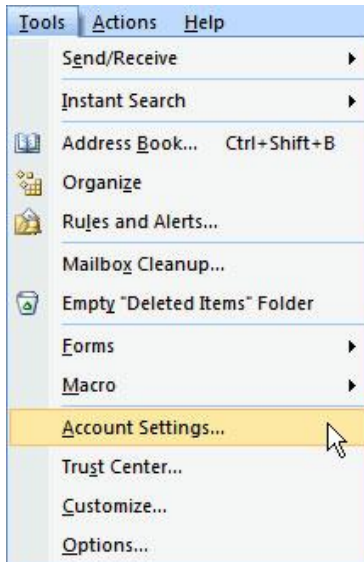


How to Set Up Microsoft Outlook 2007 for new E-mail Server

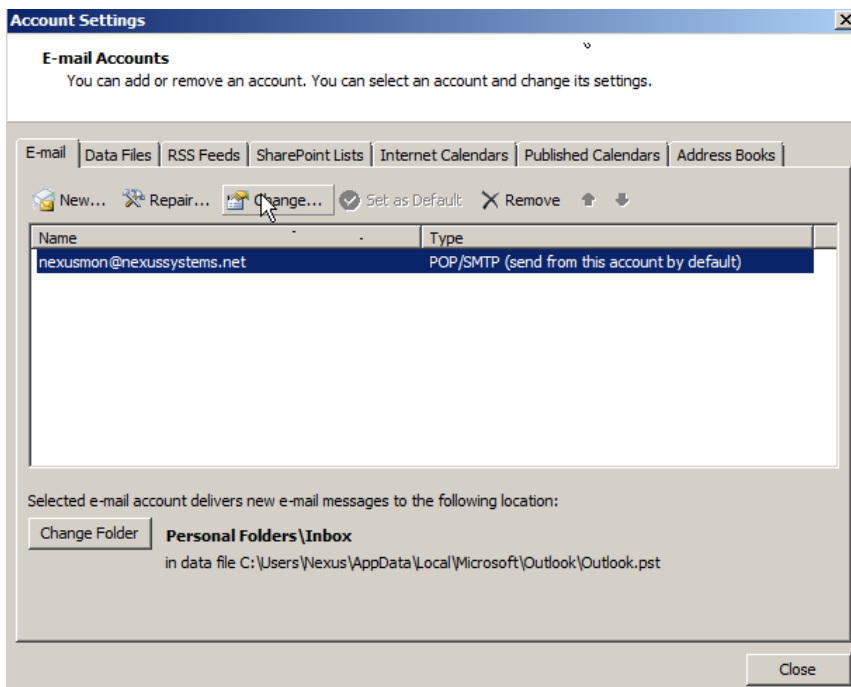
Before We Begin:

The only changes that need to be made are the **Incoming Mail Server** will be changed from email.nls.k12.la.us or pop3.nls.k12.la.us to fpsb.nls.k12.la.us. Also, the **Outgoing Mail Server** will be changed from smtp.nls.k12.la.us or email.nls.k12.la.us to fpsb.nls.k12.la.us.

- 1) Open Outlook. Select **Account Settings...** from the **Tools** menu.



- 2) On the E-mail tab, select your email account such as xxxx@fpsb.us then click **Change...**



- 3) On the Change E-mail Settings window, the only settings you need to change are the **Incoming mail server** and the **outgoing mail server**.

Change the **Incoming mail server** to: fpsb.nls.k12.la.us

Change the **Outgoing mail server (SMTP)** to: fpsb.nls.k12.la.us

Remember to leave all other options as is.

The screenshot shows the 'Change E-mail Account' window with the following sections:

- Internet E-mail Settings**: Each of these settings are required to get your e-mail account working.
- User Information**: Your Name, E-mail Address.
- Server Information**: Account Type (POP3), Incoming mail server (fpsb.nls.k12.la.us), Outgoing mail server (SMTP) (fpsb.nls.k12.la.us).
- Logon Information**: User Name, 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 ...**
- Navigation**: < Back, Next >, Cancel.

A red box highlights the 'Incoming mail server' and 'Outgoing mail server (SMTP)' fields, with a red arrow pointing to them and the text 'Only change these two settings'.

- 4) After changing the ingoing and outgoing mail servers, click the **Next >** button. Then click **Finish**.

