

Clergy E-mail

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How to access your @riotx.org Email using your web browser

1.) Please open your web browser. Your web browser can be Internet Explorer, Mozilla FireFox, Google Chrome, Safari, or the Internet icon on your mobile device.



1a.) ***If you already use a Gmail account, please log-in to your Gmail and skip to #5.***

2.) Type the following address into your address bar:

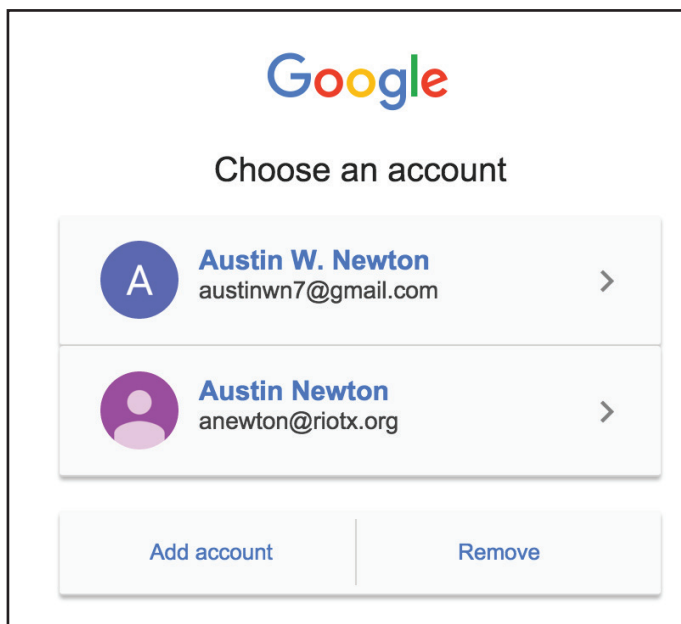
mail.google.com/a/riotx.org

Press “Enter” or “Return” on your Keyboard. The **first** time on this webpage should look like this:

Now enter your new @riotx.org email address and click the “Next” button below.

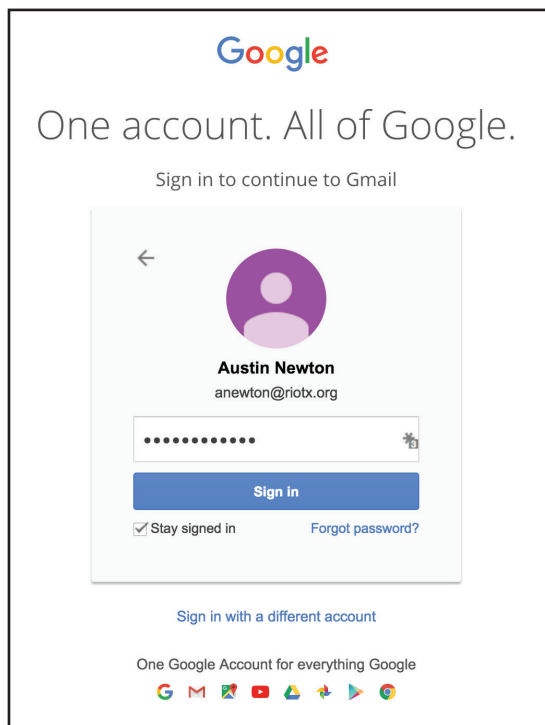
The screenshot shows the Google sign-in interface. At the top is the Google logo. Below it is the text "One account. All of Google." and "Sign in to continue to Gmail". A central box contains a grey profile icon, an input field with the placeholder text "Enter your email", a blue "Next" button, and a "Need help?" link. A tooltip box on the right side of the input field contains the text "Please enter your full email address example@riotx.org" with a close button (x). Below the central box is a "Create account" link. At the bottom, it says "One Google Account for everything Google" followed by icons for Google, Gmail, Maps, YouTube, Drive, and other services.

If you use GMAIL for your personal email, you may have multiple accounts like this:



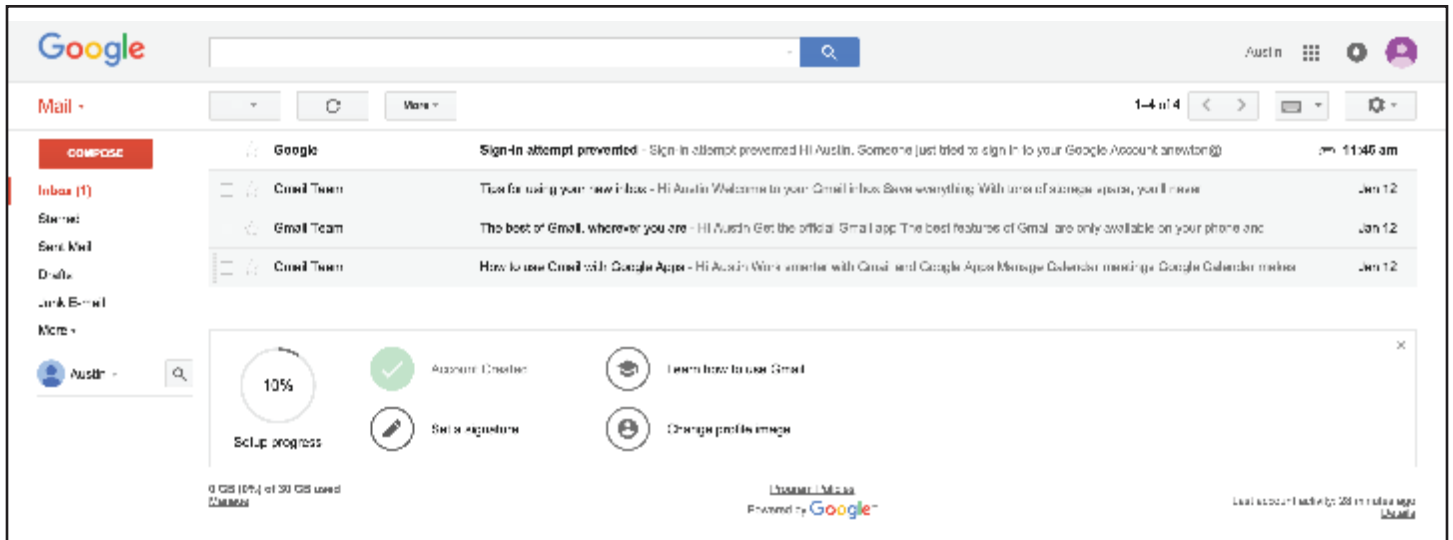
Go ahead and click "Add Account." Enter your @riotx.org e-mail in full (e.g. anewton@riotx.org)

2.) The next page will ask for your password. Enter your password given to you.

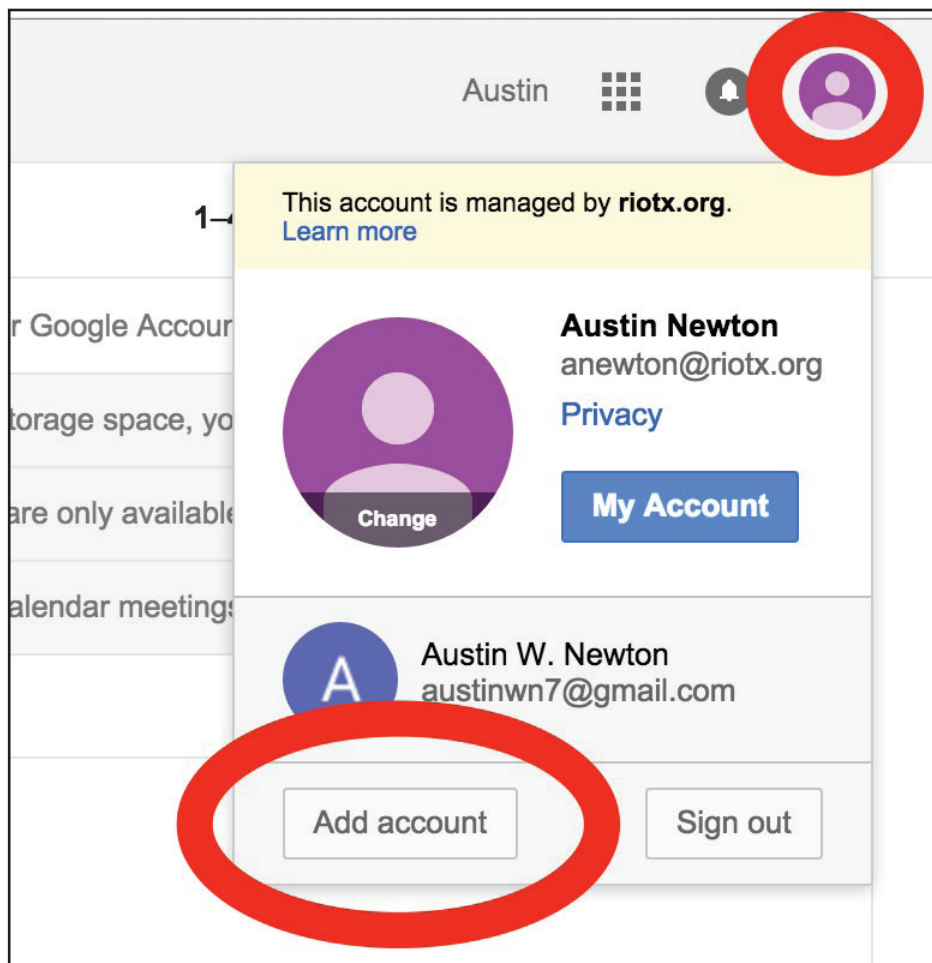


3.) Click "Sign-In."

