Grand Lodge FOP

Guide to Setting Up Your fop.net E-Mail Account

The Grand Lodge FOP is proud to provide members with their own FREE e-mail account.

Attached find easy to follow directions on how to set up your home computer to access your account using:

- **Microsoft Outlook 2000**
- **Microsoft Outlook Express**

Also

- **How to access your e-mail account through a web browser**

Address: _____**@fop.net**

Password: _____

Grand Lodge FOP

Outlook 2000 Configuration How To

This guide covers the steps to configure Microsoft Outlook 2000 to enable access to the FOP Grand Lodge mail server.

1. Start the Outlook 2000 application and click on **Tools** and then click on **Services**. You will see the **Services** window as shown in **Figure 1**.

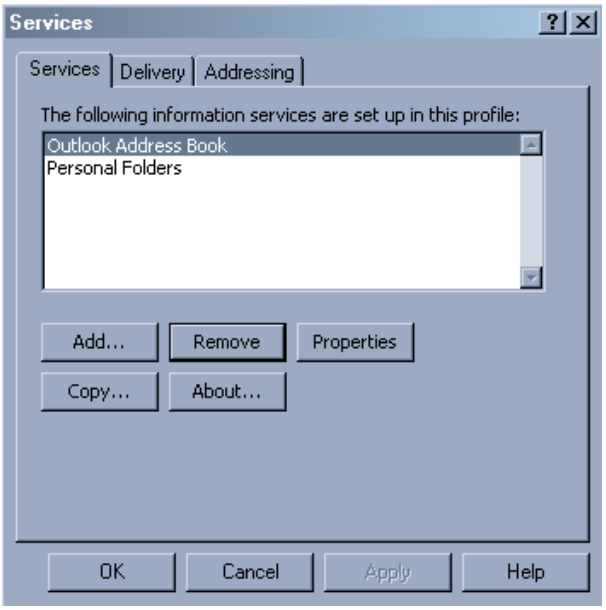

Figure 1

2. Click on the **Add** button. This will open the **Add Service to Profile** window as shown in **Figure 2**.

Figure 2

3. Select the **Internet E-mail** option under the **Available information services** pane and then click on the **OK** button. This will open the **Mail Account Properties** window as shown in **Figure 3**.

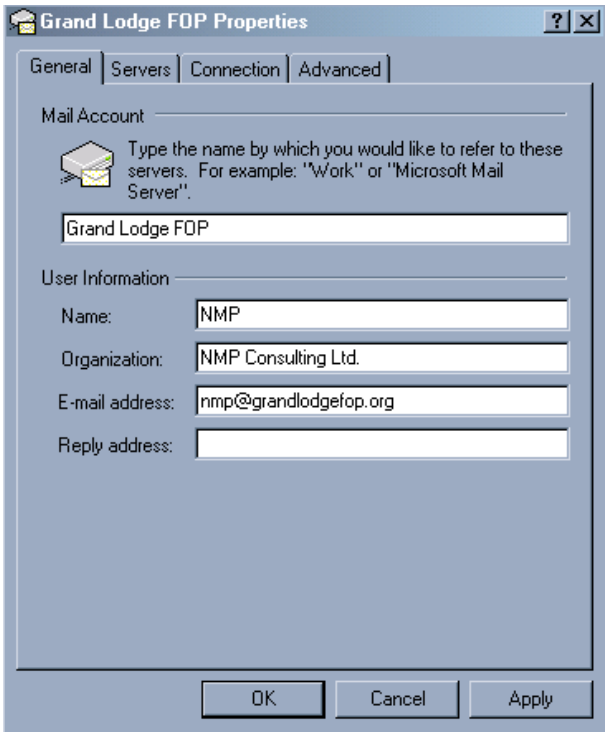

Figure 3

With the **General** tab selected, enter the following information:

Mail Account Name – A name to identify this account configuration.

Name – Your name as you would like it to appear on outgoing messages.

Organization – Name of your organization if applicable.

E-mail address – Your e-mail address.

Reply address – An e-mail address different than the one above if you wish people to send mail to a different address.

4. After you have entered your contact information, click on the **Servers** tab located at the top of the Properties window. This will open the **Server Information** window as shown in **Figure 4**.