How to Set Up Microsoft Outlook 2010/2013 for new E-mail Server

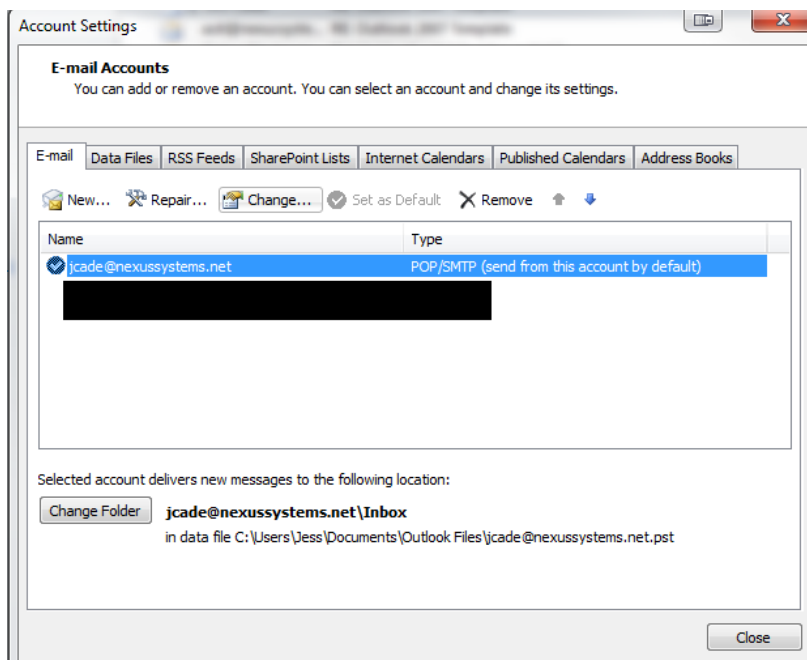
Before We Begin:

The only changes that need to be made are the **Incoming Mail Server** will be changed from email.nls.k12.la.us or pop3.nls.k12.la.us to fpsb.nls.k12.la.us. Also, the **Outgoing Mail Server** will be changed from email.nls.k12.la.us or smtp.nls.k12.la.us to fpsb.nls.k12.la.us.

- 1) Open Outlook. Click the **File** tab.
- 2) Under **Account Information**, click **Account Settings**, and then click **Account Settings**.



- 3) Select your e-mail account such as xxxx@fpsb.us, and then click **Change...**



- 4) On the Change Account window, the only settings you need to change are the **Incoming mail server** and the **outgoing mail server**.

Change the **Incoming mail server** to: fpsb.nls.k12.la.us

Change the **Outgoing mail server (SMTP)** to: fpsb.nls.k12.la.us

Remember to leave all other options as is.

The screenshot shows the 'Change Account' window with the following sections:

- Internet E-mail Settings**: Each of these settings are required to get your e-mail account working.
- User Information**: Your Name and E-mail Address fields.
- Server Information**: Account Type (POP3), Incoming mail server (fpsb.nls.k12.la.us), and Outgoing mail server (SMTP) (fpsb.nls.k12.la.us). The last two fields are highlighted with a red box.
- Logon Information**: User Name, Password, Remember password (checked), and Require logon using Secure Password Authentication (SPA) (unchecked).
- Test Account Settings**: Test Account Settings button, Test Account Settings by clicking the Next button (checked), and More Settings button.
- Navigation**: < Back, Next >, and Cancel buttons.

A red arrow points to the 'Incoming mail server' and 'Outgoing mail server (SMTP)' fields with the text: **Only change these two settings**

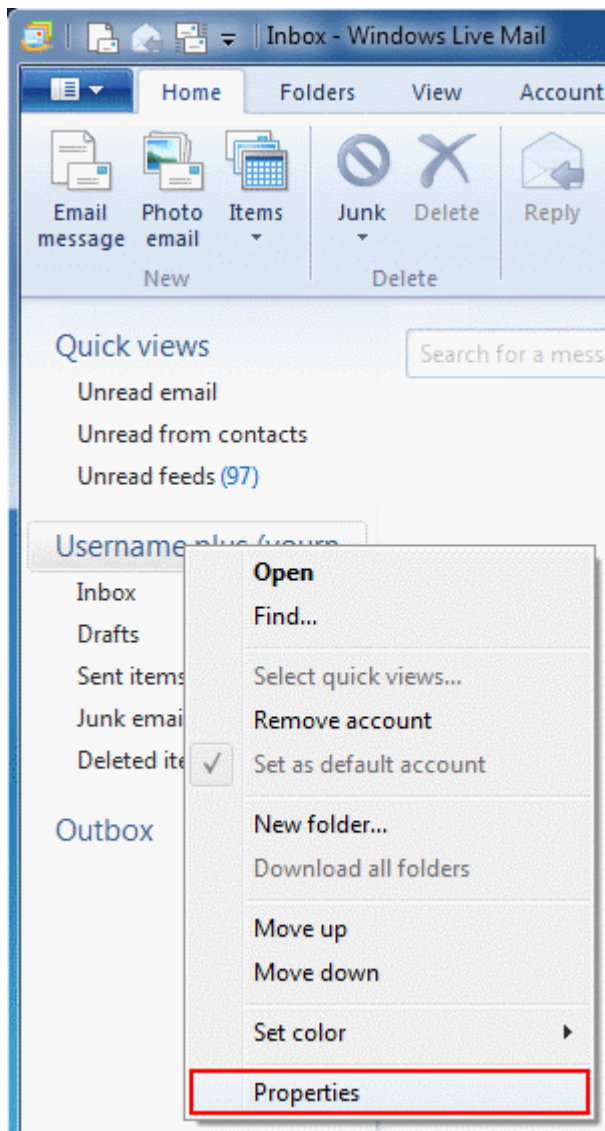
- 5) After changing the ingoing and outgoing mail servers, click the **Next >** button. Then click **Finish**.

