready to go. If you want a "secure" connection (which has multiple advantages), then proceed to the next step.

7. Click the "More Settings" button.

8. Click on the "Outgoing Server" tab, and check the box and button shown here

   ☑ My outgoing server (SMTP) requires authentication
   ● Use same settings as my incoming mail server

   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"
   ecarmel.ipower.com

   Other User Information
   Organization:
   Reply E-mail:

9. Click on the "Advanced" tab, check ☑ the top two boxes, and enter the numbers: 995   and   587 in the boxes as shown here:

   Click "OK",
   "Next" ,
   "Finish"

   and you're all set.

   Server Port Numbers
   Incoming server (POP3):   995   Use Defaults
      ☑ This server requires an encrypted connection (SSL)
   Outgoing server (SMTP):   587
      ☑ This server requires an encrypted connection (SSL)
   Server Timeouts
   Short ─┤─────── Long   1 minute

When sending mail, you may get a warning that looks like this:

Just click "Yes" and continue. Using this "secure" setting will allow you to send email from anywhere, even if the Internet provider has blocked "regular" outgoing mail.

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Changing your email password

1. From the main eCarmel home page, click the "Email password" link

2. The login window will appear. Enter your entire email address and password, and click the "Manage Mail" button.
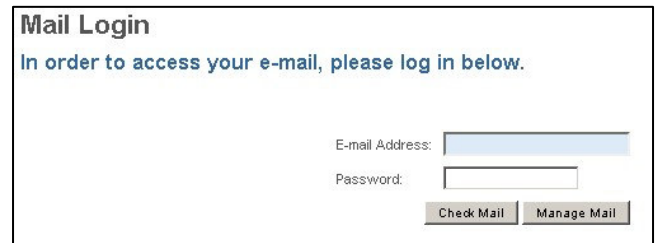
3. Click on the "Change Password" button and enter your new password. Passwords must be at least 6 characters long, and may include letters, numbers, and punctuation. Passwords are case sensitive, so "zelatus34" is NOT the same as "Zelatus34".

4. When you have changed your password (and any other settings you want to change) click the "Log Out" button on the left side of the screen to make sure your changes are secure.

5. Make sure you change the password in your email client as well.