

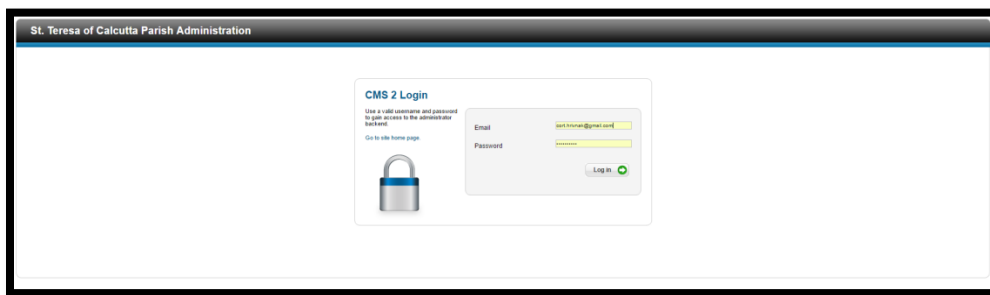
St. Teresa of Calcutta Website Updating Instructions

To Log In to Website Editor

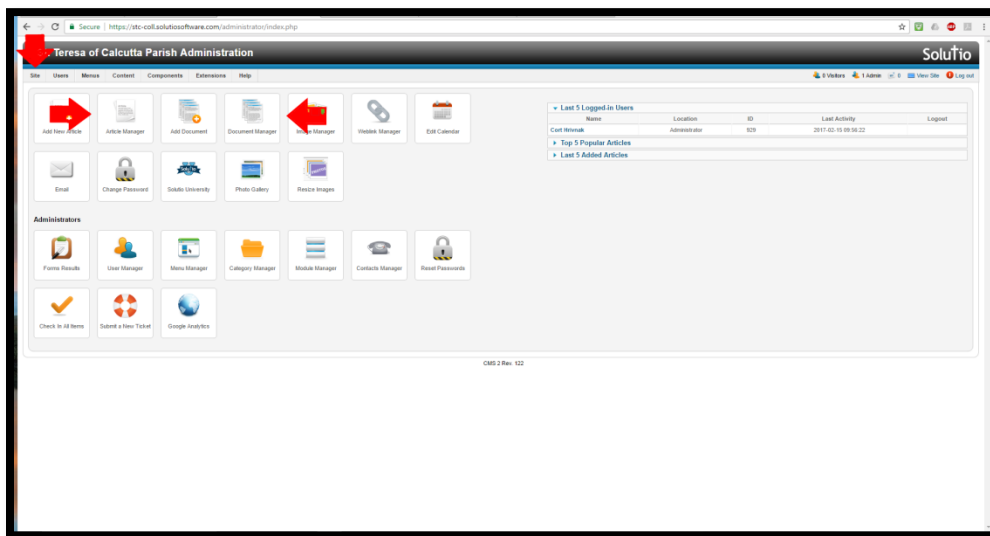
1. Go to stteresaoofcalcuttanj.org
2. Click on Solutio lock icon at bottom of the page



