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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:

	Google
	One account. All of Google. Sign in to continue to Gmail
Now enter your new @riotx.org email address and click the "Next" button below.	
	Enter your email Please enter your full email address example@riotx.org
	Next Need help?
	Create account
	One Google Account for everything Google G M 🔀 💶 🛆 🚸 🕨 💿

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 messsage from this portal.

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Mail -	· · · · · · · · · · · · · · · · · · ·	· 1→ani4 < >	- Q: -
COMPOSE	\hat{f}_{f} . Google	Sign-in attempt prevented - Sign-in attempt prevented Hi Austin. Someone (ust bled to sign in to your Google Assount anewtong)	🚈 11:45 am
Inbas (1)	$\equiv -\beta_i$ - Creal Team	Tax for using your new inbox - Hi Austin Welcome to your Omeil inbox Sevel everything With tons of stongel space, you'l never	Jen 12
Stamat Statut	🔆 - Gmail Team	The best of Gmail, wherever you are - Hi Austin Get the official Gmail app The best features of Gmail are only available on your phone and	Jan 12
Disfle	🚍 🎼 Creal Team	How to use Creek with Coogle Apps - Hi Austin Wink america with Canali and Coogle Apps Manage Colordar meetings Coogle Calendar meksa	Jen 12
Junk E-meil			
Mare +	10%	Assessed Constant Strate Strate	×
	Sclup progress	Set a signature (Change profile image	
	0 GS (0%) of 30 GS used Material	Ensame Fide as Provincing GoogleT Leaf account and	vity: 28 minutus ago <u>Decato</u>

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 Please enter your full email address example@riotx.org
	Next
	Need help?
	Create account
	One Google Account for everything Google G M 🔀 🖻 🍐 🂠 ⊳ 🂿

*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.

	Austin III C
1⊸	This account is managed by riotx.org . Learn more
r Google Accour	Austin Newton anewton@riotx.org
orage space, yo	Privacy
are only available	Change My Account
alendar meeting:	Austin W. Newton austinwn7@gmail.com
	Add account Sign out

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:

	Austin 🏭 🚺 😫
1–4 of 4 <	> . •
o your Google Account anewton@	Display density:
of storage space, you'll never	Cozy
mail are only available on your pho	Compact
ge Calendar meetings Google Cal	Configure inbox
	Settings
	Manage this domain
	Themes
	Help
	Gmail Setup (10%)
	Last account activity: 42 minutes ago

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

G <mark>o</mark> ogle		Q	Austin 🏭 🗴 🧧
Mail -	Settings	★	· \$
COMPOSE Inbox (1) Starred	General Labels Inbox Accounts Setup progress:	Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes 10% Continue setting up account	
Sent Mail Drafts Junk E-mail	Language:	Rio Texas Annual Conference United Methodist Church Mail display language: English (US) Image: English (US) Change language settings for other Google products Image: English (US) Image: English (US) Image: Engli	

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	×	Add a forwarding address
Please enter a new forwarding email address: Next Cancel		A confirmation code has been sent to anewton@riotexas.org to verify permission.

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.

•	(#286402905) Rio Texas Annual Conference United Methodist Church Forwarding Confirmation - Receive Ma		*
	Rio Texas Annual Conference United Methodist Church Team <forwarding-noreply@google.com> To austinwns@yahoo.com</forwarding-noreply@google.com>	Today at 2:46 PM	
	anewton@riotx.org has requested to automatically forward mail to your email address austinwns@yahoo.com. Confirmation code: 286402905		
	To allow <u>anewton@riotx.org</u> to automatically forward mail to your address, please click the link below to confirm the request:		
	https://mail-settings.google.com/mail/vf-%5BANGjdJ-y4dellmEu5vGKvleNVhgpen_s8JnwEpRPj676tp6flToEMtwREpyTQsavDBa7l8-aPKHk-rpa_7cv% 98Lm0L2Oo4ahm156g32fGlkY9X0	<u>55D-</u>	
	If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, you can send the confirmation code 286402905 to <u>anewton@riotx.org.</u>		
	Thanks for using Rio Texas Annual Conference United Methodist Church!		- 1
	Sincerely,		- 1
	The Rio Texas Annual Conference United Methodist Church Team		
	If you do not approve of this request, no further action is required. anewton@riotx.org cannot automatically forward messages to your email address unless you confirm the request by clicking the link above. If you accidentally clicked the link, but you do not want to allow <u>anewton@riotx.org</u> to automatically forward messages to your address, click this link to cancel this verification: <u>https://mail-settings.google.com/mail/uf-%5BANGjdJ8VR_OZMLo15H_o_xXAC5Vd0Gn1Kp6SANx_AN9IpKYG6cVfT5yLWpUJVByS01uCKBOiwb669H</u>	100qRSd%5D-	

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.

Google	~ Q	Austin 🏭 🚺 🎑
Mail -	Settings	■ · \$
COMPOSE	General Labels Inbox Accounts Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes Forwarding: Learn more Add a forwarding address Add a for	
Starred Sent Mail	Verify anewton@riotexas.org Verify Re-send email Remove address	

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.