How to Set Up Microsoft Windows Live Mail for new E-mail Server

Before We Begin:

The only changes that need to be made are the **Incoming Mail Server** will be changed from email.nls.k12.la.us or pop3.nls.k12.la.us to fpsb.nls.k12.la.us. Also, the **Outgoing Mail Server** will be changed from email.nls.k12.la.us or smtp.nls.k12.la.us to fpsb.nls.k12.la.us.

- 1) Open Windows Live Mail and right click on your fpsb.us email account and choose **Properties** from the menu.

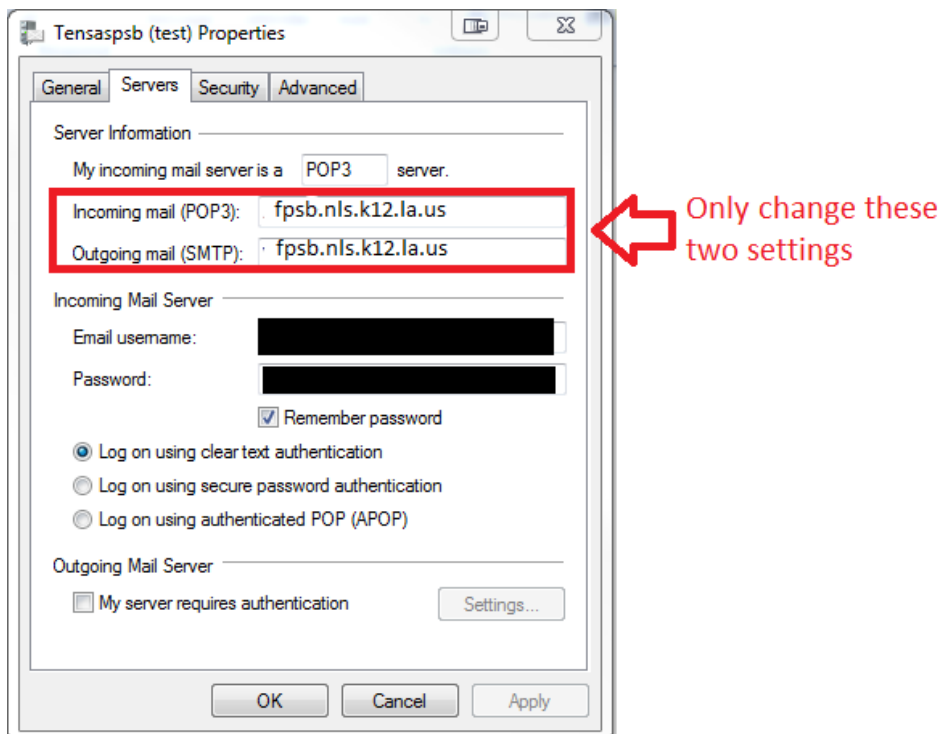


- 2) From the **Properties** window that pops up, select the **Servers** tab

3) On the **Servers** tab, the only fields you need to change are **Incoming mail** and **Outgoing mail**.

Change the **Incoming mail server** to: fpsb.nls.k12.la.us

Change the **Outgoing mail server** to: fpsb.nls.k12.la.us



4) After changing the incoming and outgoing mail servers, click **OK**.