3. Login in with username/password

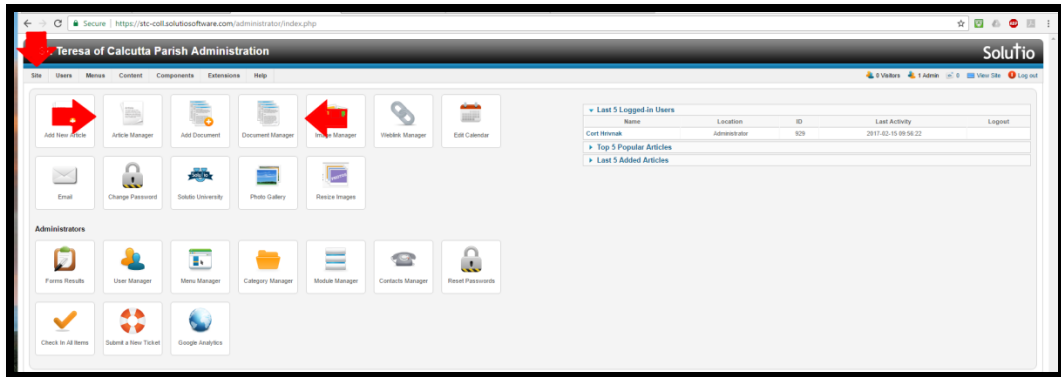


4. Takes you to Control Panel Page

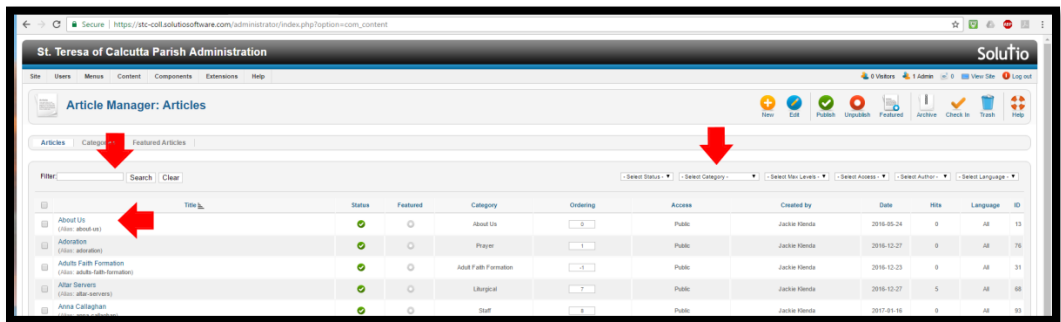


To Edit/Update Parish Headlines

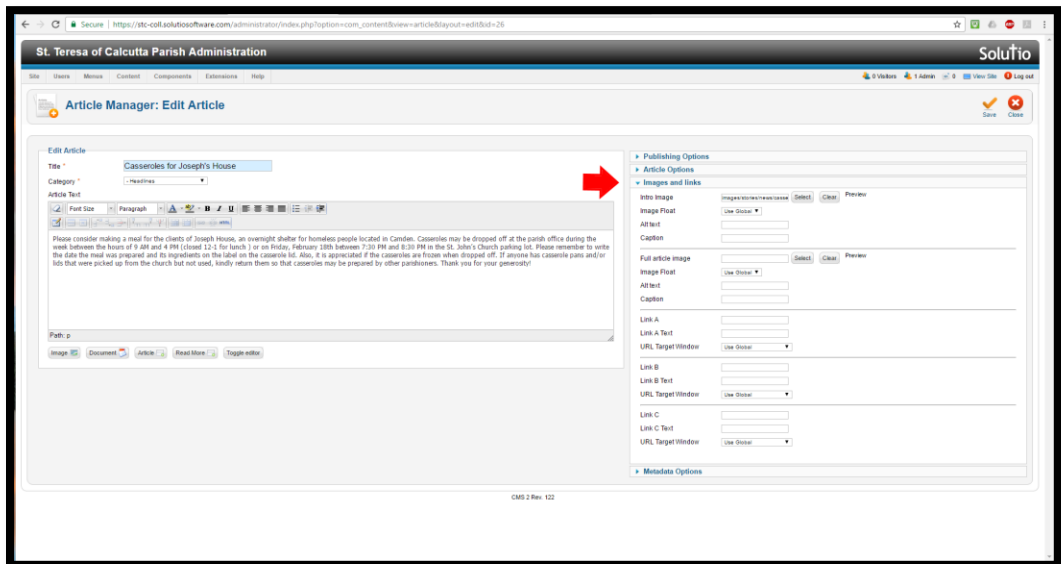
1. Click on Article Manager



2. Change Category to Headlines



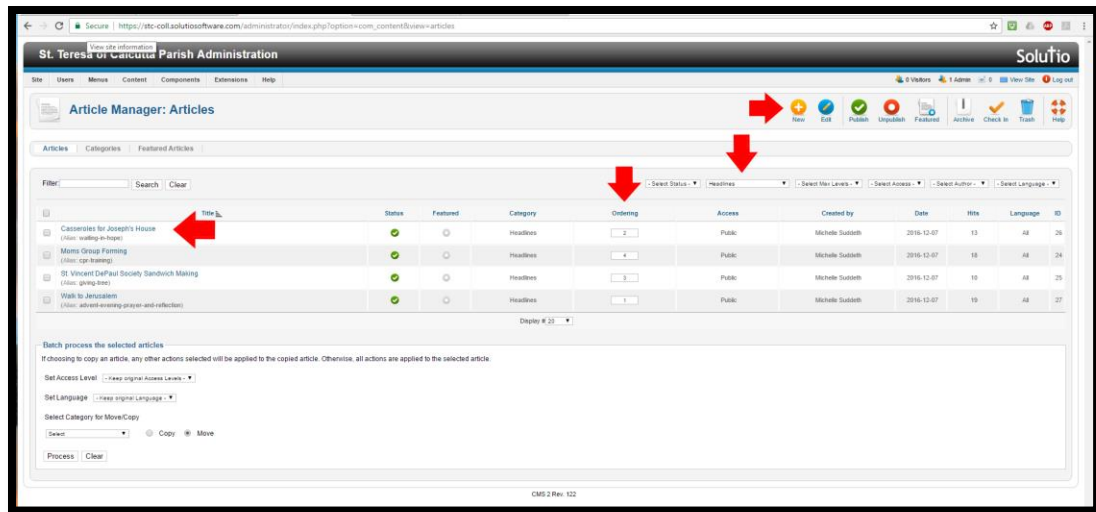
3. Click on article title to edit/change



