



Office of Information Technology
Archdiocese of Mobile
356 Government St.
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Instructions for Accessing @mobarch.org Email Accounts

PRINT THIS FOR FURTHER USE!

Between December 28-30, 2023, the email system for the Archdiocese of Mobile (@mobarch.org) will be moving to Microsoft Office 365. This cloud-based email experience will not only provide additional features for use by our system, but will further protect it from cyber-attack and prevent system loss due to storms and other issues on the Gulf Coast.

Between December 28-30 of this year, the migration of your email accounts will take place in batches. If you go to the old site (mail.mobarch.org) or check your email on your phone during this time and do not receive email or are not able to log in, your account has been moved and you will need to access your email using the below instructions.

**If you receive your email on your smartphone or in Microsoft Outlook, you will also need to remove the account and set it up on the computer or device again. Notes for this will be at the end of this document.*

To access your @mobarch.org email, begin by going to the following address:

<https://mobarch.org/employee-email>

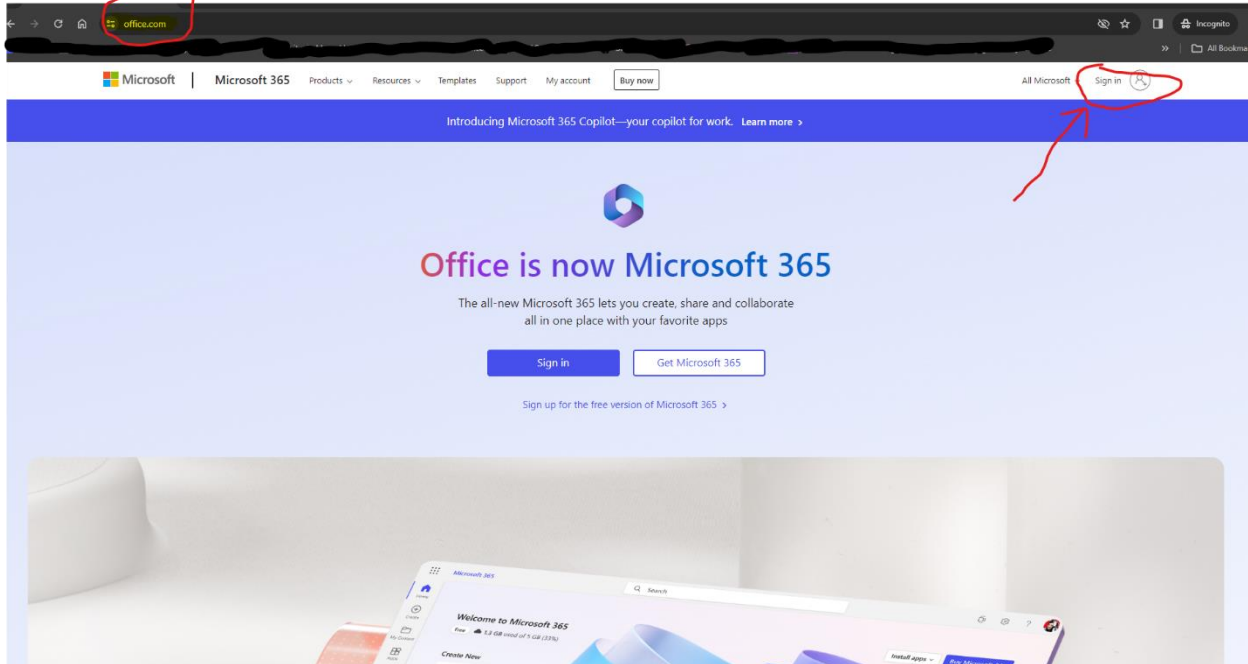
and click on the button which says “NEW @MOBARCH Email Login” or you may go directly to <http://office.com>

Then, follow the instructions on the next page...