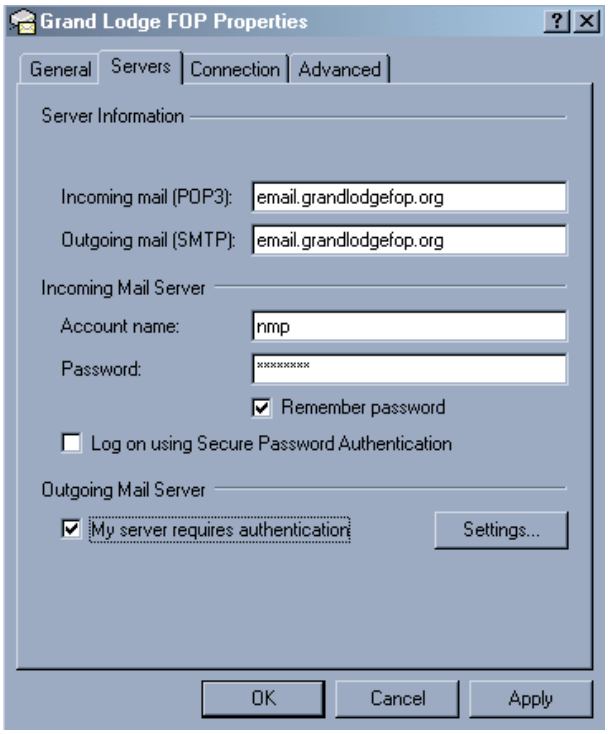

Figure 4

In this window enter the following information:

Incoming mail (POP3): email.grandlodgefop.org

Outgoing mail (SMTP): email.grandlodgefop.org

Account Name – Your full email address, e.g. jdoe@fop.net.

Password – Your password.

Remember Password – Check this box if you do not want to be prompted for your password when you check for new mail.

My server requires authentication – This box must be checked if you wish to use the email.grandlodgefop.org mail server for sending mail.

5. If you are going to use the email.grandlodgefop.org server for sending mail, click on the **Settings** button. This will open the **Outgoing Mail Server** window as shown in **Figure 5**.

Figure 5

Make sure that **Use same settings as my incoming mail server** is selected and then click on the **OK** button.

6. Click on the **OK** button in the **Properties** window.

7. Click on the **OK** button in the **Add service to profile** window.

8. A window appears instructing you to exit Outlook as shown in Figure 6.

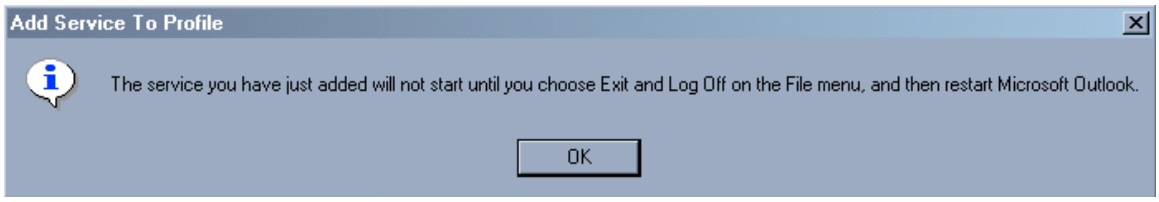

Figure 6

In Outlook, click on the **File** menu option and then select **Exit and Log Off** to close Outlook.

9. Outlook will now be able to obtain and send mail using the Grand Lodge FOP mail server.

Grand Lodge FOP

Outlook Express Configuration How To

This guide covers the steps to configure Microsoft Outlook Express to enable access to the FOP Grand Lodge mail server.

1. Start Outlook Express and click on the **Tools** menu option and then on **Accounts**. This will open the **Internet Accounts** window as shown in **Figure 1**.

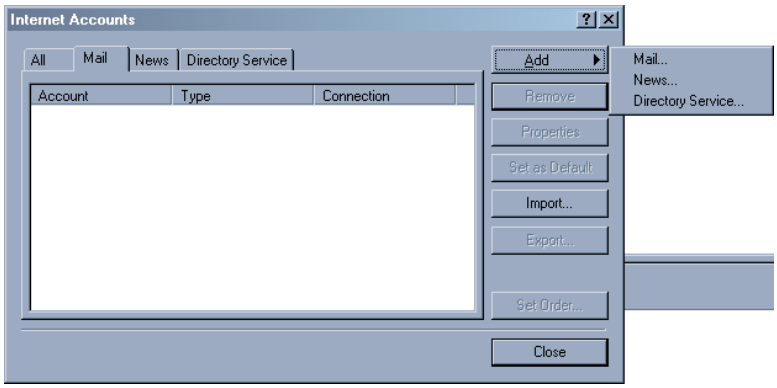

Figure 1

2. Left click on the **Add** button and select **Mail**. This will open the **Internet Connection Wizard** window as shown in **Figure 2**.