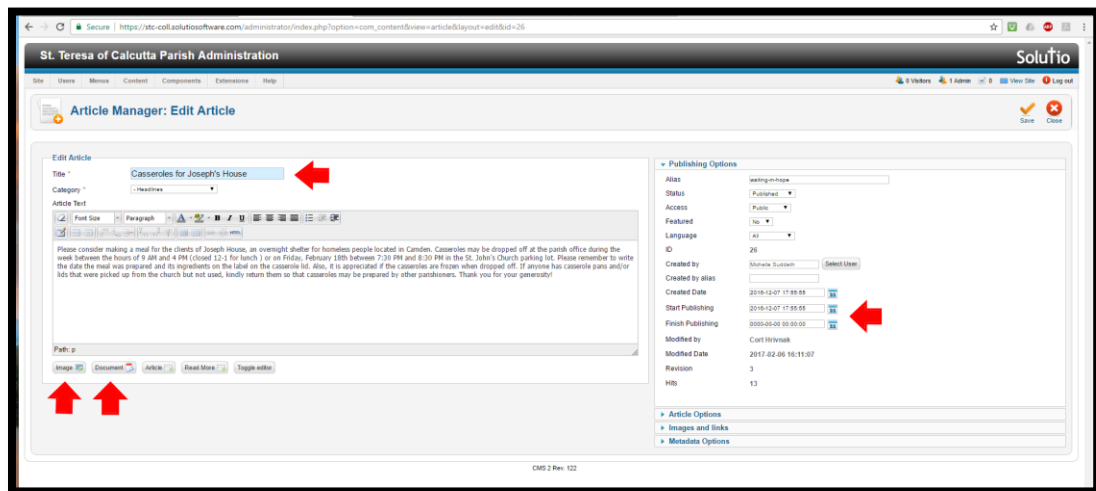
4. To Delete article, click on check box next to it, then Trash

To make New Parish Headlines

1. Click on New



- ## 2. Give article Title, Content, and Intro Image

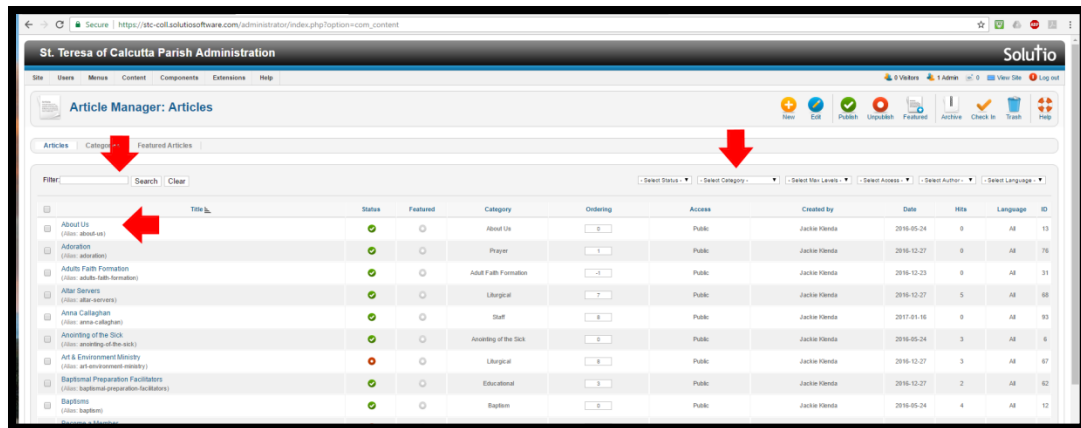


3. Optional assign beginning/end date

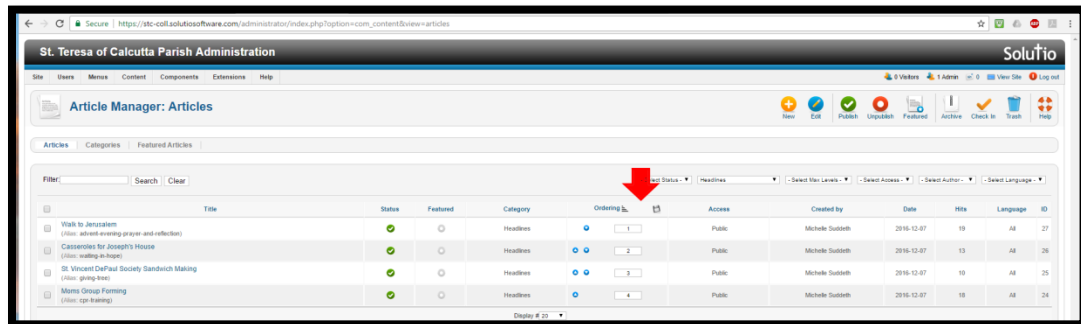
4. Click on Save

To Order Parish Headlines

1. From Article Screen, choose Headlines from Select Category



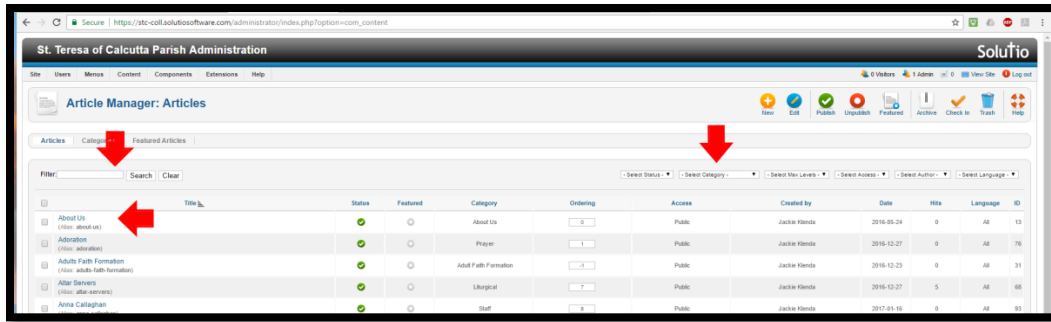
2. Click on word Ordering



3. Click on up/down arrows to move Articles
4. Click on Save Icon next to word Ordering when done.

To edit other existing Web Pages (not Headlines)