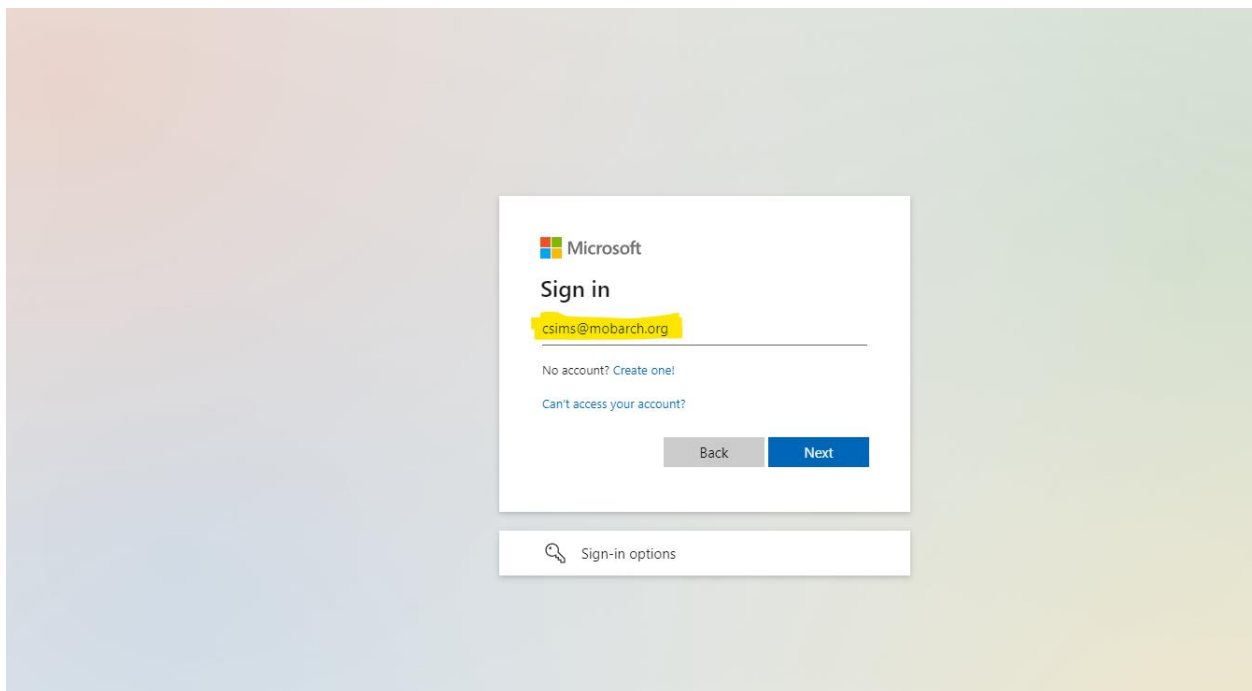


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1. On the initial screen, go to the “Login” on the top right. If you are logged in with a personal account, first you will need to log out of that account.



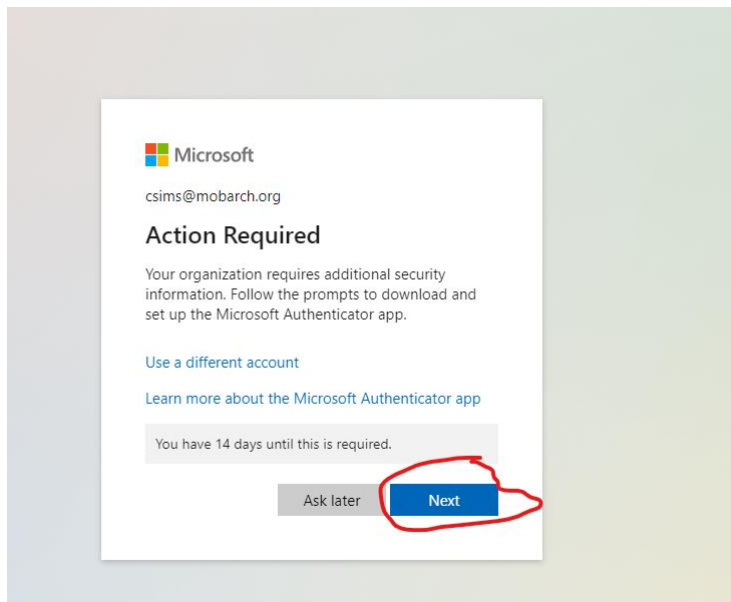
2. On the next screen, you will log in to the account using your FULL EMAIL ADDRESS (e.g.- username@mobarch.org) ---- you will use the same password as before.



