

IPAD/IPHONE SETUP

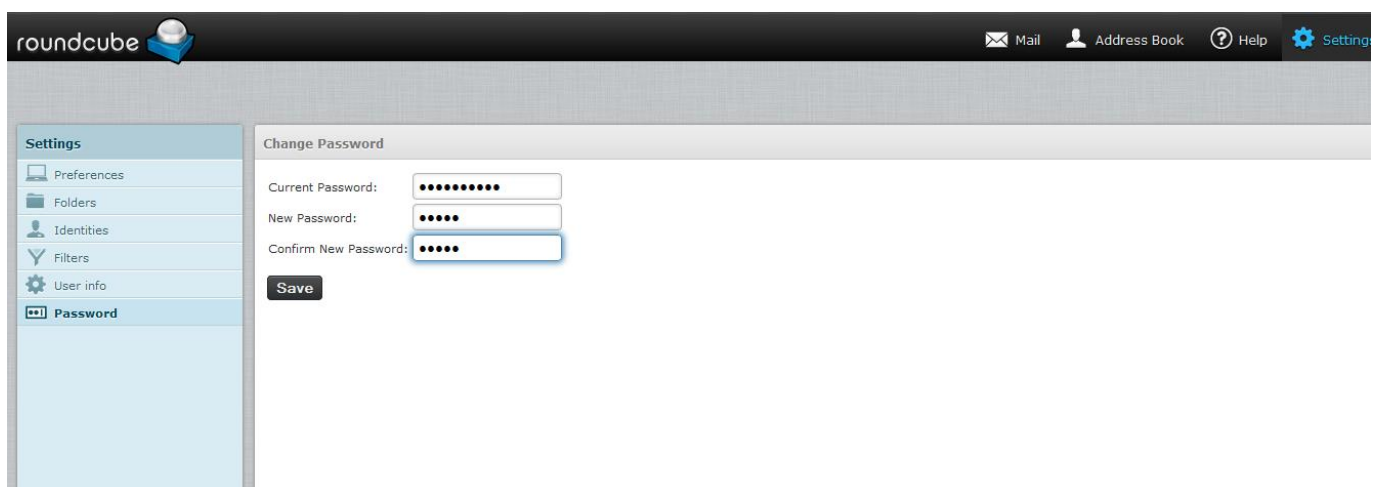
Follow these steps to update an IPAD/IPHONE account to send and receive e-mail using GCMUNI's new mail settings.

Before you start, you must change your temporary GCMUNI e-mail password. Make sure you create a new password at least eight characters long, [click here](#) to continue to the screen below.



The image shows the Roundcube login interface. At the top left is the Roundcube logo. Below it are two input fields: 'Username' containing 'johndoe@gcmuni.net' and 'Password' containing a masked password of ten dots. A 'Login' button is centered below the password field.

Enter your current GCMUNI e-mail address and the temporary password, then click the Login button to continue to the screen below.



The image shows the Roundcube 'Change Password' screen. The top navigation bar includes 'Mail', 'Address Book', 'Help', and 'Settings'. A left sidebar lists settings categories: 'Preferences', 'Folders', 'Identities', 'Filters', 'User info', and 'Password'. The main content area is titled 'Change Password' and contains three input fields: 'Current Password:' (masked with 10 dots), 'New Password:' (masked with 6 dots), and 'Confirm New Password:' (masked with 6 dots). A 'Save' button is located below the input fields.

Enter your temporary password in the Current Password: box.

Enter a new password in the New Password: box.

Enter the new password again in the Confirm New Password: box.

Click the Save button to continue to the screen below:



In the lower portion of the screen you should see the text: **Successfully Saved**
Look quickly as this text may disappear after a few seconds.

Click Logout in the upper right hand corner of the screen.

You can close your web browser.

Press the menu button on your Ipad/Iphone.

