



ARCHDIOCESE OF NEW ORLEANS

DEPARTMENT OF INFORMATION TECHNOLOGY

1000 Howard Avenue, Suite 700

New Orleans, LA 70113

504-596-3064

fax 504-566-9718

Accessing Your Email With 'Pronto' Webmail

1. Launch your web browser (Internet Explorer, FireFox, Safari, etc.) and enter

<http://www.arch-no.org>

into the address bar.



2. Click on the envelope tab then click on the 'Fancy' link as indicated by the red arrows in the previous illustration. You can also choose 'Basic' for a basic interface. This document will focus on the fancy or 'Pronto' interface



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3. Enter your email address into the 'Account Name' field and your email password in the 'Password' field then click 'Enter'.

 <https://mail.archdiocese-no.org/Pronto/>

Pronto!

Account Name

Password

Language
 ▼

▼ More _____

[Forgot your Password?](#)

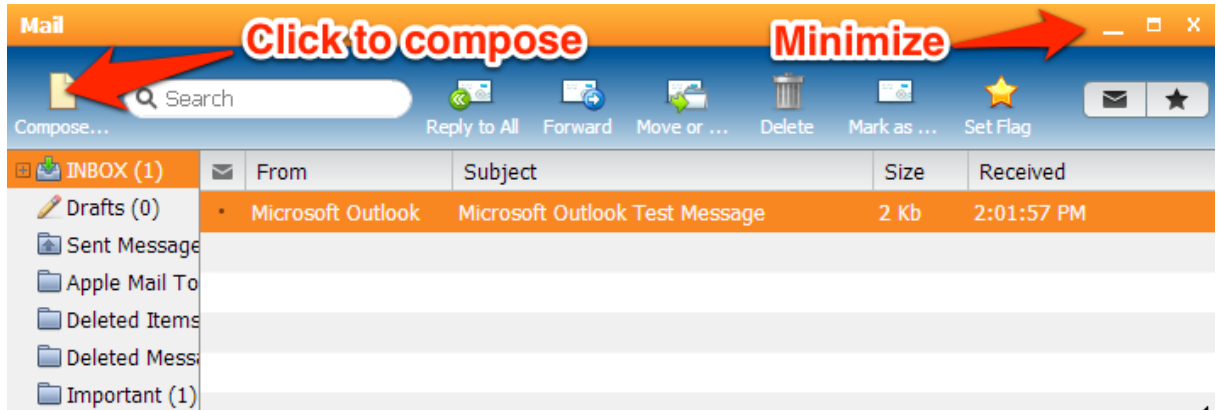
[Auto-Login](#)

[Install Pronto! Pro](#)

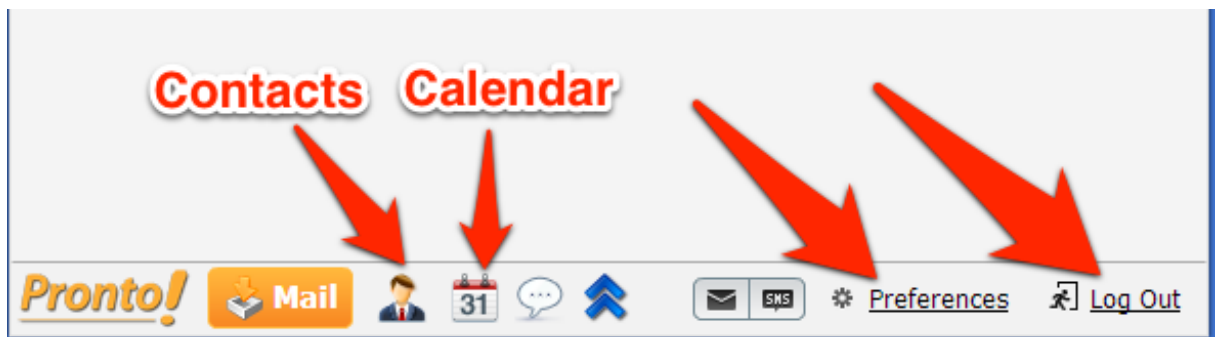


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4. To compose a new email message, click 'Compose' on the top, left corner of your screen.



5. Select the following buttons across the bottom left of your screen to flip between your Calendar, Contacts and Email.





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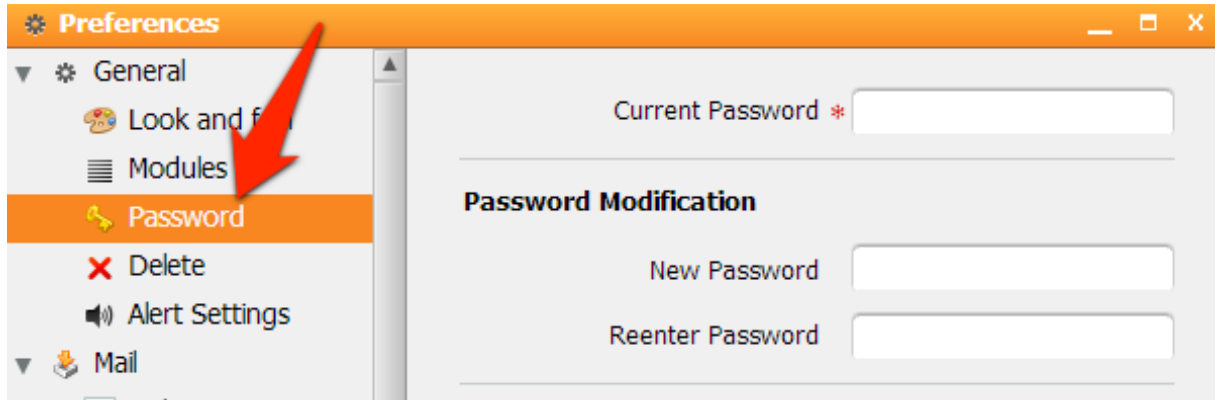
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6. To change your email password, click 'Preferences' on the bottom right corner of your screen.



Click the 'Password' tab in the left window. Enter your current password in the 'Current password' field. Enter your new > 8 character password consisting of numbers, special characters (such as &^%) and upper/lowercase letters in the 'New password' & 'Reenter Password' fields. Click 'Save' then 'Close' to exit the preferences window.

7. Click 'Logout' on the bottom right corner of your screen when you are finished with webmail.

Have questions?

support@arch-no.org

<http://it.arch-no.org>

504-596-3064