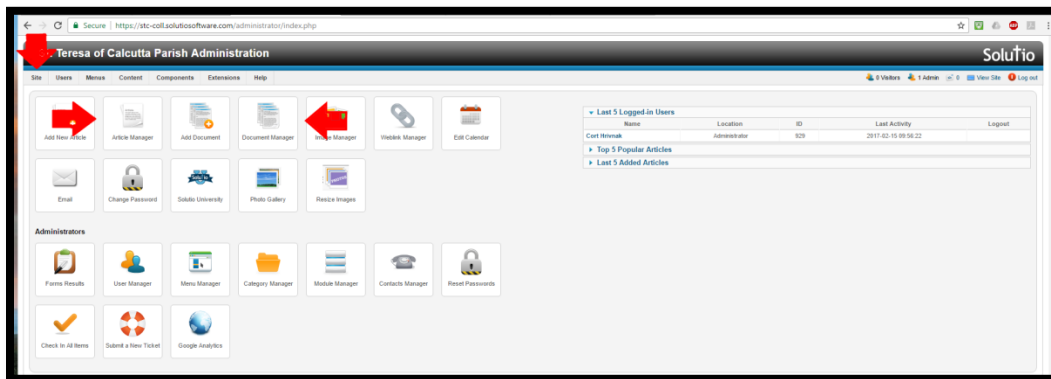
1. From main Article Screen



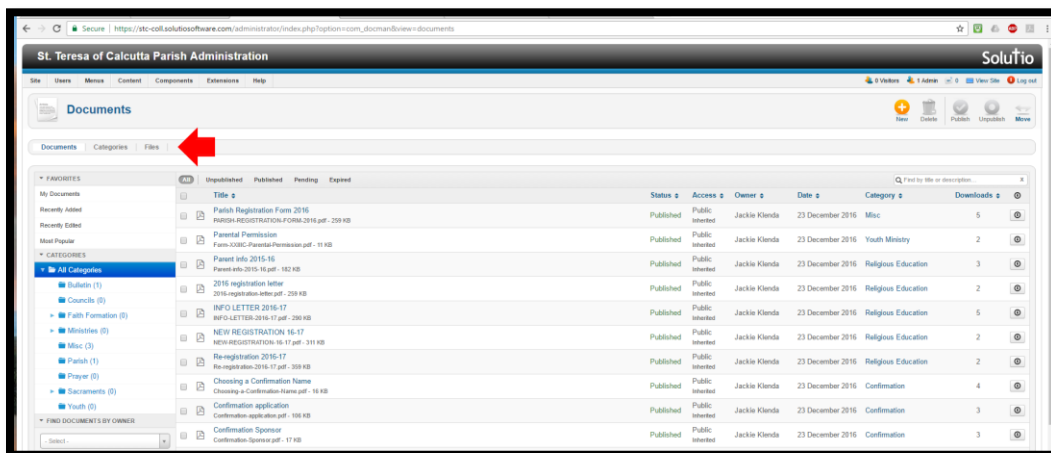
2. In Filter box, type in name of page, then Search
3. Click on Article name
4. Edit document
5. Click Save

To add Documents (PDF, Word, Excel)

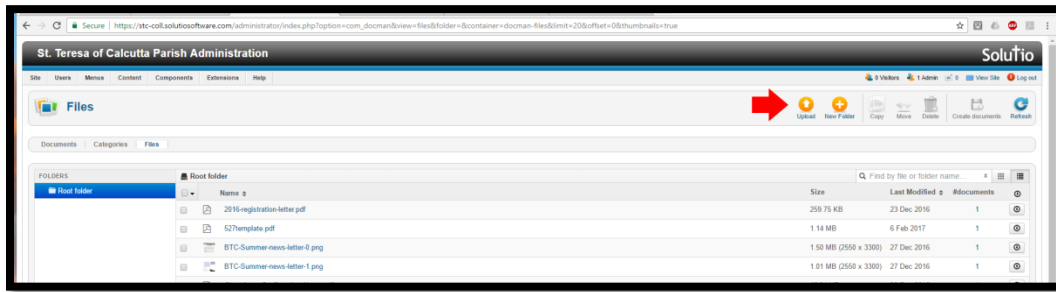
1. From Control Panel click on Document Manager