Click the Settings Icon, you should get this screen:

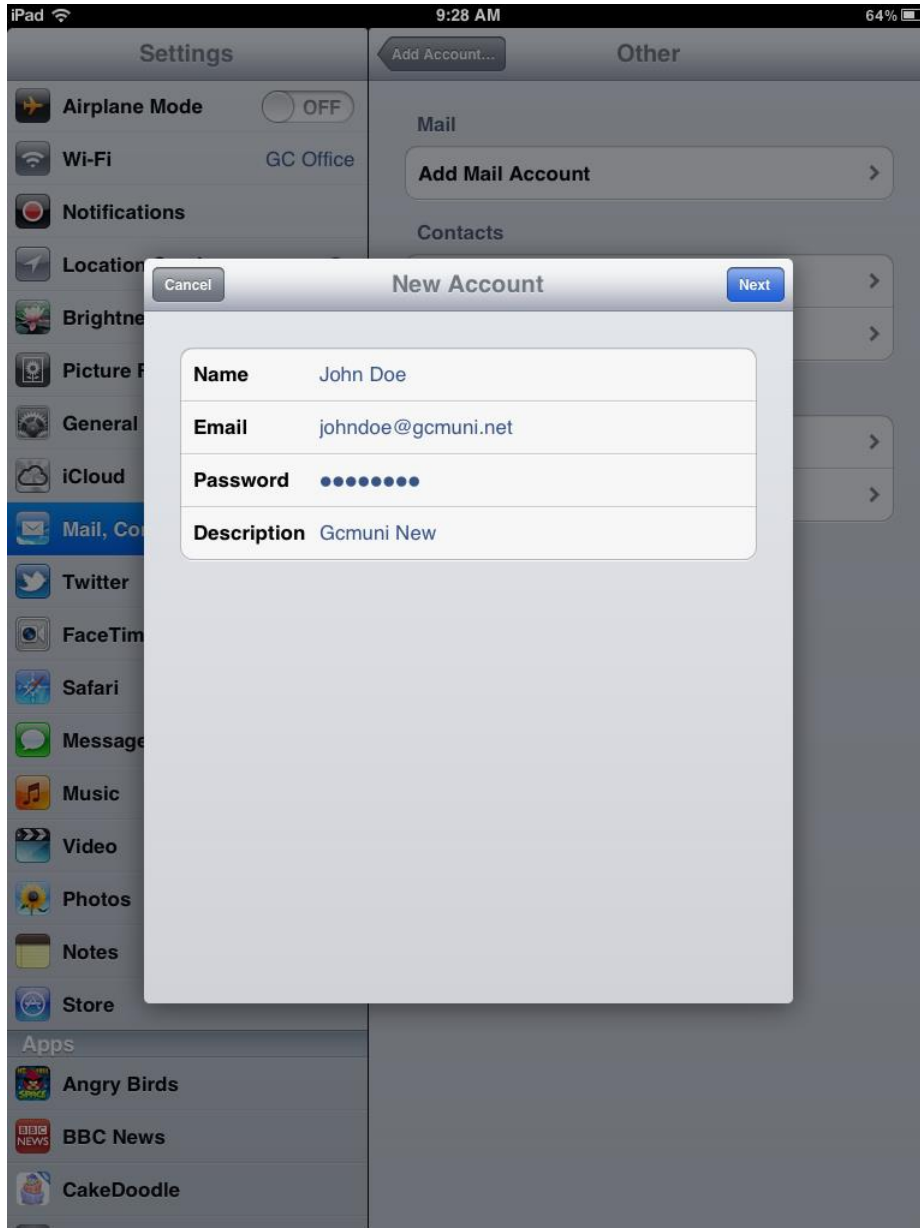


Select **Mail, Contacts, Calendars**

Select **Add Accounts...**

Select **Other**

Select **Add Mail Account**



Enter **Name:** John Doe

Enter **Email:** johndoe@gcmuni.net

Enter **Password:** 1234abcd

Enter **Description:** use what you want, ex: GCMuni New

Click Next

Under Incoming Mail Server:

Host Name: mailserver.gcmuni.net

Username: enter your email address, ex: [johndoe@gcmuni.net](mailto: johndoe@gcmuni.net)