4.) Welcome to your @riotx.org log-in. You can check your e-mail, respond to an e-mail, and compose a message from this portal.



5.) If you already regularly use a Gmail account, you may have to link your email accounts together to log in. Click on the round silhouette in the upper right, and click Add Account. Then enter your clergy email information. To switch between email accounts, click the same round silhouette and click on the account you wish to go to.

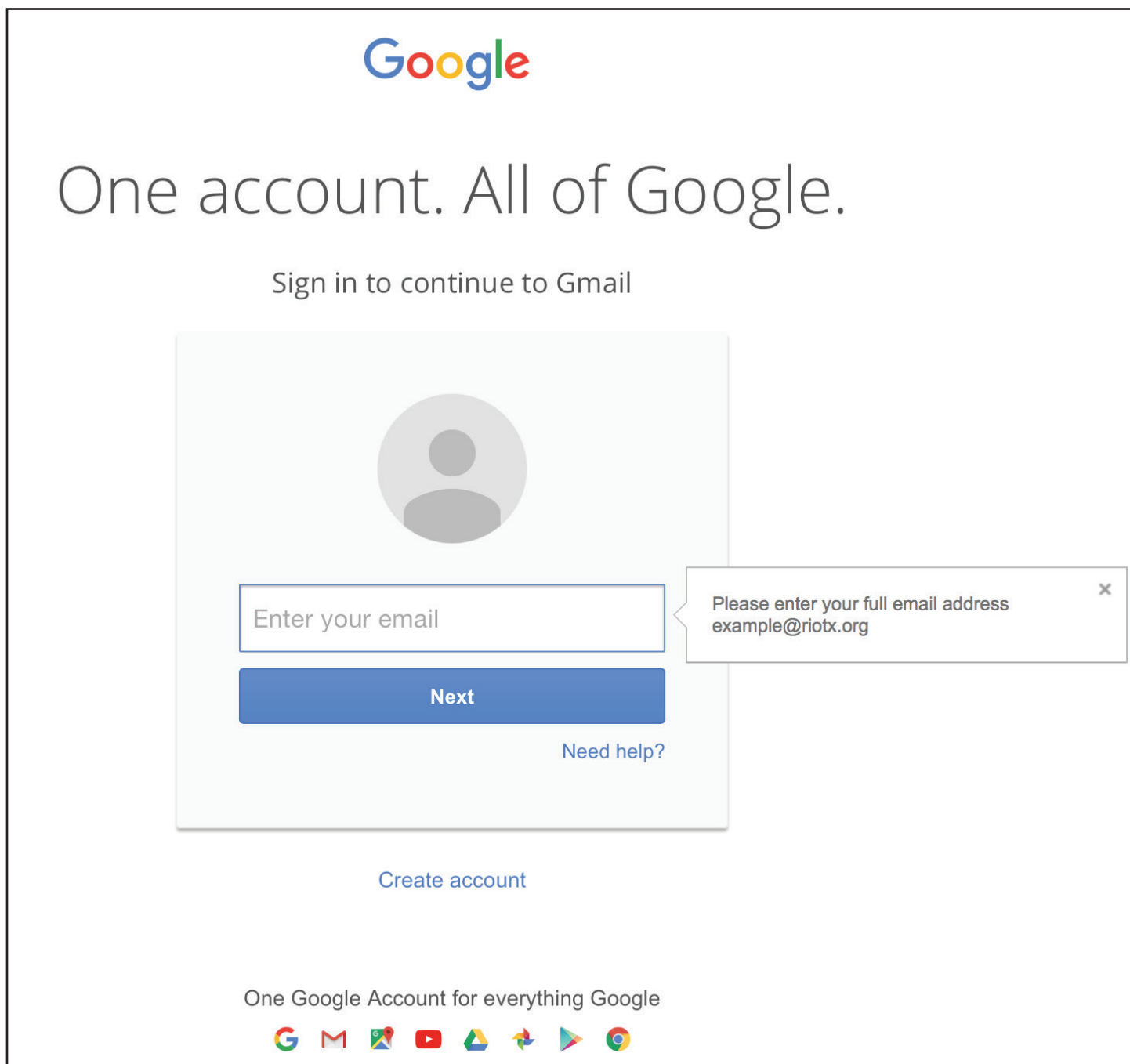


How to set up @riotx.org Clergy Email Forwarding:

Setting up forwarding for the riotx.org conference clergy email is a two-part process, with several steps to each process. The first process is to verify an email address that can be used for forwarding. The second process is to actually enable forwarding from your conference email account. Forwarding will not work unless you complete both processes fully!

Verifying an email address to use for forwarding:

1) Log in to your email account by going to mail.google.com/a/riotx.org



Google

One account. All of Google.

Sign in to continue to Gmail

Enter your email

Next

Need help?

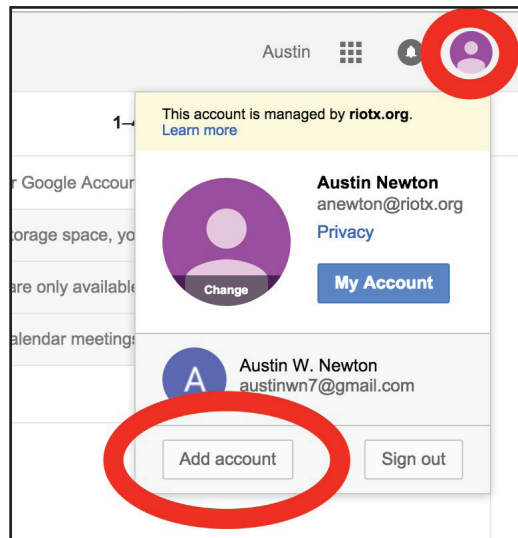
Create account

One Google Account for everything Google

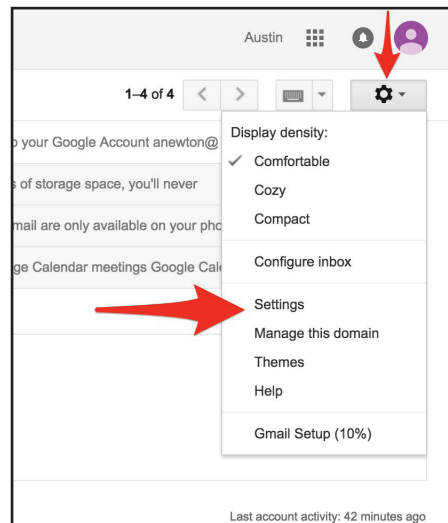
Please enter your full email address
example@riotx.org

*If you cannot access your account, and need help resetting your password, please contact your district.

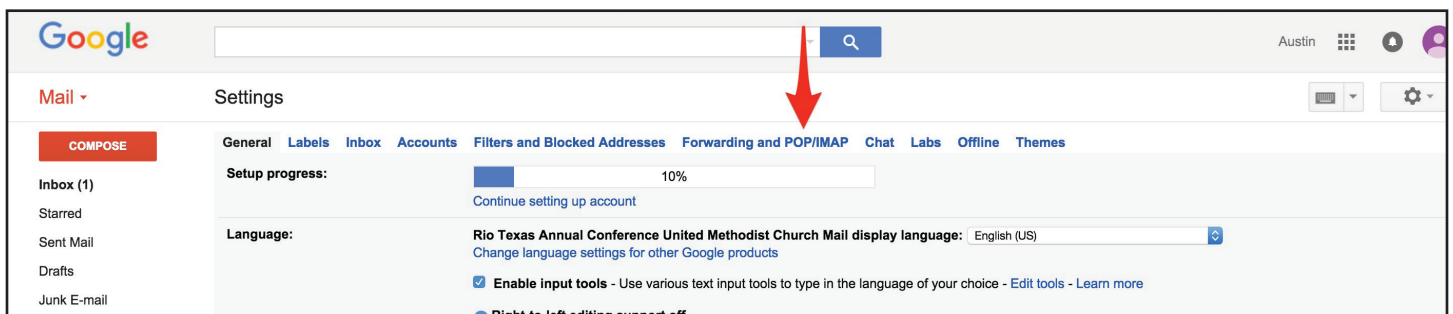
2) If you already regularly use a Gmail account, you may have to link your email accounts together to log in. Click on the round silhouette in the upper right, and click Add Account. Then enter your clergy email information. To switch between email accounts, click the same round silhouette and click on the account you wish to go to.