Google		- Q	Austin 🏭 💽 😫
Mail -	Settings	You have verified the forwarding address anewton@riotexas.org.	
COMPOSE	General Labels Inbox Accounts	Filters and Blocked Addresses Forwarding and POP/IMAP Chat Labs Offline Themes	
Inbox (1)	Learn more	Forward a copy of incoming mail to anewton@riotexas.org	
Starred		keep Rio Texas Annual Conference United Methodist Church Mail's copy in the Inbox	
Sent Mail		Add a forwarding address	

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".

Settings								
General Labels	Inbox	Accounts	Filters and Blocked Addresses	Forwarding and POP/IMAP	Chat	Labs	Offline	Themes
Forwarding:		() ()	isable forwarding					
Learn more		0 F	orward a copy of incoming mail to a	anewton@riotexas.org	-			
	keep Rio Texas Annual Conference United Methodist Church Mail's copy in the Inbox						•	
keep Rio Texas Annual Conference United Methodist Church Mail's copy in the Inbox								
			mark Rio Texas Annual Conference	United Methodist Church Mail's	copy a	is read		
			archive Rio Texas Annual Conferen	ce United Methodist Church Mai	il's copy	/		
		Tip	delete Rio Texas Annual Conference	e United Methodist Church Mail	s copy			

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.

	Immediately delete the message forever	
	Folder Size Limits On not limit the number of messages in an IMAP folder (default) Limit IMAP folders to contain no more than this many messages 1,000	
	Configure your email client (e.g. Outlook, Thunderbird, iPhone) Configuration instructions	
	Save Changes ancel	
0 GB (0%) of 30 GB used	Policies	Last account activity: 1 hour account

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."





E-mail Accounts You can add or remove an account. You can select an account and change its settings. E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books New Repair Change Set as Default Remove Name Type	x							Settings	ccount
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books			its settings.	d change	select an account an	account. You can	t s or remove an	ail Account ou can add (E-m Y
Name Type		Address Books	ed Calendars	Publish	Internet Calendars	SharePoint Lists	RSS Feeds	Data Files	E-mail
Name Type			+ +	(emove	Set as Default 🗙 I	Change 📀 S	tepair	ew 🛠 R	Sign Ne
					Туре				Name
Clos	se	C							

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.

Add New E-mail Account	Add New E-mail Account
Auto Account Setup Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.	Choose E-mail Service
Your Name: Example: Barbara Sankovic E-mail Address: Example: barbara@contoso.com Password: Retype Password: Type the password your Internet service provider has given you.	 Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages. Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail. Other Connect to a server type shown below. Fax Mail Transport Outlook Mobile Service (Text Messaging) ShoreWare Voicemail
Manually configure server settings or additional server types Kenter Structure Section Secti	< Back Next > Cancel

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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]

Now click on "MORE SETTINGS."

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

		-
User Information		Test Account Settings
Your Name:	anewton	After filling out the information on this screen,
E-mail Address:	anewton@riotx.org	button below. (Requires network connection)
Server Information		
Account Type:	IMAP	Lest Account Settings
Incoming mail server:	imap.gmail.com	
Outgoing mail server (SMTP):	smtp.gmail.com	
Logon Information		
<u>U</u> ser Name:	anewton@riotx.org	
Password:	*********	_
	emember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings

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.

I	nternet E-mail Settings	
Γ	General Folders Outgoing Server Connection Advanced	
	☑ My outgoing server (SMTP) requires authentication	
L	Our of the same settings as my incoming mail server	
L	O Log on using	
	User Name:	
	Password:	
	Remember password	
	Require Secure Password Authentication (SPA)	
L		
L	OK Cancel	

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."

Internet E-mail Settings
General Folders Outgoing Server Connection Advanced
Server Port Numbers
Incoming server (IMAP): 993
Use the following type of encrypted connection SSL
Qutgoing server (SMTP): 465
Use the following type of engrypted connection:
Server Timeouts
Folders
Root <u>fo</u> lder path:
OK Cancel

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

Add New E-mail Account		×					
Internet E-mail Settings Each of these settings ar	Internet E-mail Settings Each of these settings are required to get your e-mail account working.						
User Information		Test Account Settings					
Your Name:	anewton	After filling out the information on this screen, we					
E-mail Address:	anewton@riotx.org	button below (Dequires network connection)					
Server Information		Test Assumb Catilians					
Account Type:	IMAP 👻	Lest Account Settings					
Incoming mail server:	imap.gmail.com						
Outgoing mail server (SMTP):	smtp.gmail.com						
Logon Information							
<u>U</u> ser Name:	anewton@riotx.org						
Password:	******						
V F	emember password						
Reguire logon using Secure	Password Authentication (SPA)	More Settings					
		< Back Next > Cancel					

7.) You should receive the "Congratualtions" 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.