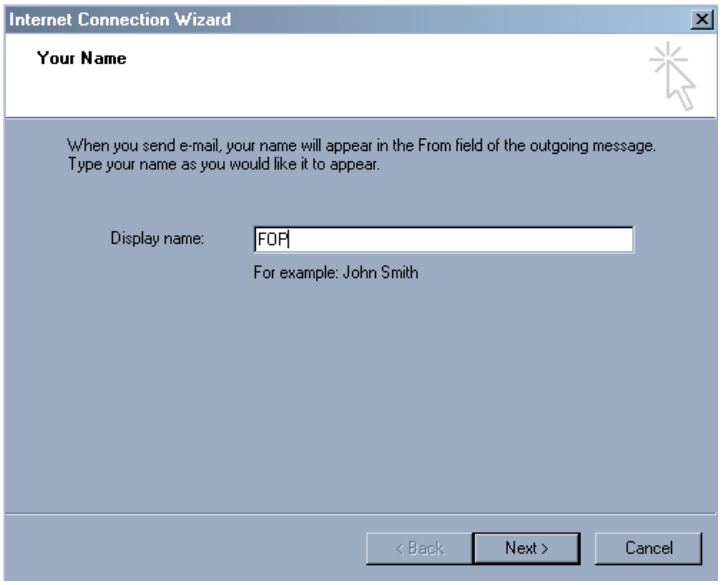

Figure 2

Enter a **Display Name** for this account, such as FOP.

3. Click on the **Next** button. This will open the **Internet E-mail Address** window as shown in **Figure 3**. Enter your e-mail address, such as jdoe@fop.net.

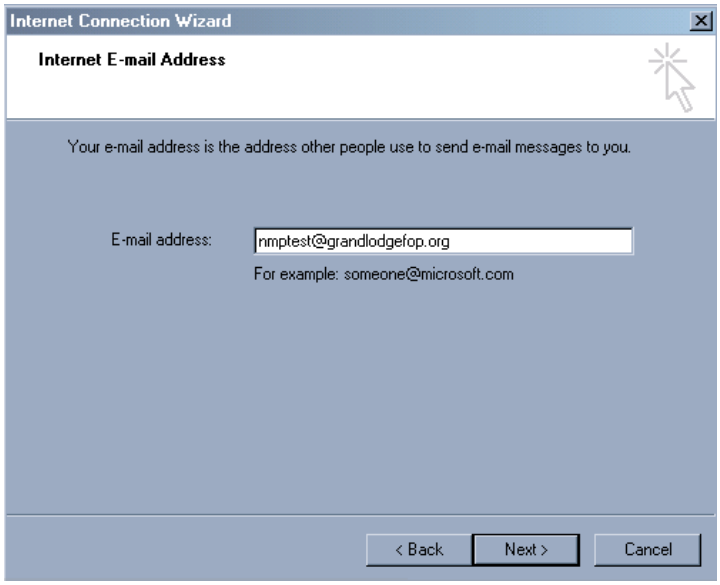

Figure 3

4. Click on the **Next** button. This will open the **E-mail Server Names** window as shown in **Figure 4**.

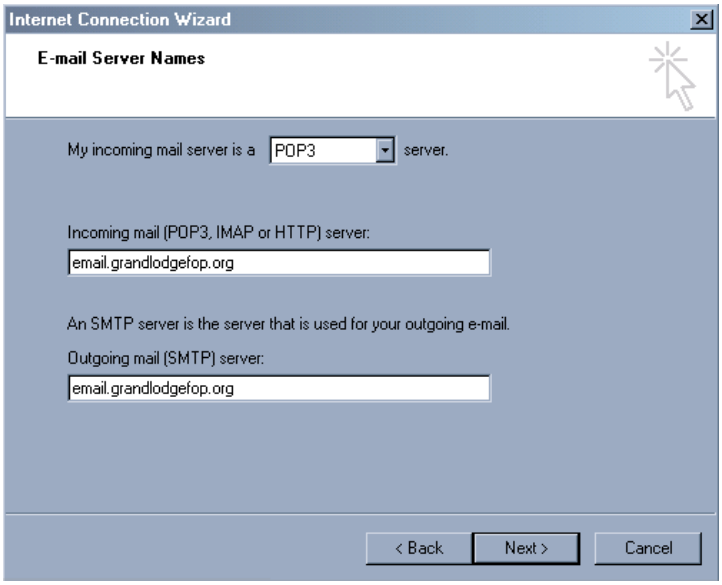

Figure 4

Enter the following information:

Incoming mail (POP3, IMAP or HTTP) server: email.grandlodgefop.org

Outgoing mail (SMTP) server: email.grandlodgefop.org

NOTE: If you wish to use a different mail server to send mail, enter the appropriate address in the **Outgoing mail (SMTP) server** field.