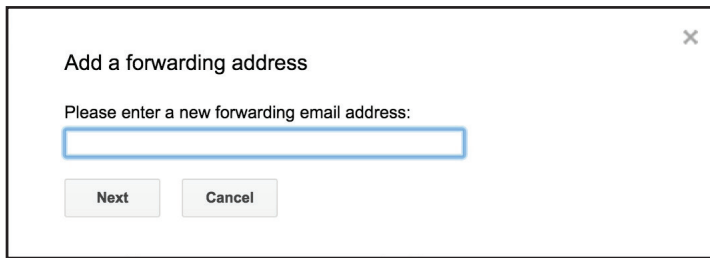
3) Once you have signed in, click on the gear on the right of the screen to open a menu. On the menu, select settings:



4) Under settings Click on the Forwarding and POP/IMAP tab



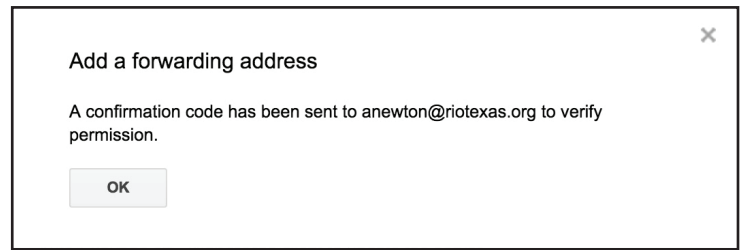
5) Click on "Add a Forwarding Address". It will ask you to enter the email address where you want your email to be forwarded to. Once you click next, it will ask you to confirm the email address using a verification code.



Add a forwarding address

Please enter a new forwarding email address:

Next Cancel

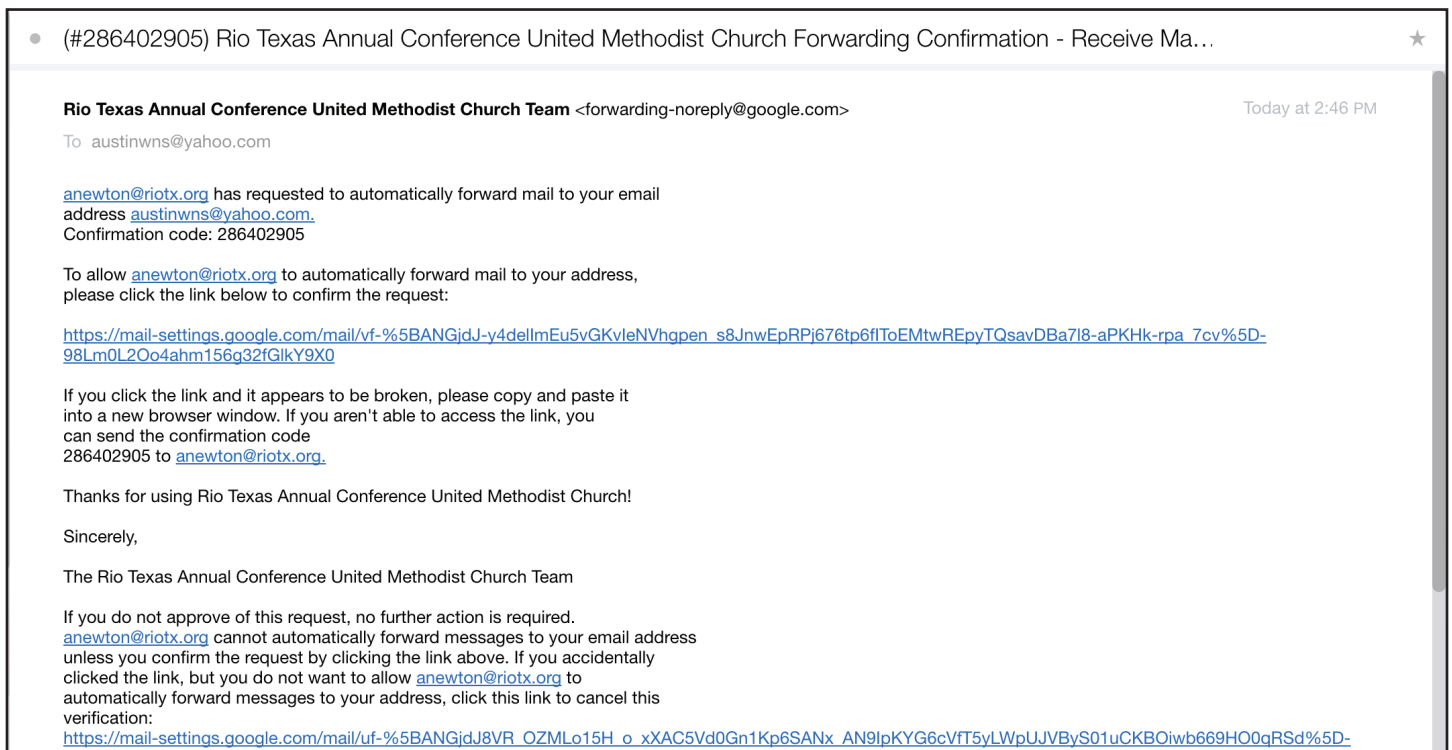


Add a forwarding address

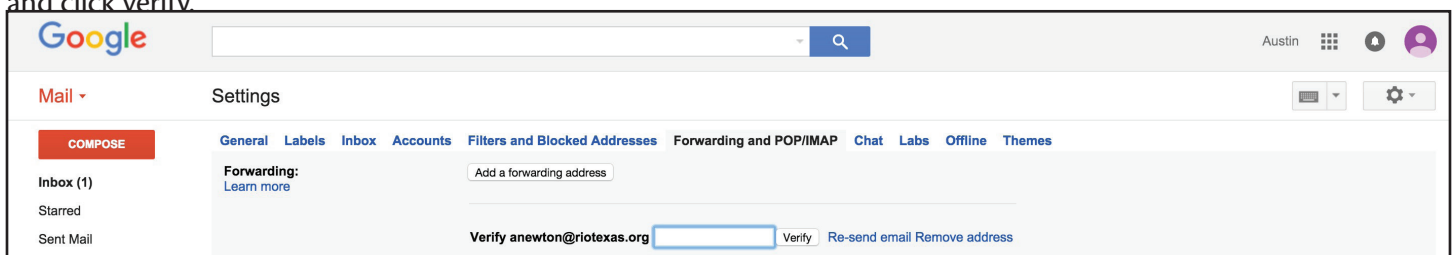
A confirmation code has been sent to anewton@riotexas.org to verify permission.

OK

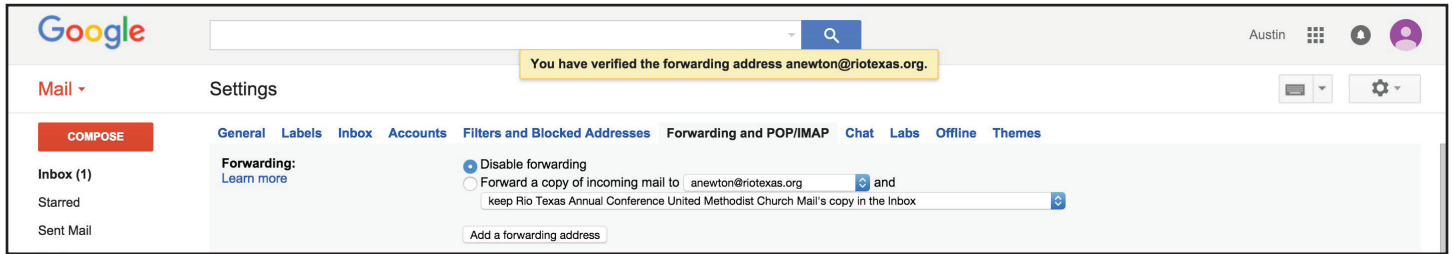
6.) It will then mention that it has sent you a confirmation code to the email address you just entered. If possible, use a separate browser window/tab (File>New Window) and access this email account (or open your email program) and look for the email from "Rio Texas Conference United Methodist Church Team" with the subject "Rio Texas Clergy Forwarding Confirmation." Open the email and look for the confirmation code. Write it down, or copy it using your computer.



