

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 and Outlook 2016

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 or Stacey Grieme)
 - 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 '**fpsb.nls.k12.la.us**'
 2. In the **Outgoing mail server (SMTP)** box, type the name of the outgoing email server. Type the server name in lowercase letters '**fpsb.nls.k12.la.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' 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**.

Method 2: Microsoft Office Outlook 2010

2. Start Outlook.
3. On the **File** menu, click **Info**, and then click **Account Settings**.
4. Select **Account Settings** from the drop-down list.
5. On the **Email** tab, click **New**, select **Email Account**, and then click **Next**.
6. Click to select the **Manually configure server settings or additional server types** radio dial, and then click **Next**.
7. Click **Internet E-Mail**, and then click **Next**.
8. In the **Add New E-mail Account** 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 or Stacey Grieme)
 - 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 '**fpsb.nls.k12.la.us**'
 2. In the **Outgoing mail server (SMTP)** box, type the name of the outgoing email server. Type the server name in lowercase letters '**fpsb.nls.k12.la.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**' as my username.
 2. In the **Password** box, type the password that was provided to you on your email account set up sheet.
9. If you want **Outlook** to remember your email account password, click to select the **Remember password** check box.
10. 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.
11. Click **Next**, and then click **Finish**.

Method 3: Microsoft Office Outlook 2007

1. Start Outlook.
2. On the **Tools** menu, click **Account Settings**.
3. On the **E-mail** tab, click **New**.

4. In the **Add New E-mail Account** dialog box, select **Microsoft Exchange, POP3, IMAP, or HTTP**, and then click **Next**.
5. Click to select the **Manually configure server settings or additional server types** check box, and then click **Next**.
6. Click **Internet E-mail**, and then click **Next**.
 - 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 e-mail address.

This should be given to you by your principal or the Franklin Parish Technology Department can locate it for you. (Angela Gossett or Stacey Grieme)
 - b. Under **Server Information**, click the type of e-mail account that you have in the **Account Type** box click **POP3**, 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 '**fpsb.nls.k12.la.us**'
 2. In the **Outgoing mail server (SMTP)** box, type the name of the outgoing e-mail server. Type the server name in lowercase letters '**fpsb.nls.k12.la.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 e-mail address 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**' as my username.
 2. In the **Password** box, type the password that was provided to you on your email account set-up sheet.
7. If you want Outlook to remember your e-mail account password, click to select the **Remember password** check box.
8. Click **Test Account Settings**. This feature calls a dialog box that displays, in a step-by-step manner, each phase of the testing of the configuration that you entered. When you click **Test Account Settings**, the following process occurs:
 - a. The connectivity of the system to the Internet is confirmed.
 - b. You are logged on to the SMTP server.
 - c. You are logged on to the POP3 server.
 - d. 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.

- e. A test message is sent. This message explains any changes that Outlook made to the initial setup.
- f. If you want to modify your e-mail account any more, click **More Settings** to open the **Internet E-mail Settings** dialog box.

9. Click **Next**, and then click **Finish**.