😔 Inbox in anewtor	n@riotx.org - Mic	rosoft Outlook				
<u>F</u> ile <u>E</u> dit <u>V</u> iew	v <u>G</u> o <u>T</u> ools	<u>A</u> ctions <u>H</u> elp				
≦ <u>N</u> ew → 🚔	音 🗙 🙈 <u>R</u> epl	y 🛛 🦓 Reply to A <u>l</u> l	🙈 For <u>w</u> ard 🛛 Fo	ollow 💽 < 📑 Send/Re <u>c</u> eive	Search address books	• 🔞 🗸
	🛌					

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

o 🗄 🔊	Ŧ		Outlook Today - Outlook				? 🕥	- 0	- ×
FILE HO	SEND / RECEIVE	FOLDER VIEW							
New New Email Items -	Clean Up *	Reply Reply Forward II More -	Move to: ?	Move -	 □ Unread/ Read □ Categorize ~ □ Follow Up ~ 	Search People			
New	Delete	Respond	Quick Steps	Move	Tags	Find			~
Drag Your Fa	vorite Folders Here	Tuesday, October 15, 2013	3			Custon	ize Outloo	ok Today	··· ^
4 My Outlool	k Data File	Calendar		Tasks		Mess	ages		
Inbox Drafts Sent Items Deleted Item Junk E-mail Outbox RSS Feeds Search Folde	5					Inbox Drafts Outbox	ς		
									~
Mail (Calendar Pe	ople Tasks …							
Done] 💷		+	10%

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.

Add New E-mail Accoun	it.	×	Add New E-mail Account
Auto Account Setup Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.		×	Choose E-mail Service
Your Name: E-mail Address: Password: Retype Password:	Example: Barbara Sankovic Example: barbara@contoso.com Type the password your Internet service provider has given you.		Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages. Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail. Other Connect to a server type shown below. Fax Mail Transport Outlook Mobile Service (Text Messaging) ShoreWare Voicemail
Manually configure s	server settings or additional server types < Back Next >	Cancel	< Back Next > Cancel

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."

Add New E-mail Account		X
Internet E-mail Settings Each of these settings ar	e required to get your e-mail accou	nt working.
User Information		Test Account Settings
Your Name:	anewton	After filling out the information on this screen, we
E-mail Address:	anewton@riotx.org	button below. (Requires network connection)
Server Information		Test Assured Settings
Account Type:	IMAP	Lest Account Settings
Incoming mail server:	imap.gmail.com	
Outgoing mail server (SMTP):	smtp.gmail.com	
Logon Information		
<u>U</u> ser Name:	anewton@riotx.org	
Password:		
V R	emember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

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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.

Inte	ernet E-mail Sett	ings		×
G	eneral Folders	Outgoing Server	Connection Advanced	
	My outgoing se	rver (SMTP) require	es authentication 🗲	
	Ose same s	ettings as my incon	ning mail server ┥ ———	
	Log on usin	g		
	User Name	:		
	Password:			
		Remember p	assword	
	Require	Secure Password	Authentication (SPA)	
				Grand
			OK	Cancel

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."

Add New E-mail Account	-	×
Internet E-mail Settings Each of these settings ar	e required to get your e-mail accou	nt working.
User Information		Test Account Settings
Your Name:	anewton	After filling out the information on this screen, we
E-mail Address:	anewton@riotx.org	button below (Convires network connection)
Server Information		Tost Account Sattings
Account Type:	IMAP 📼	Lest Account Setungs
Incoming mail server:	imap.gmail.com	
Outgoing mail server (SMTP):	smtp.gmail.com	
Logon Information		
<u>U</u> ser Name:	anewton@riotx.org	
Password:	********	
	emember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< <u>Back</u> <u>N</u> ext > Cancel

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

Change Account	<
You're all set!	
We have all the information we need to set up your account.	
< Badk Finish	

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

📴 🗄 🐬 🕫 🚽 Inbox - @gmail.com - Outlook 🛛 🤶 🖪 🗕 🗖 🛇								
FILE HOME SEND / RECEIVE	FOLDER VIEW							
New New Email Items ▼	Reply Reply Forward More *	Move to: ? J To Manager Team Email	→ Move → □ Rules → → ↓ OneNo	→ Unread/ Read	Search People Address Hok Filter El 1 -	Send/Receive All Folders		
New Delete	Respond	Quick Steps	Fa Move	Tags	Find	Send/Receive		
Favorites	Search Current Mailbox (Ctrl+E)	🔎 Current	Mailbox 👻	<table-cell> Reply 👰 Reply</table-cell>	All 🕞 Forward			
▲ @gmail.com	All Unread By Date → Newest ↓ ▲ Mon 10/14/2013 10:58 AM Microsoft Outlook <				14/2013 10:58 AM oft Outlook <	@gmail.com>		
Inbox 1 ∡ [Gmail] Drafts [1]	Microsoft Outlook Microsoft Outlook Test Message 10:58 AM This is an e-mail message sent automatically by			Microsoft Outlook Test Message To Sanjitha fernando				
Sent Mail Trash 2 Chats		1000 100 100 100 100 100 100 100 100 10			This is an e-mail message sent automatically by Microsoft Outlook while testing the settings for your account.			
Important Spam [46] Starred			-					
Notes	▲ Yesterday			See more about Microso	ft Outlook.			
Outbox		n	v					
Mail Calendar People Tasks ···								
FILTER APPLIED	•				· · · · ·	+ 100%		

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