


Setting up your @dallascatholic.org email

STEP 1: LOG IN TO SET UP YOUR ACCOUNT

1. Connect to the internet and open browser, i.e. Internet Explorer, Chrome, etc.
2. Type in the address: <http://mail.dallascatholic.org> and press enter.
3. This will take you to the Network Solution Webmail Login page.
4. Type in your email name:
5. Type in your temporary password:
6. Left click on: **LOGIN**
7. The screen will open to **Network Solution Webmail**

STEP 2: CHANGE YOUR PASSWORD

1. Click on the circle with letters inside at the top right of the screen. 
2. Click on "Settings" in the dropdown menu to go to Settings page.
3. On left side of screen you will see menu items and options – click on the arrow to the left of the word Mail.
4. Select Password Reset.

Your password must meet the following requirements:

- Must be at least 12 characters
 - Must contain at least three of the following:
 - an uppercase character
 - A lowercase character
 - A number (0-9)
 - A special character (@!#\$%^&)
 - Must not be the same as your current or previous 5 passwords
 - Must not include any portion of your email address – including your domain name
 - Should not contain any personal information
5. Type in old password (temporary password you were given).
 6. Type in new password.
 7. Confirm new password.
 8. Click on "**Password Reset**".

STEP 3: AUTO FORWARD YOUR EMAIL TO AN ALTERNATE "PRIVATE" ADDRESS

1. In "Settings" screen, on the left side of the screen under the "Mail" heading, click on AUTO FORWARD.
2. On the right you are given space to FORWARDMAIL TO:
3. Type your work or personal email address here (i.e. JohnDoe@myparish.com)
4. Choose one or both boxes:
 - Keep a copy of each forwarded message**
Remember, you will have to clean the mailbox out occasionally if you choose this
 - Enable forwarder**
5. Select "Save".
6. **VERY IMPORTANT!** Send a test message to your new @dallascatholic.org email address to ensure your emails are forwarded correctly.

STEP 4: SET UP RECOVERY EMAIL (TO RESET YOUR PASSWORD IF NEEDED)

Your Recovery Email is a **critical piece of our security service measures**. It will be used to regain access to your account if you forget your password or if a system generated password reset is required.

1. On the left side of the screen under Mail click on **Password Recovery**.
2. On the right, add your Recovery Email in the "Recovery Email" and "Confirm Recovery Email" fields, then click the "Save Changes" button.
3. After submitting your Recovery Email, a verification code will be sent to the Recovery Email address provided. Enter that code in the following screen to complete setup.

STEP 5: ADD CATHDAL.ORG TO YOUR SAFE SENDER LIST

If you have configured your auto forward correctly and are not receiving our emails, **add pcnews@cathdal.org to your "Private" email Safe Sender list**. Adding pcnews@cathdal.org to your email platform's Safe Senders list (also known as a "whitelist") guarantees that you'll always receive messages from the diocese in your inbox.

Each program has different steps in order to do this.

Help with common email problems can be found at <https://www.cathdal.org/safesender>.

QUESTIONS?

Should you have any questions or need assistance please call **Dora Lopez** at 214-379-2800 or via email at dlopez@cathdal.org.