5. Click the **Next** button, which opens the **Internet Mail Logon** window as shown in **Figure 5**.

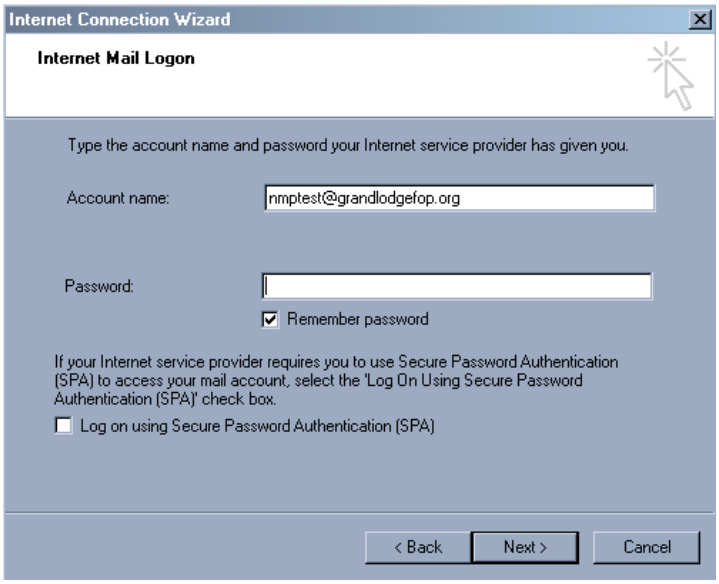

Figure 5

Enter the following information:

Account name: Your full FOP e-mail address, such as jdoe@fop.net.

Password: Your password.

Remember password – Check this box if you do not want to be prompted for your password when you check for new mail.

Log on using Secure Password Authentication (SPA) – Leave this box unchecked.

6. After entering your account information, click the **Next** button, which opens the **Congratulations** window. In this **Congratulations** window, click the **Finish** button to go back to Outlook Express.

If you are going to use email.grandlodgfop.org as your outgoing mail server, proceed to step 7. Otherwise, you are now ready to receive mail from the FOP Grand Lodge mail server.

7. Click on the **Tools** menu option and then on **Accounts**. This will open the **Internet Accounts** window as shown in **Figure 1**. Click on the **Properties** button to open the **Properties** window as shown in **Figure 6**.

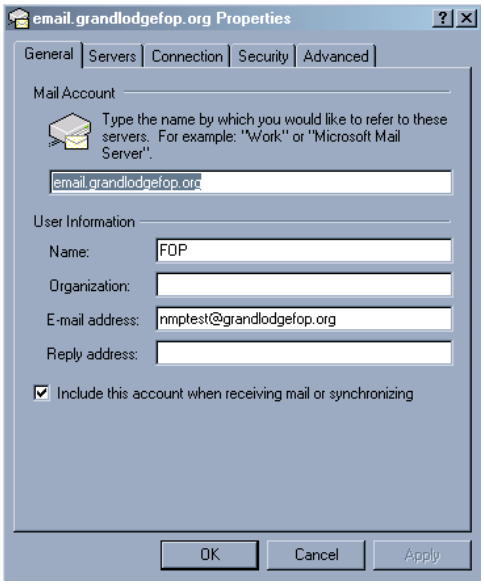

Figure 6

8. Click on the **Servers** tab to view the **Server Information** screen as shown in **Figure 7**.

Figure 7

9. Click on the **My server requires authentication** box so that it is checked and then click on the **Settings** button, which will open the **Outgoing Mail Server - Logon Information** screen as shown in **Figure 8.**

Figure 8

10. Verify that **Use same settings as my incoming mail server** is selected and then click on the **OK** button.

11. Click on the **OK** button again and then on the **Close** button.

12. Outlook Express will now be able to receive and send mail using the Grand Lodge FOP mail server.

Grand Lodge FOP

Web Mail How To

This guide describes the steps used to access fop.net e-mail. The web mail solution used is SquirrelMail and is a fully functional web-based e-mail client. This web mail solution allows access to e-mail from any Internet connected computer with a web browser installed.

ACCESSING WEB MAIL

1. In any web browser go to this web site address: http://email.fop.net

2. Upon successful loading of the page you will see the login screen as shown below in **Figure 1**.

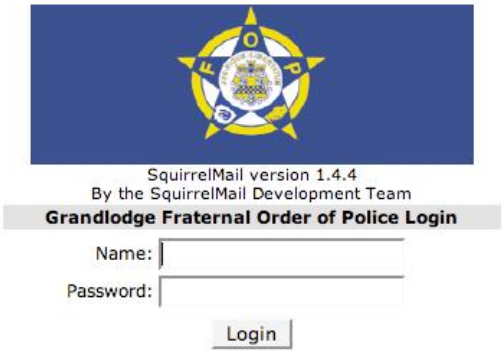

Figure 1

3. To log in, enter your full e-mail address, e.g. jdoe@fop.net, in the **Name** text box. Enter your password in the **Password** text box. Hit Enter on your keyboard or click the Login button with your mouse.