7) GO BACK to the webpage that you should still have opened with your conference clergy email. If you closed this page, you will need to follow steps 1-3 again to arrive at the forwarding tab. Under the forwarding section of the forwarding tab, there should be a place for you to enter the confirmation code. Enter or paste the confirmation code and click verify.



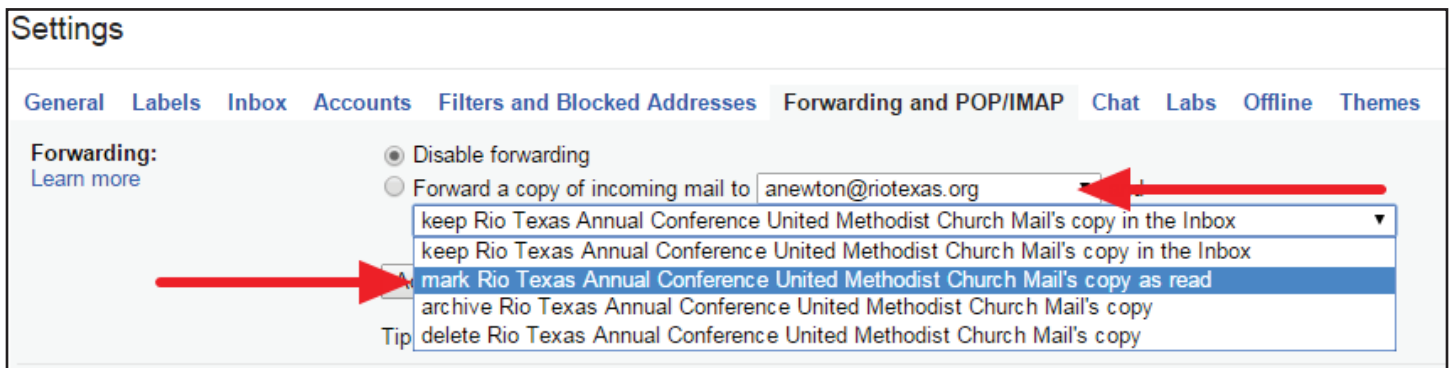
8) Once you have successfully entered your code and clicked verify, a gold bar will appear indicating that you have successfully verified your email address for forwarding.



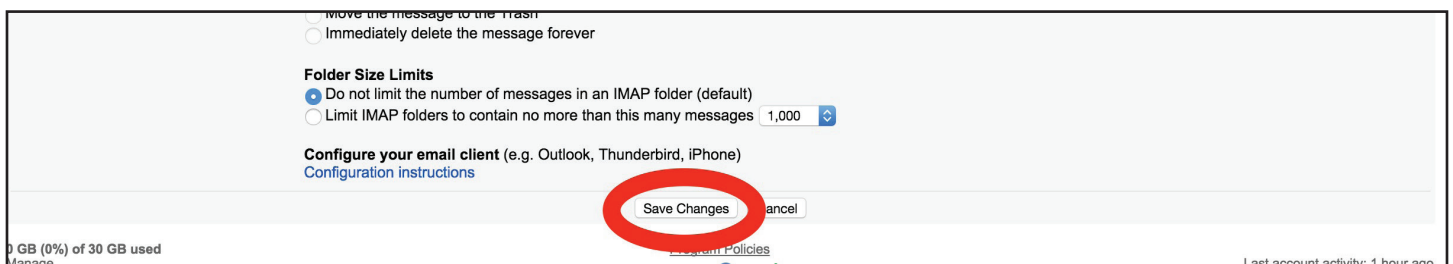
Enabling Forwarding from your riotx.org Clergy Email account

a.) Now that you have verified an account to forward to, it is necessary to actually enable the forwarding. Completing the steps so far, does not automatically enable forwarding. The “Disable forwarding” selection will still be selected.

b.) On the Forwarding and POP/IMAP tab, click the circle beside “Forward a copy of incoming mail.” Then click the dropdown box to select the email address you want to forward email to. In the second dropdown box, decide what you to do with the mail in the clergy email box as it is forwarded. I recommend selecting “mark RIO TEXAS CONFERENCE UNITED METHODIST CHURCH MAIL’s copy as read”.



c.) After making your selections, Scroll down to the bottom of the web page and click “Save Changes.” This will also take you back to your inbox.



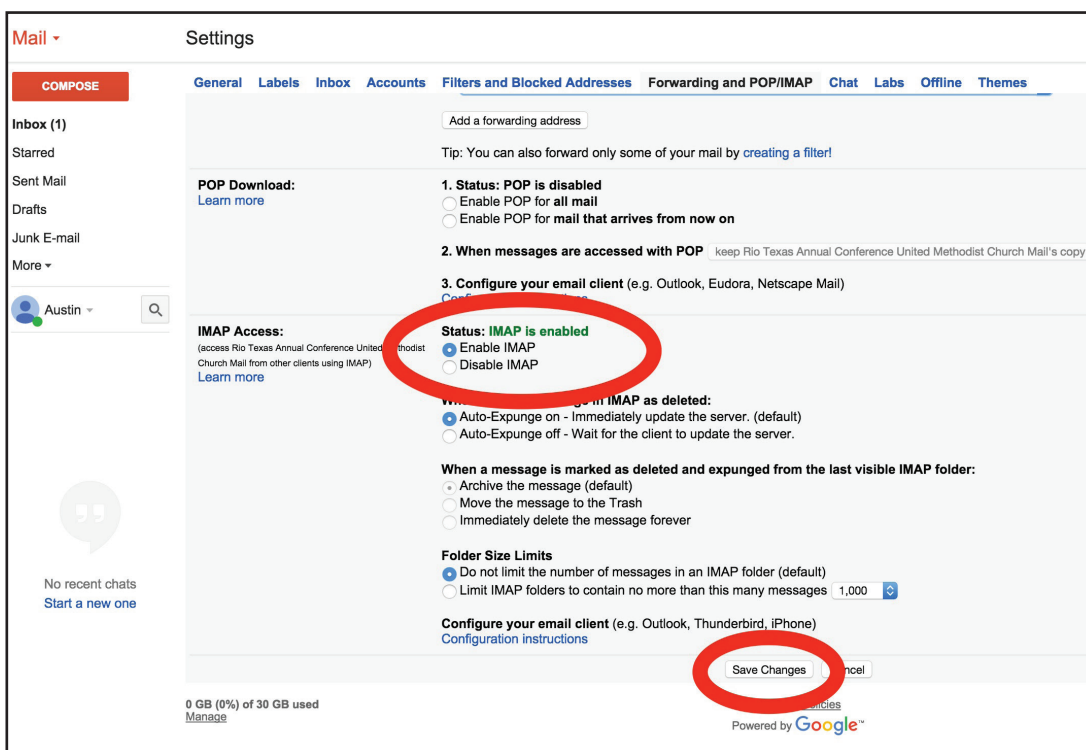
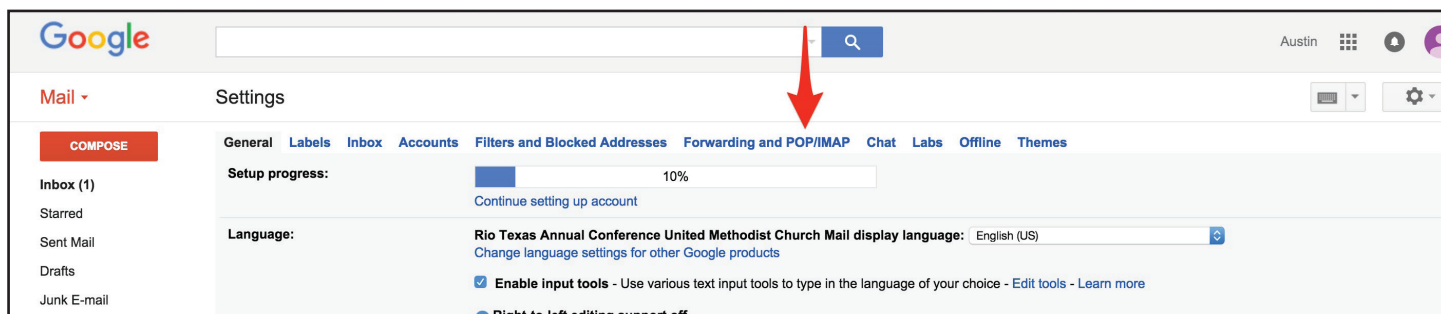
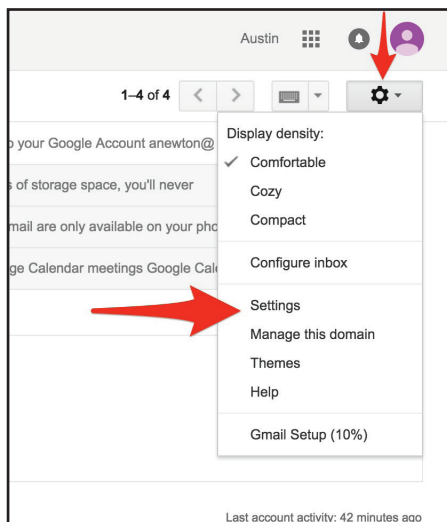
Testing your mail forwarding:

- 1) It is important to verify that your email forwarding is functioning correctly. The best way to test this is to either have someone send you an email to your conference email account or send an email yourself from another account to your conference clergy email account.
- 2) Send (or have someone send) an email to your @riotx.org clergy email account.
- 3) Wait a few minutes.
- 4) Check the email account that you set your conference clergy email account to forward to.
- 5) If you receive the email in your account, then you have confirmed that the forwarding is functioning correctly. Also make sure you check your spam filter or spam or bulk folder if you do not see it in your inbox.
- 6) Please contact your district if you have any questions or concerns!

How to add a @riotx.org on your Microsoft Outlook: First Steps Before you Open Outlook:

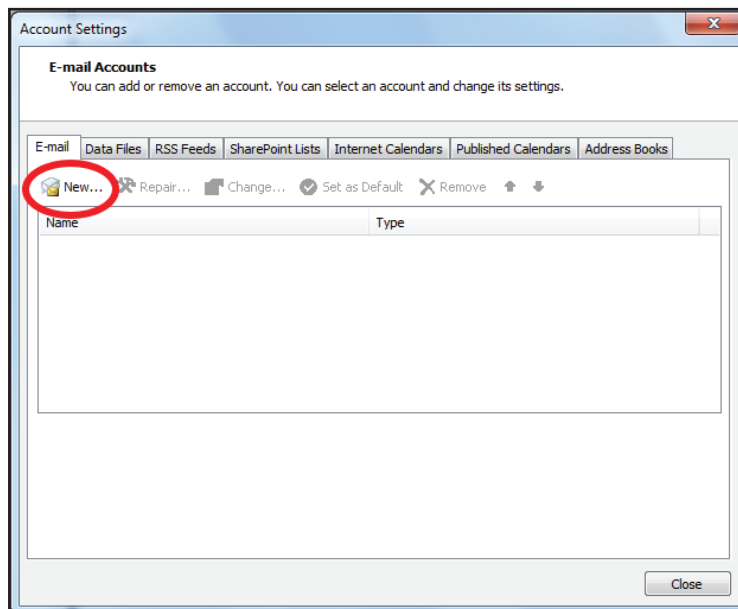
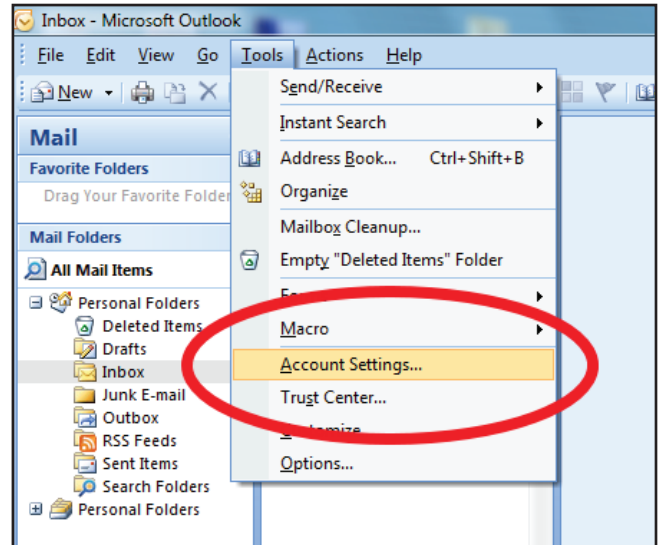
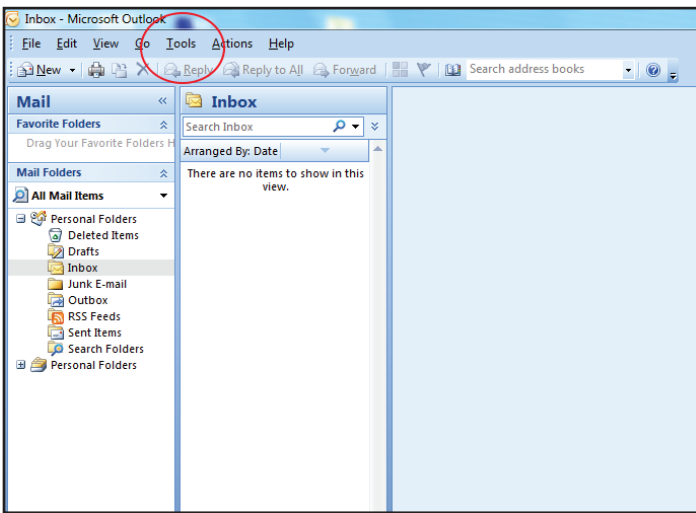
If you use Microsoft Outlook, please follow the instructions to add your @riotx.org email address using IMAP. Please use IMAP and do not use POP3 settings.

Log into your Gmail account and open the Settings page with gear icon. Click on the Forwarding and POP/IMAP tab and make sure IMAP is enabled and click on "Save Changes."

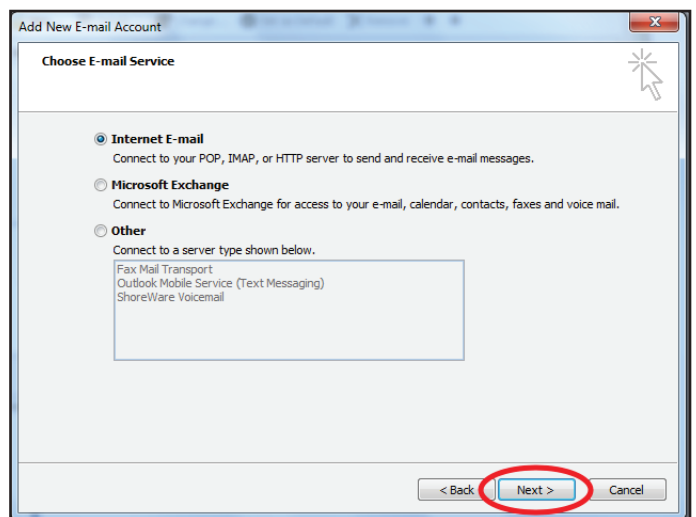
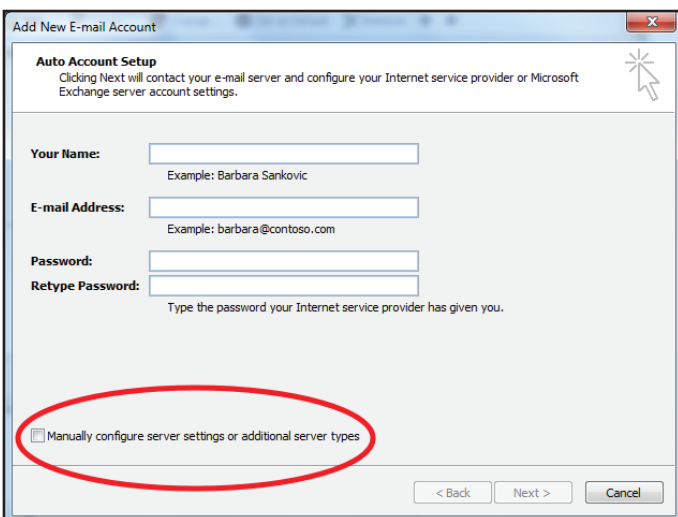


How to add a @riotx.org on Microsoft Outlook 2007

1.) Click “Tools” from the navigation bar of Outlook 2007. Then hit “Account Settings.” A window called “Account Settings” will appear. Click “New.”



2.) Another Window will appear. Click the check-mark box that says “Manually configure server settings or additional server types.” You will be asked to choose an e-mail service. Click on “Internet E-mail.” Click Next.



3.) Start filling out the forms using your own information given to you. Pretend you are Pastor Austin Newton.

Your name will be Austin Newton [Your Name].

Your e-mail address will be anewton@riotx.org [youremail@riotx.org] (must be full email address).

