

Trinity Fellowship New IT Account Guide

Welcome to Trinity Fellowship!

This document provides important information about setting up your Trinity Fellowship IT Account, Email, Remote Access, and Server Permissions. If you have any questions or concerns, please contact Michael Wells, Exec. Director of Operations at mikewells@tfc.org or call 806-433-2923.

IT Support Contacts

Trinity Fellowship partners with Run Business Solutions of Amarillo, TX to provide IT support for all campuses. For assistance with configuring any of your Trinity IT Services, please contact Run Business Solutions as follows:

Case Submission: itsupport@run-biz.com
806.322.2133

Personal Contact: Shane Pearce
shane@run-biz.com
(806) 322-2153 (Direct Line)

Trinity Contact: Michael Wells
mikewells@tfc.org
806-433-2923 (Cell)

Your IT account information is:

Username: howardf
Password: church1
Email Address: HowardFincher@tfc.org

Email Client Setup

Trinity Fellowship hosts a Microsoft Exchange server solution for communications services. You can use many email clients with Exchange, including Windows Live Mail, Outlook, Apple Mail, and iPhone and Android Devices. Here is the information to access our email servers:

Exchange 2010 Setup Details:

Email Address: HowardFincher@tfc.org
Server: email.tfchurch.org
Domain: business
Username: howardf
Password: church1

Important Notes: Select "Use SSL" if prompted to secure email access.

Remote Email Access

Trinity offers an online email solution via a browser-based email client called Outlook Web Access. You can access this service by using this link:

<https://email.tfchurch.org/owa>

Username: business/howardf
Password: church1

Remote Access Server

You can login to our remote access server using Microsoft Remote Desktop on Windows Systems or a program called CoRD for Apple Computers (<http://cord.sourceforge.net/>) at the following address:

tsweb.tfchurch.org
Username: business/howardf
Password: church1

The remote access server is used for general email, access to Shelby, our accounting software, and for accessing server shares assigned to your username.

When you access the remote server, you may need to add our domain "business" before your username in the following format "business/username."

Aspera Server

Trinity Fellowship provides an Aspera High Speed File Transfer Solution for moving large video and content files around our network. The Aspera server can be accessed at the following address:

<http://aspera.tfchurch.org>
Username: howardf
Password: church1

You will be prompted to install the Aspera Connect plugin in order to transmit and receive files.

Special Services-VPN Client

Official church computers accessing the network via the church wired or wireless network are on a Virtual Private Network to the main campus in Amarillo and enjoy direct access to server storage and application servers. If you need to regularly access server drives from a location other than the church, as your Run Business Representative about installing a VPN software client on your computer to allow direct access to network resources regardless of what network you are using.