4. After successful login, you will see the main screen as shown in **Figure 2** below.

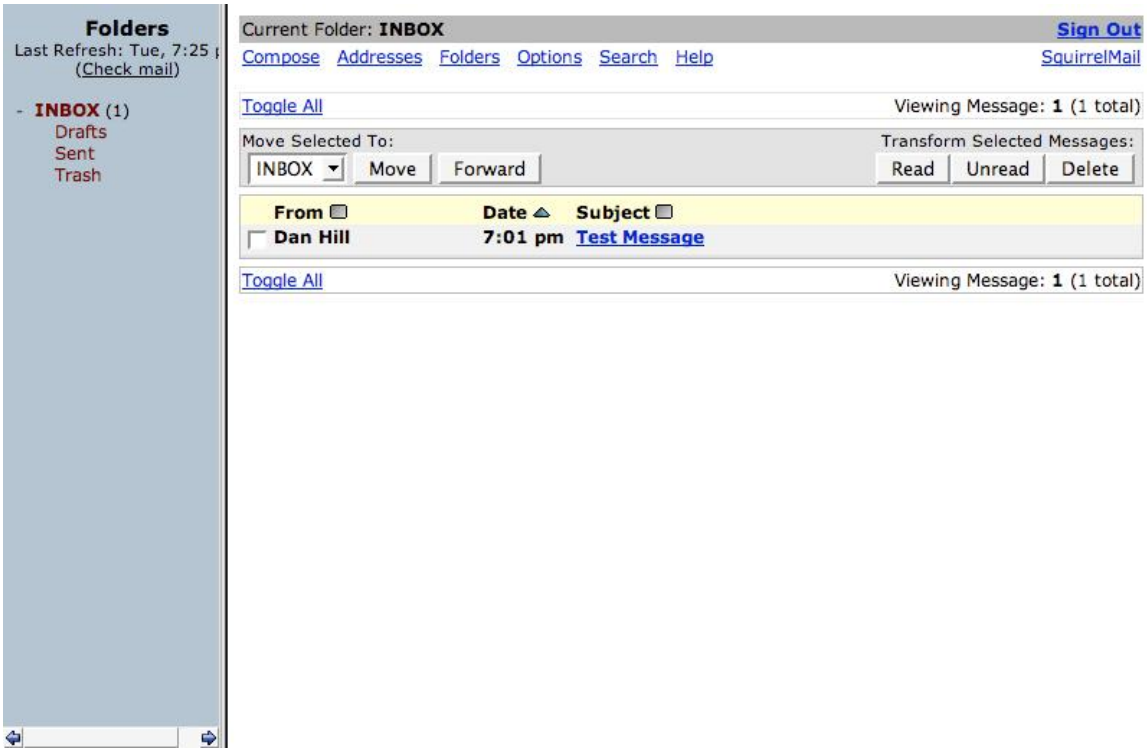

Figure 2

The main screen is made up of two sections, a folder listing on the left and a message list on the right.

Folder Window

There are four folders automatically created for all accounts:

INBOX – All new mail will be received in your Inbox. This folder is shown by default after initial login.

Drafts – You may wish to stop composing a message and finish it at a later date. The Drafts folder is where incomplete compositions will be stored.

Sent – A copy of all mail that you have sent through the web mail interface is stored in this folder.

Note: If you do not use the web mail interface as your primary e-mail application you may want to blind carbon copy yourself by entering your address in the bcc: text box so that you will have a record of the sent message in your primary e-mail application, e.g. Outlook, Thunderbird, etc.

Trash – All mail that you delete will be stored in your Trash folder until it is purged. If there is deleted mail in your Trash folder, you will see **(Purge)** next to the Trash folder name. Clicking on (Purge) allows you to permanently delete mail.

Message Window

The message window will list the messages that are in the selected folder. As with any e-mail program, the typical functions can be performed: read, compose, delete, forward, move, and mark read/unread.

LOGGING OUT

To end your web mail session, click on the **Sign Out** link in the upper right corner of the page as seen in **Figure 2**. You will then be presented with the login screen.

Note: If you are accessing your mail from a public computer, take care to make sure you have logged out so that others are not able to access your mail.