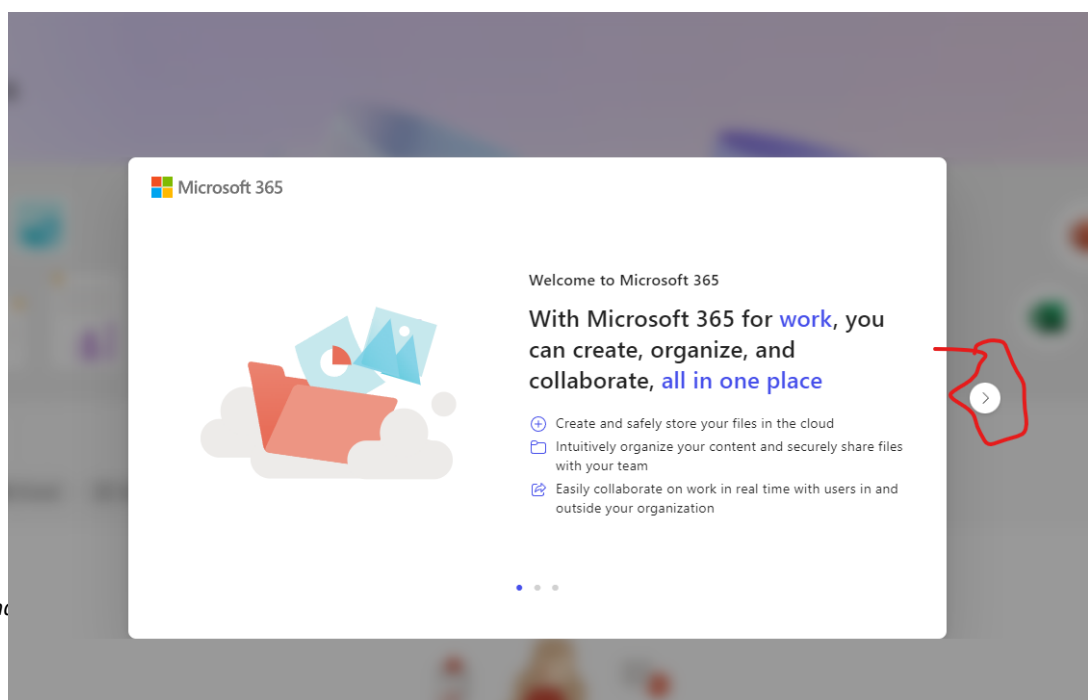


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- You will then get an “Action Required” Screen. Typically, you will not need to set up a Microsoft Authenticator app as the screen suggests (this has been bypassed for you). Simply click “NEXT” and continue.



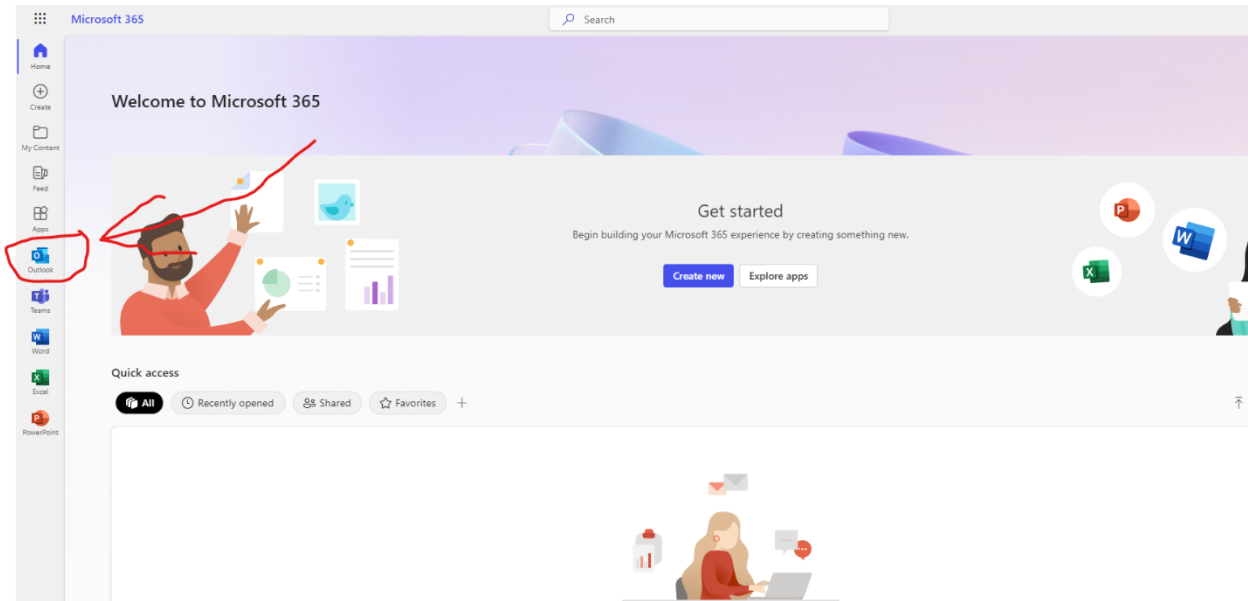
- The first time that you log into the system, and on occasion afterwards, you will see an instructional screen from Microsoft the instructions by clicking the arrow icon to the right.





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5. Finally, click on the “**OUTLOOK**” icon on the left-hand side of the page. This will take you to your email account.



To setup your new account on an iPhone or Android Device.

1. Remove the old email account from the device
2. Add a new Account (on iPhone go to Settings- Email- Accounts- Add new)
 - a. The account type is Microsoft Exchange
 - b. Choose to configure **AUTOMATICALLY**, **not Manually**
 - c. Your full email address is the login.

****PLEASE NOTE-** this migration will take place between December 28-30. You may lose email access for a few hours during this time.



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If you have any questions, please contact Dcn. Andy Pitts, IT Coordinator – 251-434-1539.

Although the chancery offices will be closed during this time, the Office of Information Technology WILL BE AVAILABLE.