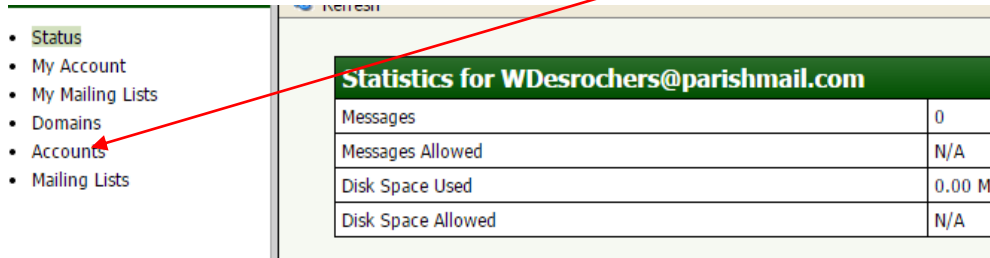


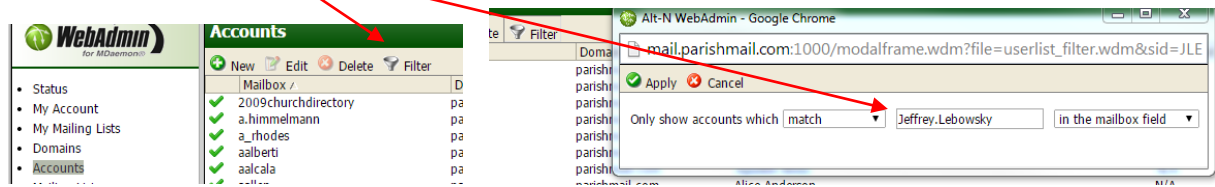
How to Create ParishMail Accounts

The link for Creating Parishmail Accounts is: <http://mail.paritymail.com:1000/>

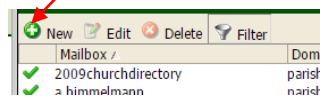
Once you logon you will see this screen, click on "Accounts".



You want to check and make sure the account does not exist before you try to create it. You can check this by filtering based on different Criteria.



Once you determine the account does not already exist We create the account by clicking "New"



Then populate the information. Always populate a name. This is so we can Identify who the account belongs to. Then Click Save.