- Account Type: Choose IMAP
- Incoming Mail Server: imap.gmail.com
- Outgoing Mail Server (SMTP): smtp.gmail.com

Logon information:

- User Name : anewton@riotx.org [youremail@riotx.org] (must be full email address)
- Password: [Your Password]

Make sure “Remember Password” checkmark box is selected with a check-mark.

Now click on “MORE SETTINGS.”

Add New E-mail Account

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

User Information

Your Name: anewton

E-mail Address: anewton@riotx.org

Server Information

Account Type: IMAP

Incoming mail server: imap.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Logon Information

User Name: anewton@riotx.org

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

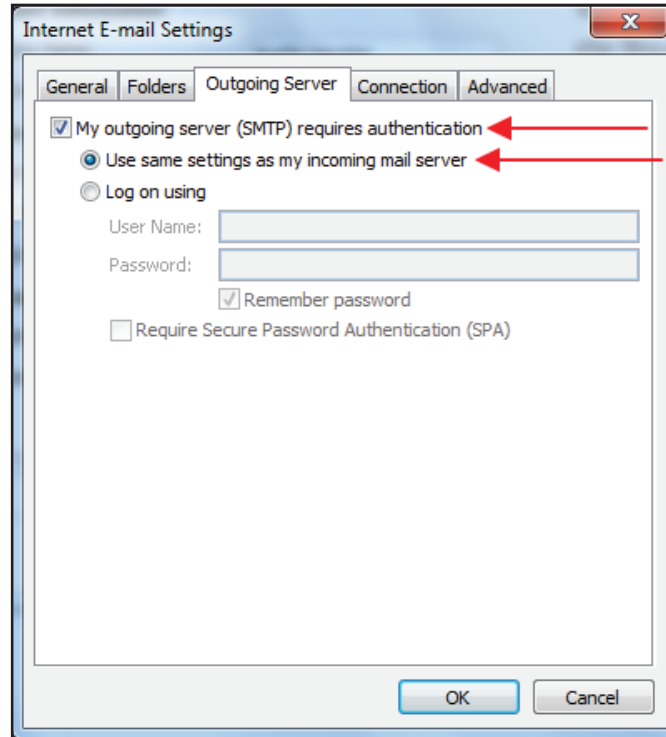
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

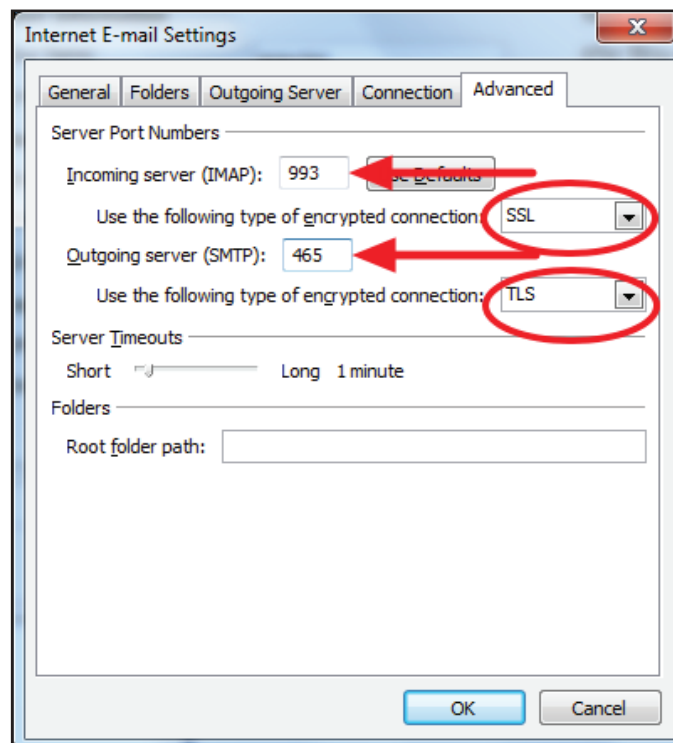
4.) A new window will appear. Click on the “Outgoing Server” tab. Check-mark the “My outgoing server (SMTP) requires authentication.” Make sure the “Use Same Settings as my incoming mail server” button is filled.



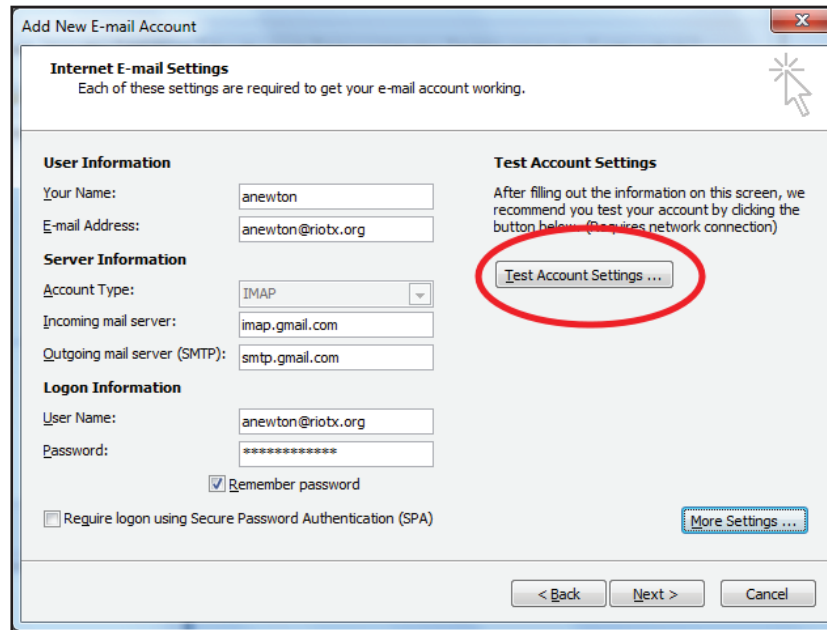
5.) Now click on the “Advanced” tab. Under “Server Port Numbers,” enter the following information:

- Incoming Server (IMAP): 993
- Use the following type of encrypted connection: SSL
- Outgoing Server (SMTP): 465
- Use the following type of encrypted connection: TLS

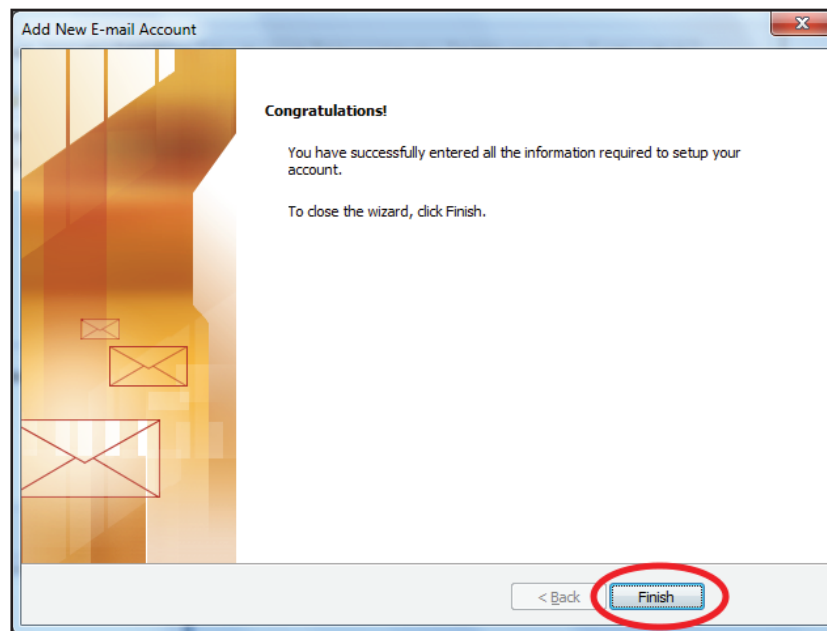
Now press “OK.”



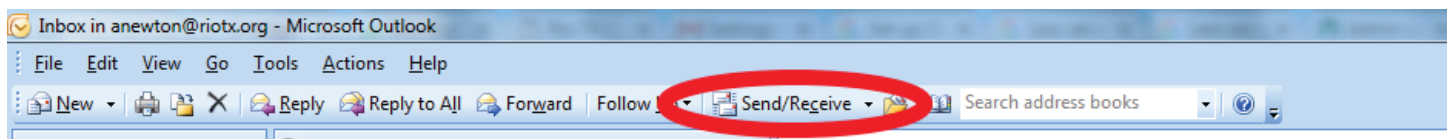
6.) Please click on “Test Account Settings.” A diagnostics will run. After the diagnostics are run, please click “Next.”



