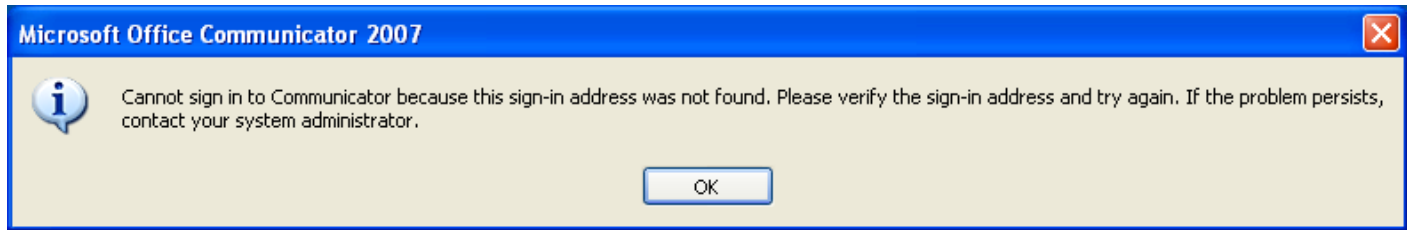




Configuring your @alamo.edu email address in Office Communicator

The domain will be changed from mail.accd.edu to **alamo.edu** in Office Communicator.

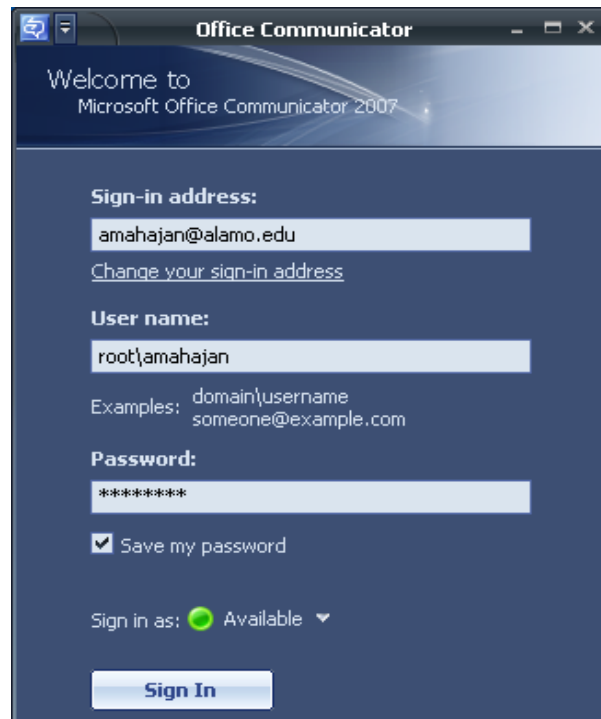
If you get this error or a similar error, please follow the instructions below to get signed on to the communicator:



Do the following:

1. At the sign-in screen, change your sign in email address from palsid@mail.accd.edu to palsid@alamo.edu.

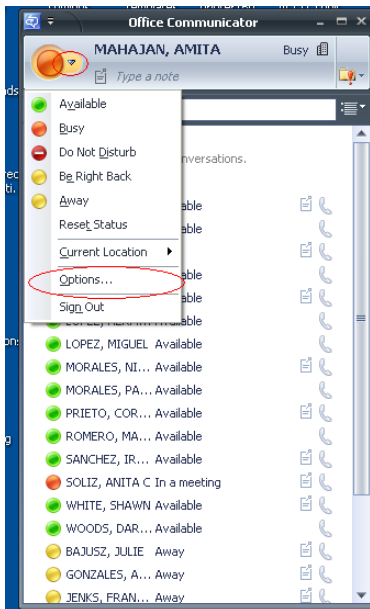
Then click to display the Username and Password fields.



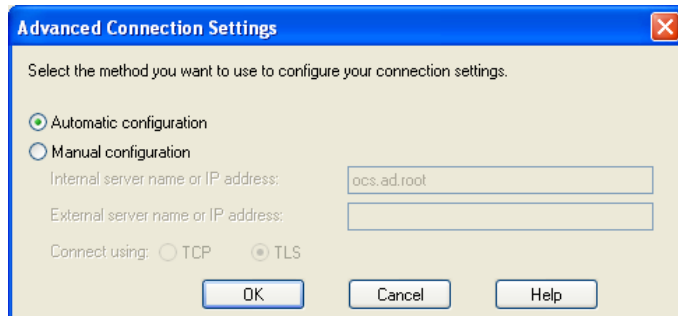
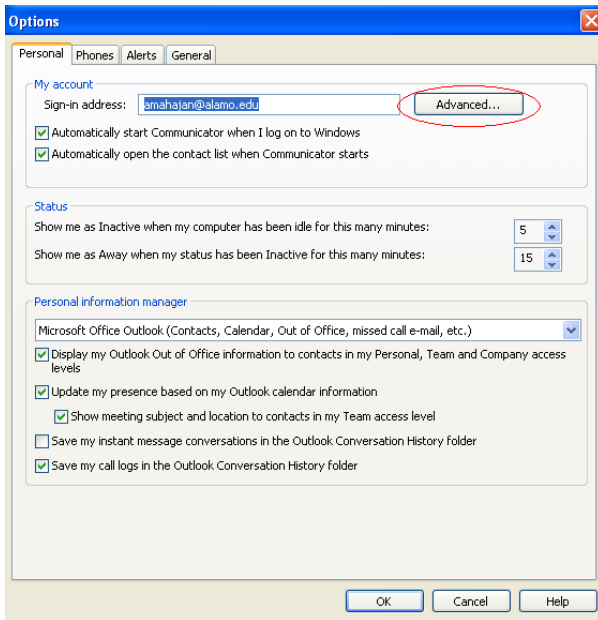
2. Type in your Pals user name. Example: **root\palsid**
3. Type your E-mail password in the password field.

NOTE: To retrieve your email password, login to PALS, click the Employee tab. Click the Welcome to PALS Web Services link (located at the top left). Click the Employee link and place your cursor over the Personal Info menu (listed at the top). Click Email Password. Your password will be displayed as an eight-digit alphanumeric case sensitive password. Example A1b23c4E. For assistance, contact Support Central at 485-0555 (Option 4).

In case you still have problems logging in, please check your advanced settings for communicator by clicking on the arrow as shown and selecting options:



You will get the following screen. To check your settings, please select Advanced, as shown.



Verify that you have selected the Radio Button - Automatic configuration. Click Okay.

Try signing in again repeating steps 1-3 and you should be signed on.

In case of any problems, please call Support Central at 485-0555 and select Option 4