How to Set Up Apple iOS Mail for new E-mail Server

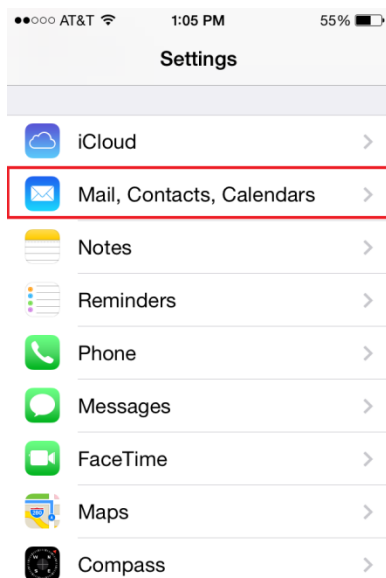
Before We Begin:

The only changes that need to be made are the **Host Name** of the **Incoming Mail Server** will be changed from email.nls.k12.la.us or pop3.nls.k12.la.us to fpsb.nls.k12.la.us. Also, the **Host Name** of the **Outgoing Mail Server** will be changed from email.nls.k12.la.us or smtp.nls.k12.la.us to fpsb.nls.k12.la.us.

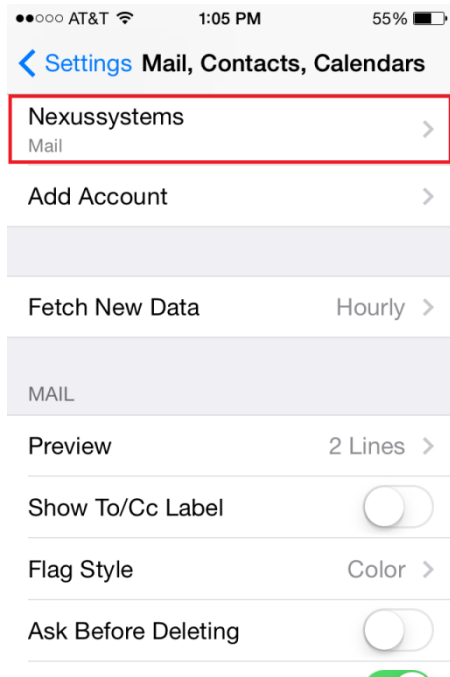
- 1) From the Home Screen, select **Settings**



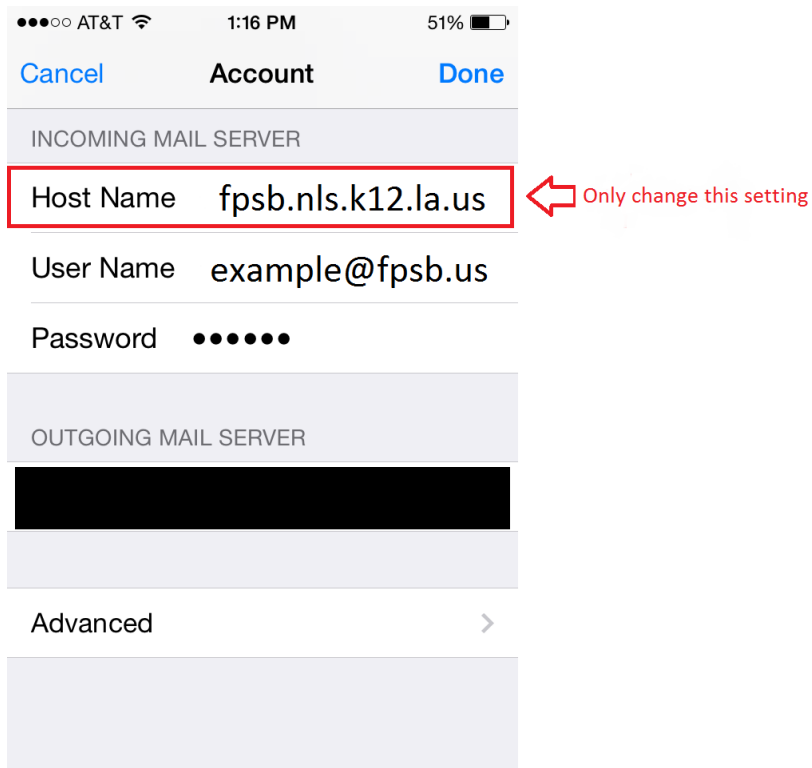
- 2) From the **Settings** screen, select **Mail, Contacts, Calendars**



3) From the **Mail, Contacts, Calendars**, select your email account such as xxxx@fpsb.us



4) Under **Incoming Mail Server**, change the **Host Name** to fpsb.nls.k12.la.us



5) Under **Outgoing Mail Server**, tap **SMTP**

6) On the **SMTP** screen, tap the primary server

7) Under **Outgoing Mail Server**, change the **Host Name** to fpsb.nls.k12.la.us