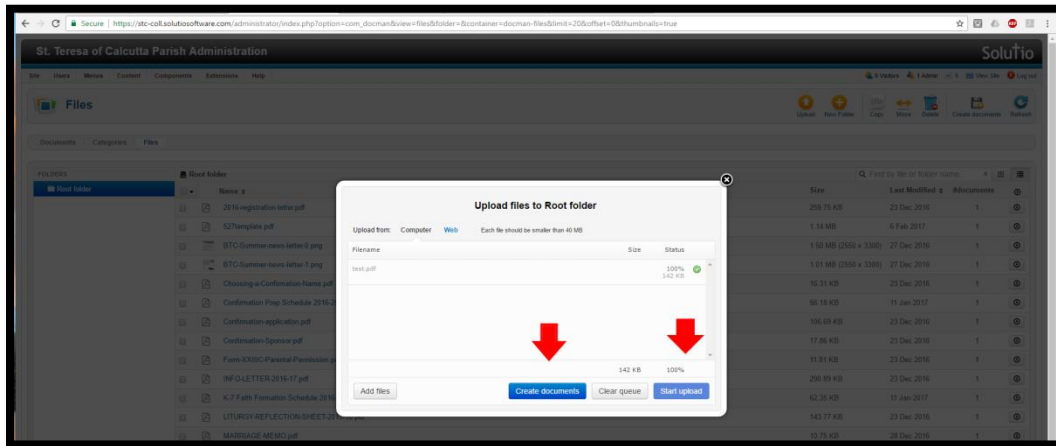
2. Click on Files



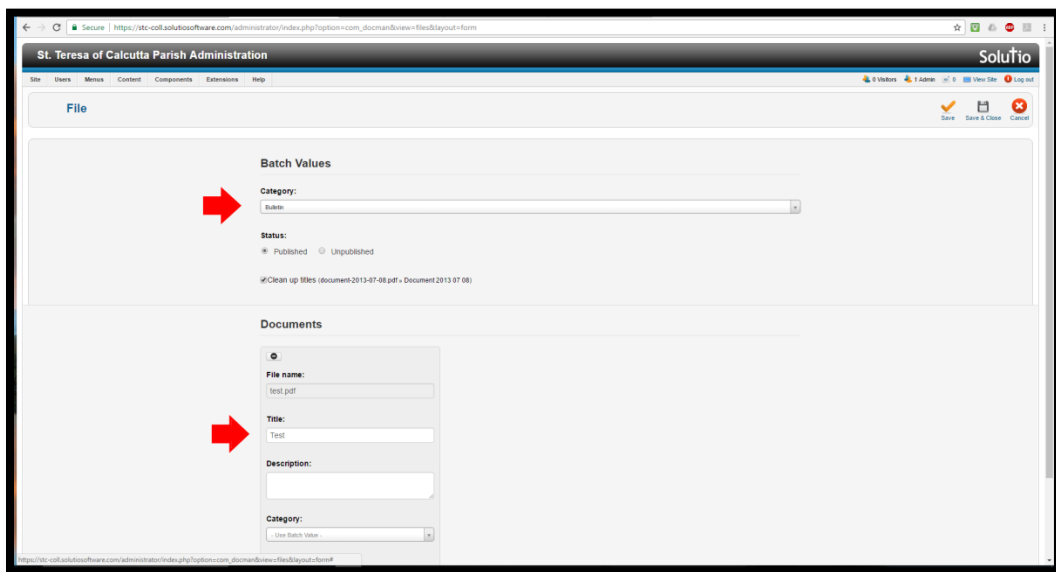
3. Click on Upload



4. Click on Add Files, navigate to and choose file, click on Open



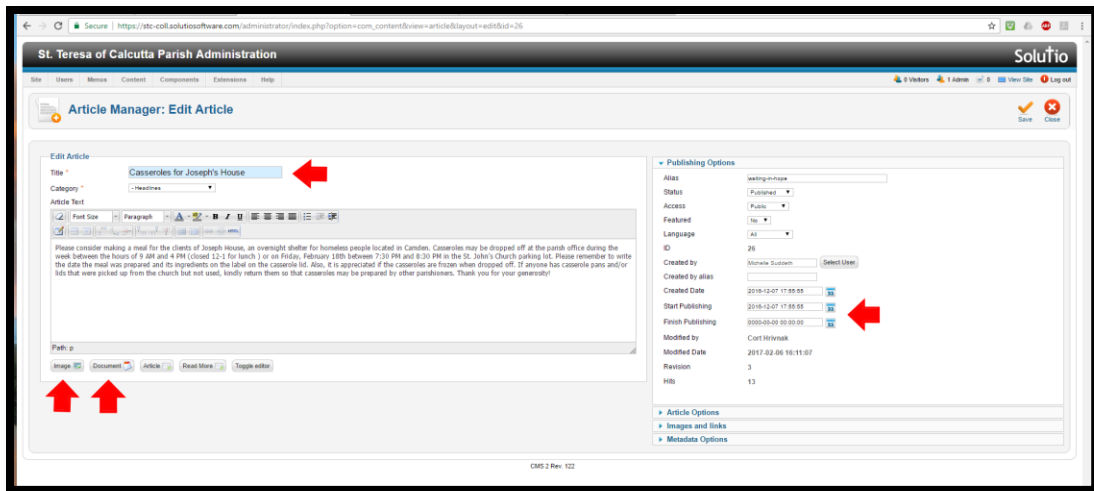
5. Click Start Upload
6. Click Create Document
7. Put document in correct Category, give it a title



