

# CongressMail

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## User Guide

## Setting up CongressMail on your Computer

This section will cover:

- ✓ Setting up CongressMail in Outlook 2010 or Outlook 2013
- ✓ Setting up CongressMail in Outlook for Mac 2011
- ✓ Setting up CongressMail in Mac OS X Mail

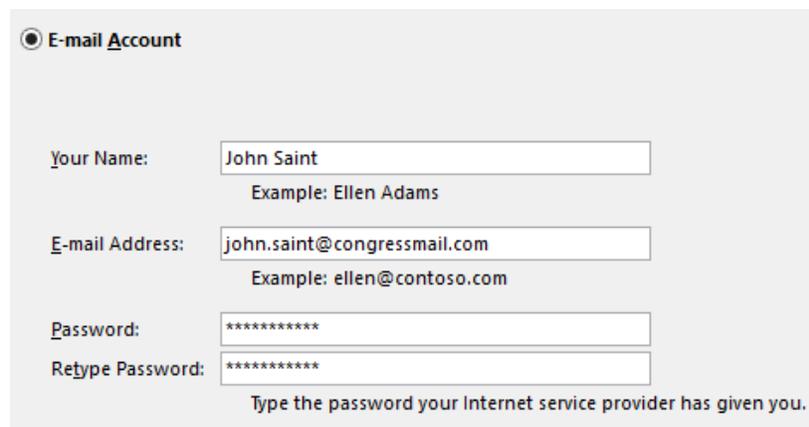
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### Setting up CongressMail in Outlook 2010 or Outlook 2013

1. Open Outlook 2010 or Outlook 2013. If the Microsoft Outlook Startup wizard appears, on the first page of the wizard, click **Next**. Then, on the E-mail Accounts page, click **Next** to set up an email account.
2. 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**.



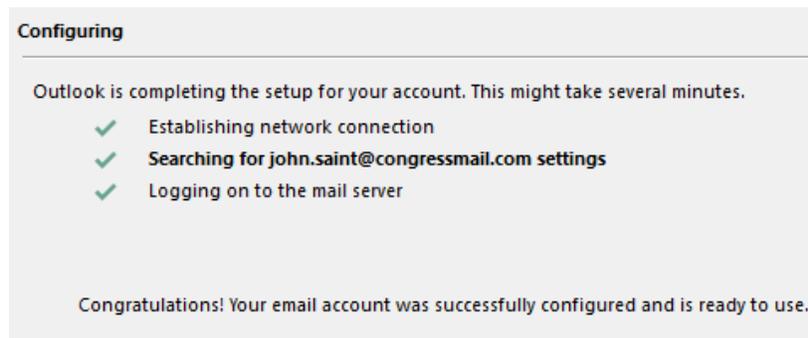
3. On the **Auto Account Setup** page, enter **Your Name**, **E-mail Address** and **Password**

A screenshot of the "E-mail Account" setup window. The window title is "E-mail Account" with a radio button selected. It contains four input fields: "Your Name" with the text "John Saint" and an example "Example: Ellen Adams"; "E-mail Address" with the text "john.saint@congressmail.com" and an example "Example: ellen@contoso.com"; "Password" with a masked field of asterisks; and "Retype Password" with a masked field of asterisks. Below the fields is a note: "Type the password your Internet service provider has given you."

4. Click **Next**

5. Outlook will search online to find your email server settings.

*Note: You'll may be prompted to enter your user name and password during this search. Make sure that you enter your full email address (for example, john.saint@congressmail.com) as your user name.*



If Outlook is able to set up your account, you'll see the following text: "Congratulations! Your email account is successfully configured and ready to use."