7.) You should receive the “Congratulations” message below. Click “Finish” to exit the set-up prompts.

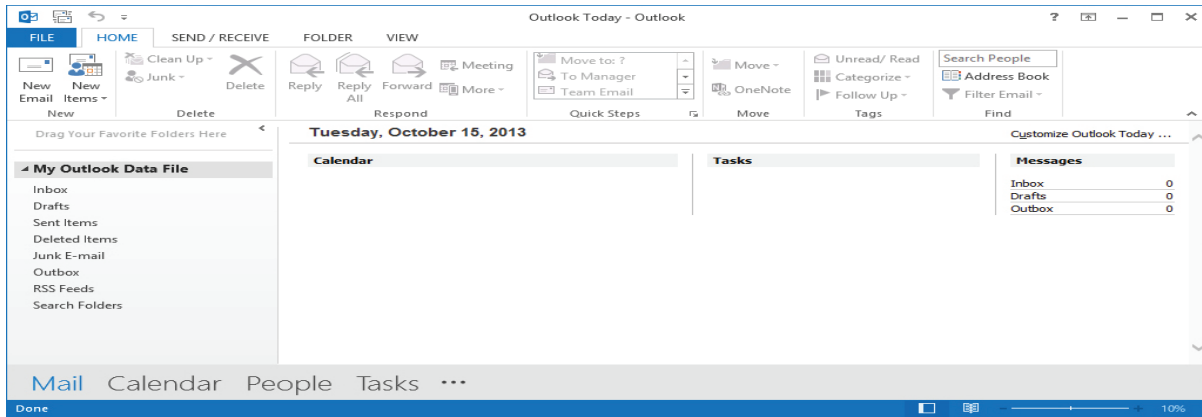


8.) Receive your e-mail by clicking on the “Send/Receive” button below the navigation bar on Outlook 2007.

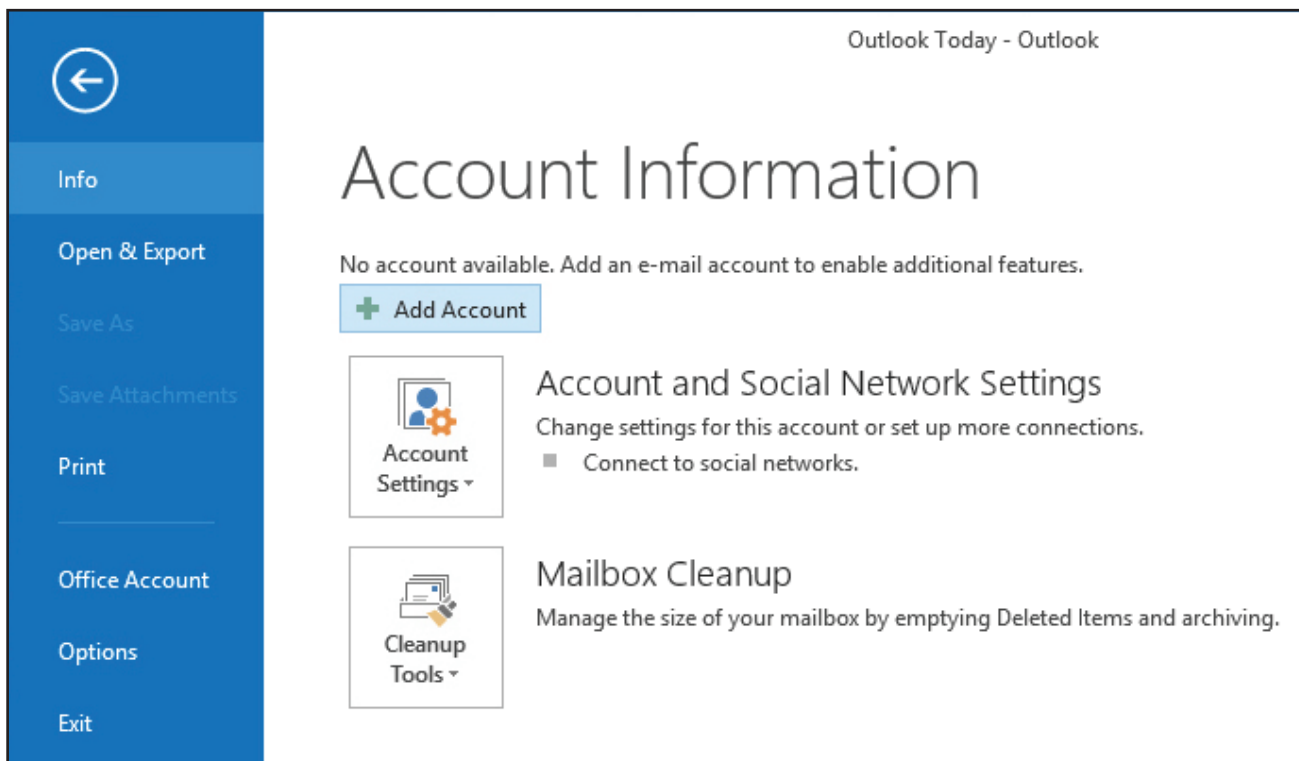


How to add a @riotx.org on Microsoft Outlook 2013

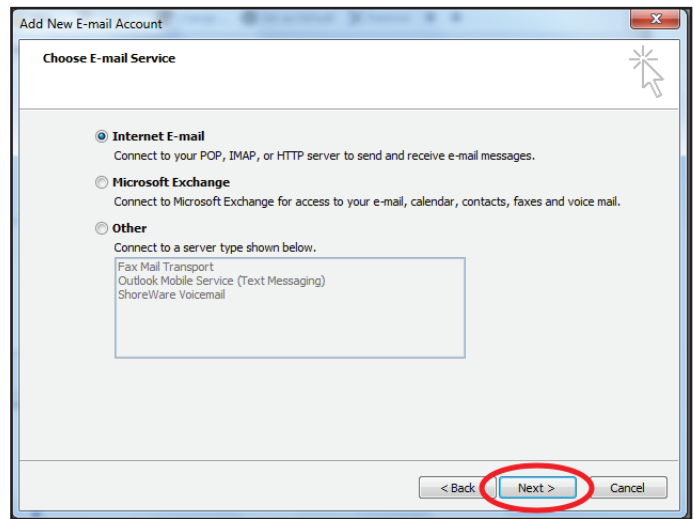
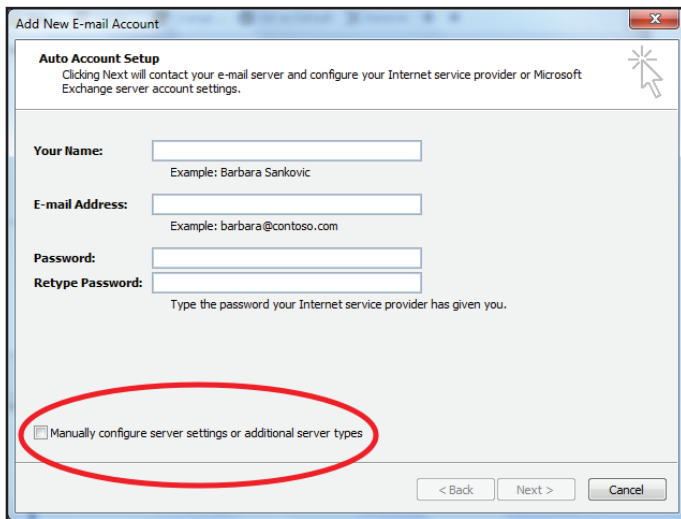
1.) Open Outlook 2013 and go to File tab.



2.) Then, just above the Account Settings button, click Add Account.



3.) Another Window will appear. Click the check-mark box that says “Manually configure server settings or additional server types.” You will be asked to choose an e-mail service. Click on “Internet E-mail.” Click Next.



4.) Start filling out the forms using your own information given to you. Pretend you are Pastor Austin Newton.

Your name will be Austin Newton [Your Name].

Your e-mail address will be anewton@riotx.org [youremail@riotx.org] (must be full email address).