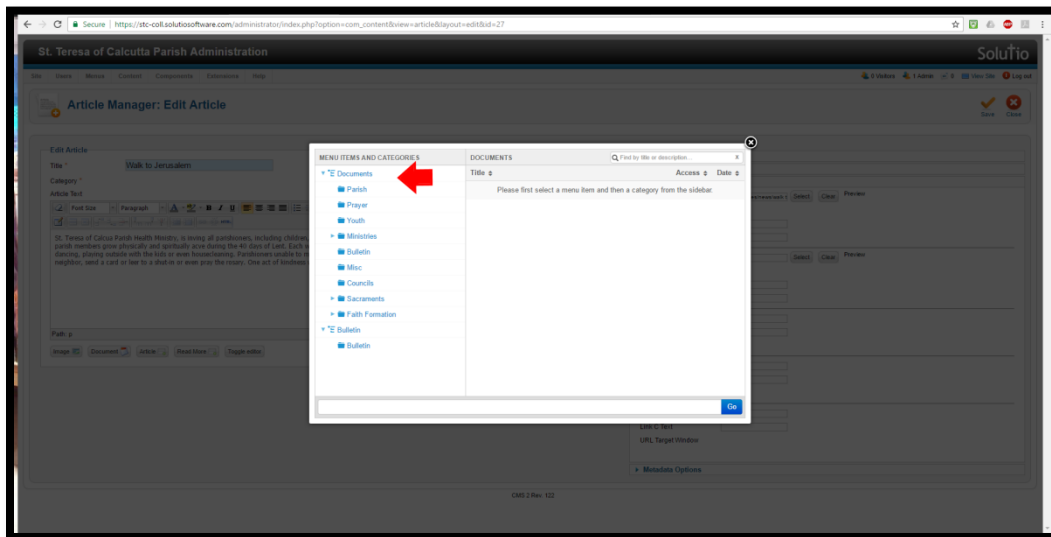
8. Click Save & Close

To add already uploaded Document to an Article

1. When in Article editing screen, click on Document button below content box.



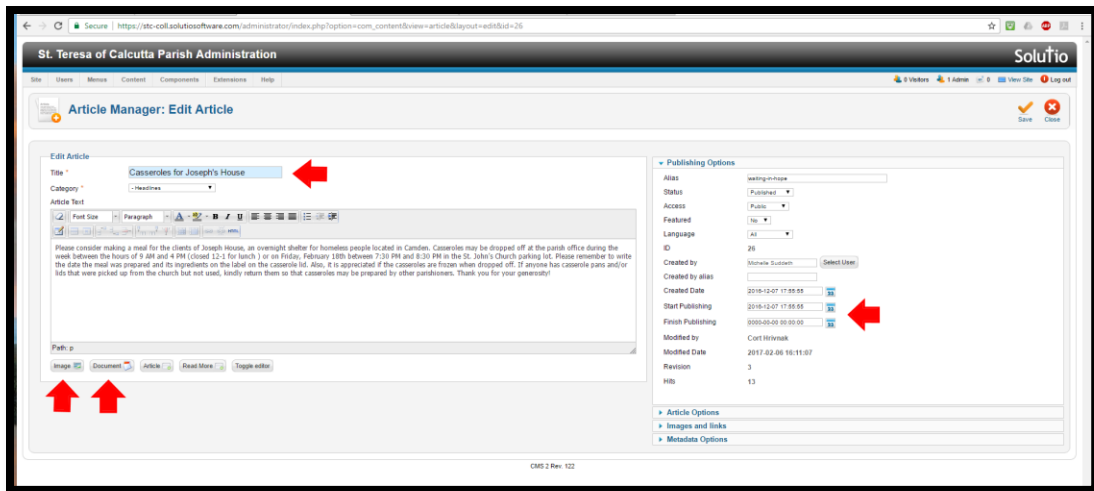
2. Find the Document under the Category you saved it in previously