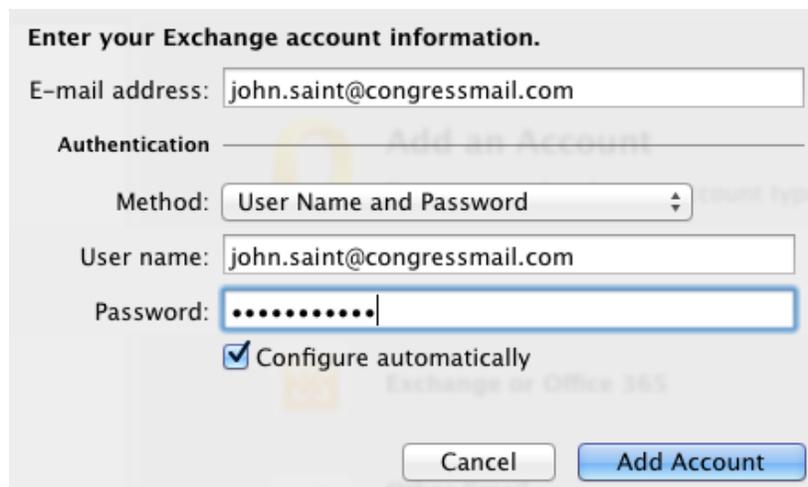
6. Click **Finish**

## Setting up CongressMail in Outlook for Mac 2011

1. Open Outlook for Mac 2011. On the **Tools** menu, click **Accounts**. If this is the first account you're creating in Outlook 2011, under **Add an Account**, click **Exchange**.
2. If you've previously created an email account for a different email address, in the lower corner of the **Accounts** dialog box, click **+** and then click **Exchange**.



3. On the **Enter your Exchange account information** page, type your email address, user name and password.

A screenshot of a dialog box titled "Enter your Exchange account information." The dialog box has a light gray background and contains several input fields and a checkbox. The "E-mail address:" field contains "john.saint@congressmail.com". Below it, the "Authentication" section is visible, with a "Method:" dropdown menu set to "User Name and Password". The "User name:" field also contains "john.saint@congressmail.com". The "Password:" field is filled with ten dots. At the bottom of the dialog box, there is a checked checkbox labeled "Configure automatically" and two buttons: "Cancel" and "Add Account".

4. Click **Add Account**

5. Outlook will perform an online search to find your email server settings.

*Note: In the dialog box that asks if you want to allow the server to configure your settings, select the **Always use my response for this server** check box, and then click **Allow**.*



6. When Outlook completes your account setup, you'll see the account you set up in the **Accounts** dialog box.

7. Close the **Accounts** dialog box.

## Setting up CongressMail in Mac OS X Mail

If you're running Mac OS 10.6 Snow Leopard or higher, use these steps to set up your connection to your CongressMail account.

Open Mail, and then do one of the following:

- If you've never set up any email accounts using Mail, the **Welcome to Mail** page will appear. Go to step 2.
- If you've already created email accounts using Mail, on the **Mail** menu, click **Preferences**. On the **Accounts** tab, click the plus sign (+) at the bottom of the navigation pane to open the **Add Account** window.
- If you are using Mac OS 10.10 Yosemite, when prompted for the account type, select **Exchange**



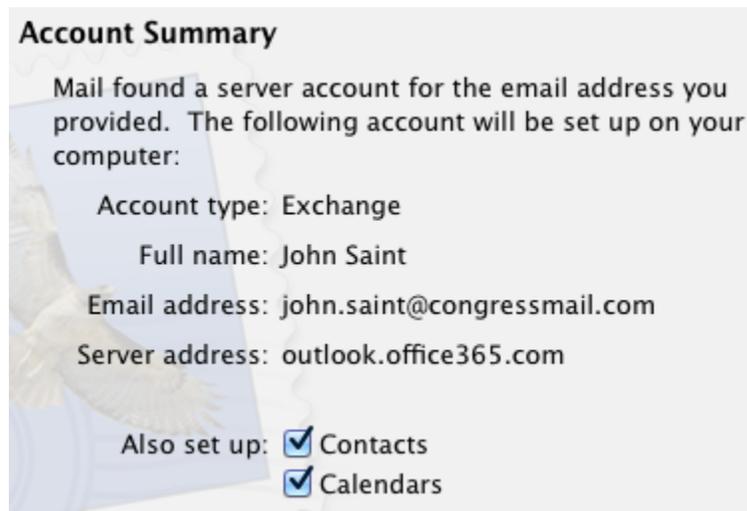
2. In the **Welcome to Mail** or **Add Account** window:

- In the **Full Name** box, enter the name you want to display to people you send email to.
- In the **Email Address** box, enter your CongressMail address.
- In the **Password** box, enter the password

A screenshot of the 'Welcome to Mail' window. The title is 'Welcome to Mail'. Below the title, it says 'You'll be guided through the steps to set up your mail account.' and 'To get started, provide the following information:'. There are three input fields: 'Full Name:' with the text 'John Saint', 'Email Address:' with the text 'john.saint@congressmail.com', and 'Password:' with a series of dots. The background of the window shows a faint image of the Statue of Liberty.

3. Click **Continue**

4. The **Account Summary** dialog box will appear when the settings have been found.
5. Under **Also set up**, select the additional options you want to set up for the account.



6. Click **Create**