

Please follow the instructions below on setting up Microsoft Outlook on your school computer to check your Franklin Parish school email.

### **Method 1: Microsoft Office Outlook 2013, 2016, and 2019**

1. Start Outlook.
2. Click **Next** to set up an account.
3. Click **Manually configure server settings (or manual setup)** and click **next**. (If the Microsoft Outlook Startup wizard doesn't appear, on the Outlook toolbar, click the **File** tab. Then, just above the **Account Settings** button, click **Add Account**.)
4. Choose **POP** or **IMAP** and click **next**.
5. In the **POP and IMAP Account Settings** dialog box:
  - a. Under **User Information**, follow these steps:
    1. In the **Your Name** box, type your full name.
    2. In the **E-mail Address** box, type your full email address.  
  
This should be given to you by your principal or the Franklin Parish Technology Department can locate it for you. (Angela Gossett, Stacey Grieme, or Kathy Goodman)
  - b. In the **Account Type** box under **Server Information**, click **POP3** in the **Account Type** box, follow these steps:
    1. In the **Incoming mail server** box, type the name of the server. This is the server that holds your messages before you download them to the computer. Type the server name in lowercase letters '**mail.fpsb.us**'
    2. In the **Outgoing mail server (SMTP)** box, type the name of the outgoing email server. Type the server name in lowercase letters '**mail.fpsb.us**'
  - c. Under **Logon Information**, follow these steps:
    1. In the **User Name** box, type your user name. The user name is usually the part of your email address that is to the left of the at sign (@). **HOWEVER, Please enter your entire email address here including the @ and fpsb.us** for example I would enter '[sgrieme@fpsb.us](mailto:sgrieme@fpsb.us)' as my username.
    2. In the **Password** box, type the password that was provided to you on your email account set up sheet.

6. If you want **Outlook** to remember your email account password, click to select the **Remember password** check box.
7. Click **Test Account Settings**. This feature calls a dialog box that shows in a step-by-step manner each testing phase of the configuration that you entered. When you click **Test Account Settings**, the following process occurs:
  - d. The connectivity of the system to the Internet is confirmed.
  - e. You are logged on to the SMTP server.
  - f. You are logged on to the POP3 server.
  - g. It is determined whether the POP3 server must be logged on to first. If it is required, Outlook automatically sets the **Log on to incoming mail server before sending mail** option.
  - h. A test message is sent. This message explains any changes that Outlook made to the initial setup.
8. Click **Next**, and then click **Finish**.