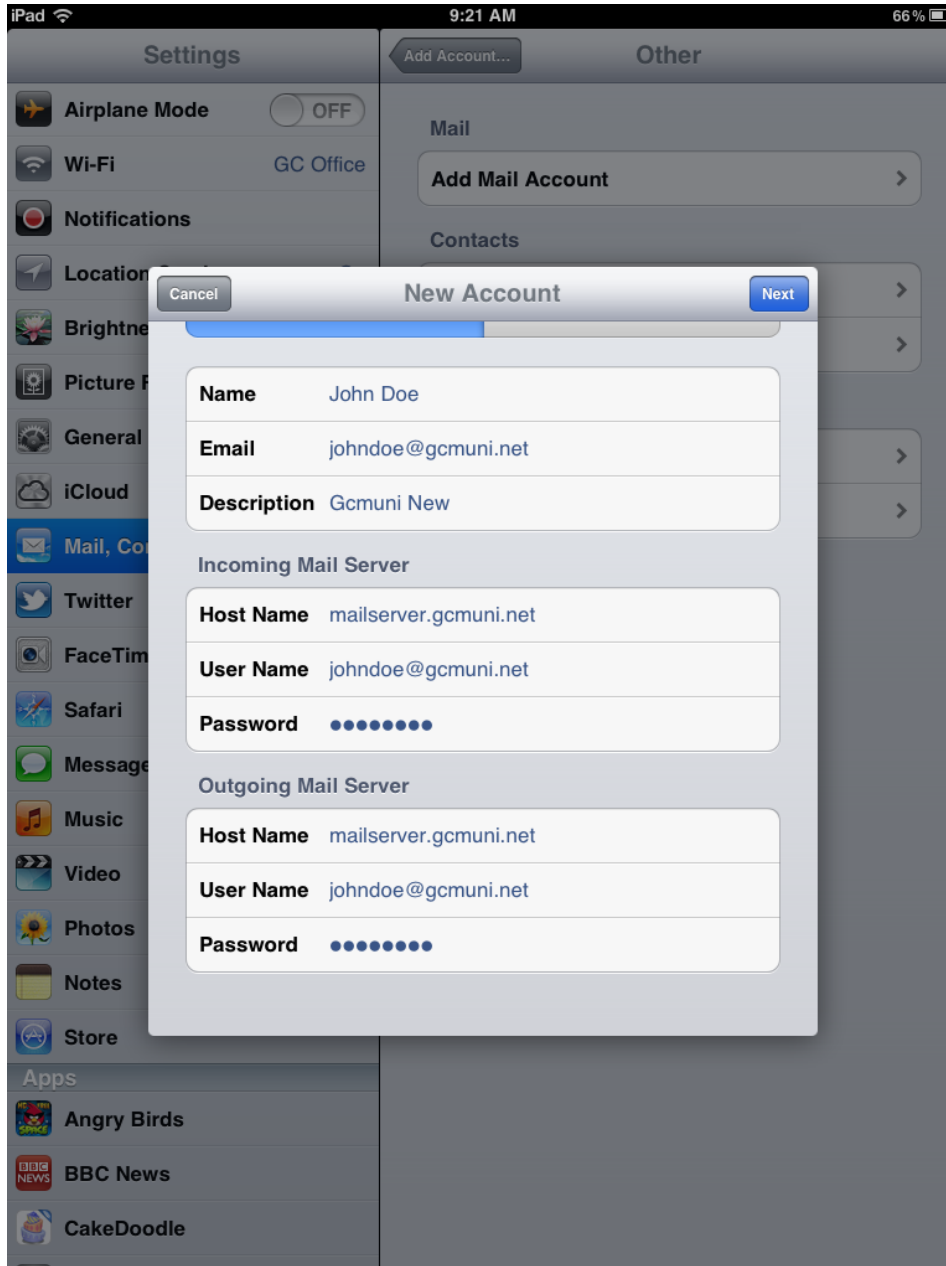
Password: enter your password, ex: 1234abcd

Under Outgoing Mail Server:

Host Name: mailserver.gcmuni.net

Username: enter your email address, ex: [johndoe@gcmuni.net](mailto: johndoe@gcmuni.net)

Password: enter your password, ex: 1234abcd



Select **Next**

You should see a message on the screen that states it is **Verifying**.

Select **Save**

You should see a message on the screen that states it is **Adding Account**.

Press the menu button on your Ipad/Iphone.

Select the Mail Icon

Select GCMuni New under Inboxes.

Check the email to see if it is able to Send/Receive.

Send an email to yourself as a test, if this works, you have successfully set up your Email account.

Ipad-Iphone new setup.docx 4/18/2013