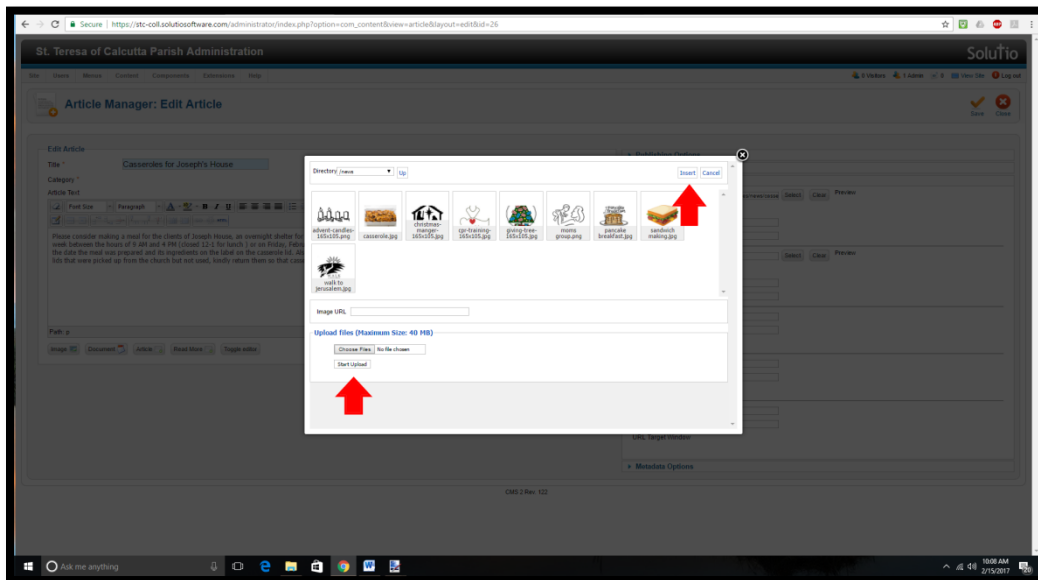
3. Click on Insert Document Link

To Add Images when Editing/Creating Article

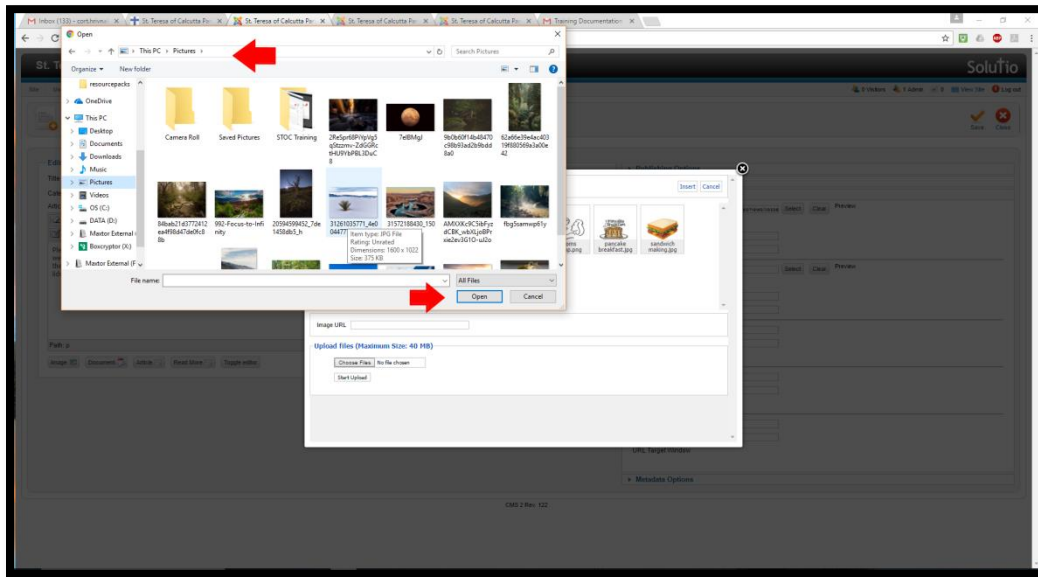
1. When in article editing screen, click on Image button below Content box



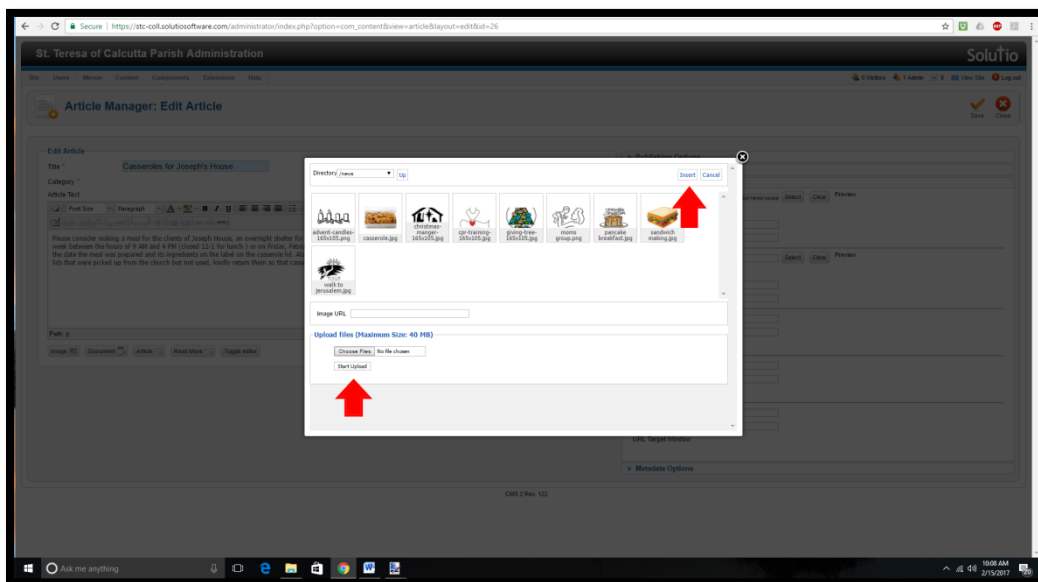
2. If Image is already there, select it and click Insert