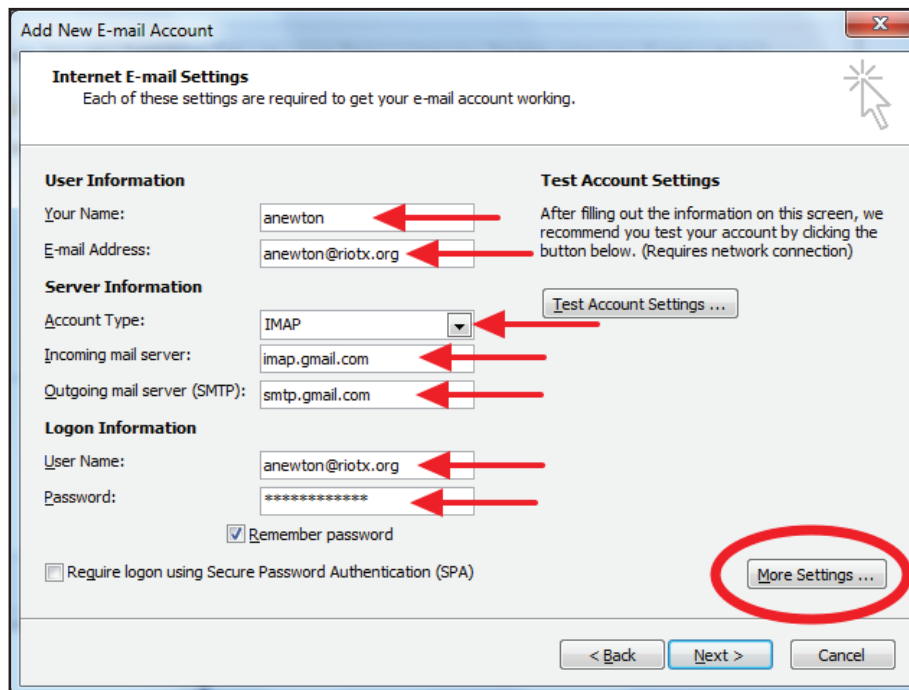
- Account Type: Choose IMAP
- Incoming Mail Server: imap.gmail.com
- Outgoing Mail Server (SMTP): smtp.gmail.com

Logon information:

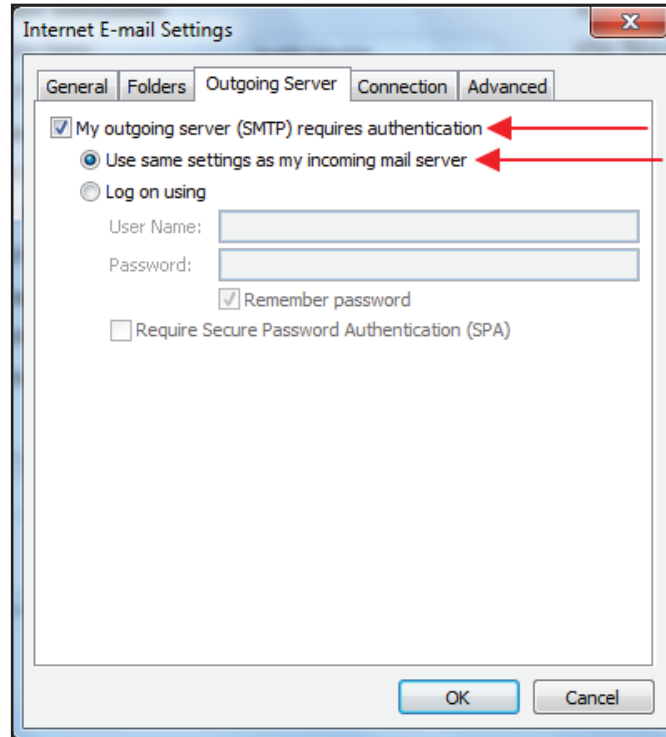
- User Name : anewton@riotx.org [youremail@riotx.org] (must be full email address)
- Password: [Your Password]

Make sure “Remember Password” checkmark box is selected with a check-mark.

Now click on “MORE SETTINGS.”



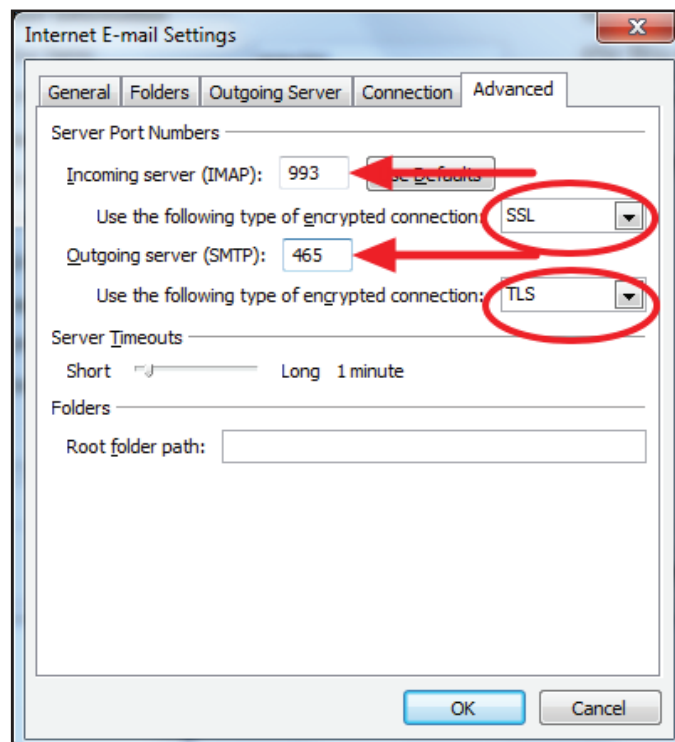
5.) A new window will appear. Click on the “Outgoing Server” tab. Check-mark the “My outgoing server (SMTP) requires authentication.” Make sure the “Use Same Settings as my incoming mail server” button is filled.



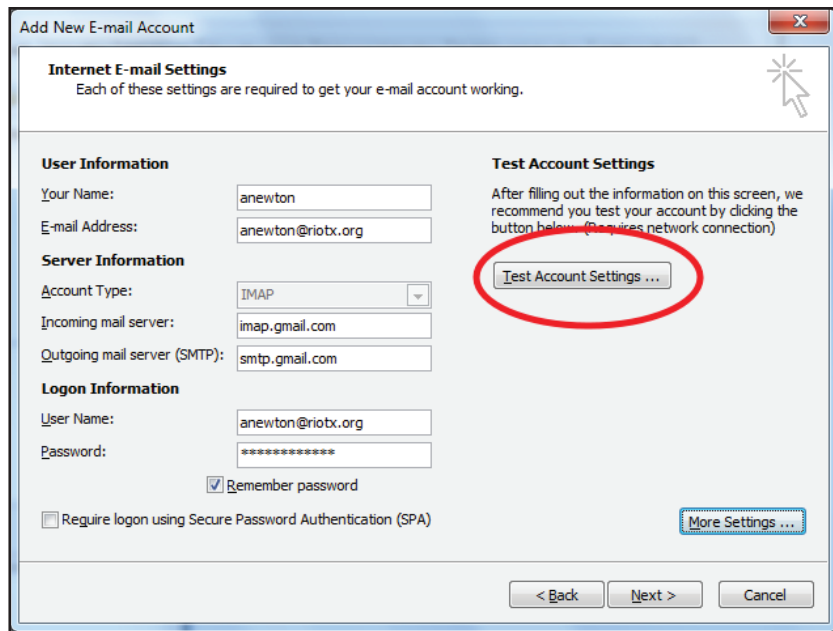
6.) Now click on the “Advanced” tab. Under “Server Port Numbers,” enter the following information:

- Incoming Server (IMAP): 993
- Use the following type of encrypted connection: SSL
- Outgoing Server (SMTP): 465
- Use the following type of encrypted connection: TLS

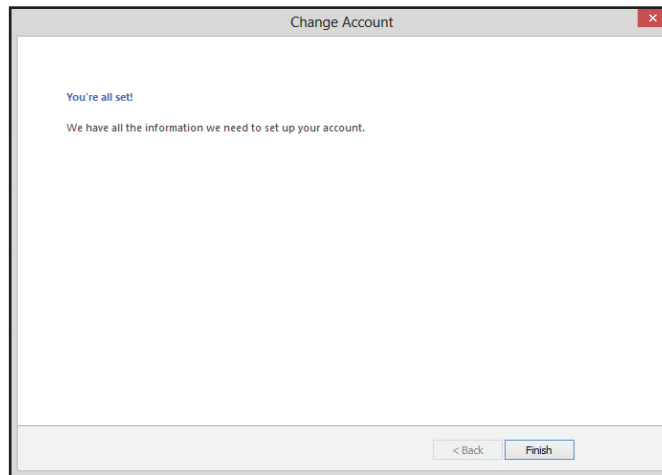
Now press “OK.”



7.) Please click on “Test Account Settings.” A diagnostics will run. After the diagnostics are run, please click “Next.”



8.) You should receive the “You’re All Set” message below. Click “Finish” to exit the set-up prompts.



9.) Receive your e-mail by clicking on the “Send/Receive in all Folders” button below the navigation bar on Outlook 2013.