3. If Image is not there, click Choose File



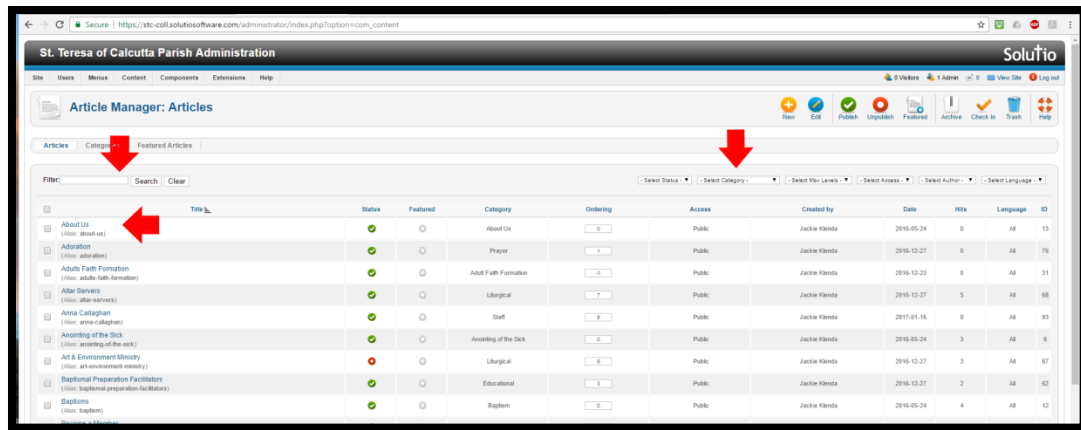
4. Navigate to File, select it, click Open
5. The click Start Upload



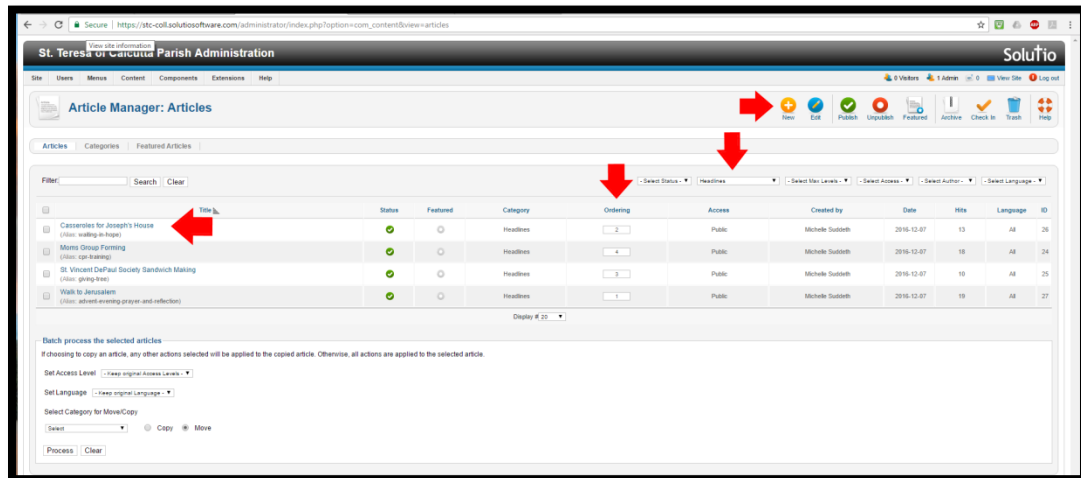
6. Once Image is uploaded, select it and click insert

To Add to Rotator Images

1. From Article Manager Screen



2. Click on Select Category and choose Rotator – NEEDS PICTURE



3. To add a new picture, click on New

4. Give article Title, do not put in any content

The screenshot shows the 'Article Manager: Edit Article' interface. The title field is labeled 'Notator 1' and has a red arrow pointing to it. The article text area is empty. On the right side, there are sections for 'Publishing Options', 'Article Options', and 'Images and Links'. The 'Images and Links' section has a red arrow pointing to the 'Full article image' field, which has a 'Select' button next to it.

5. On right hand side, click on Images and Links
6. Next to Full Article Image click Select
7. Upload/Insert image as instructed before
8. Click on Save

New Google Mail Instructions

Via web browser

1. Go to www.gmail.com
2. Type in your username (ie. firstinitiallastname@stteresaofcalcuttanj.org)
3. Type in password

Read Gmail messages on other email clients using IMAP

You can read your messages from Gmail in other mail clients, like Microsoft Outlook and Apple Mail, using IMAP. When you use IMAP, you can read your Gmail messages on multiple devices, and messages are synced in real time.

Set up IMAP

Step 1: Check that IMAP is turned on

1. On your computer, open [Gmail](#).
2. In the top right, click Settings .
3. Click **Settings**.
4. Click the **Forwarding and POP/IMAP** tab.
5. In the "IMAP Access" section, select **Enable IMAP**.
6. Click **Save Changes**.

Step 2: Change your IMAP settings in your email client

Use the table below to update your client with the correct information. For help updating your settings, search your email client's Help Center for instructions on setting up IMAP.

Incoming Mail (IMAP) Server	imap.gmail.com Requires SSL: Yes Port: 993
Outgoing Mail (SMTP) Server	smtp.gmail.com Requires SSL: Yes Requires TLS: Yes (if available) Requires Authentication: Yes Port for SSL: 465 Port for TLS/STARTTLS: 587
Full Name or Display Name	Your name
Account Name, User name, or Email address	Your full email address
Password	Your Gmail password