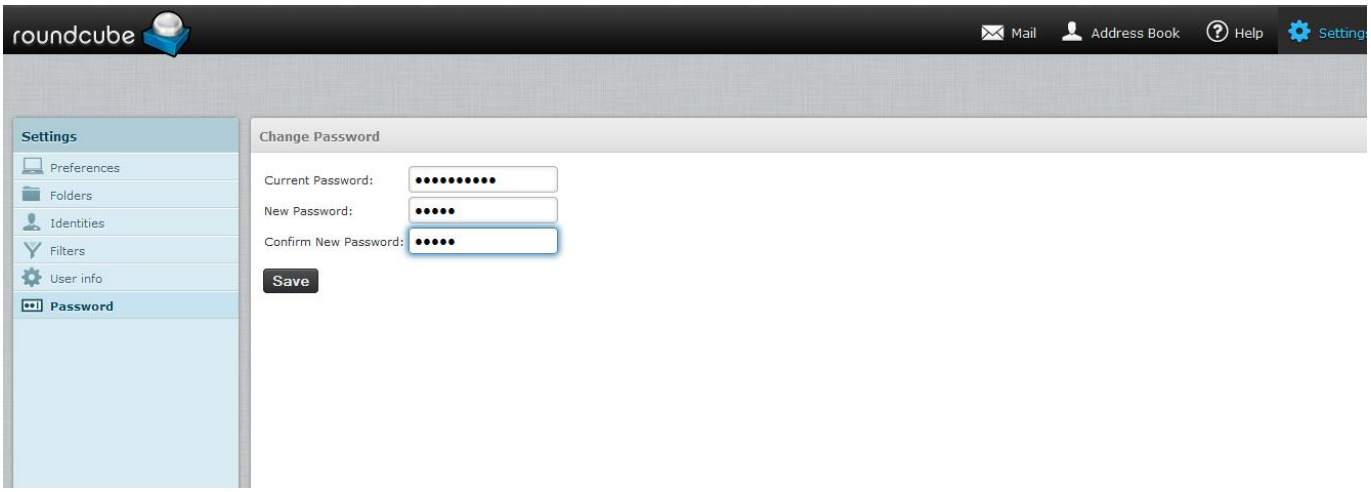
WINDOWS LIVE MAIL

Follow these steps to update a Windows Live Mail 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.

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



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:

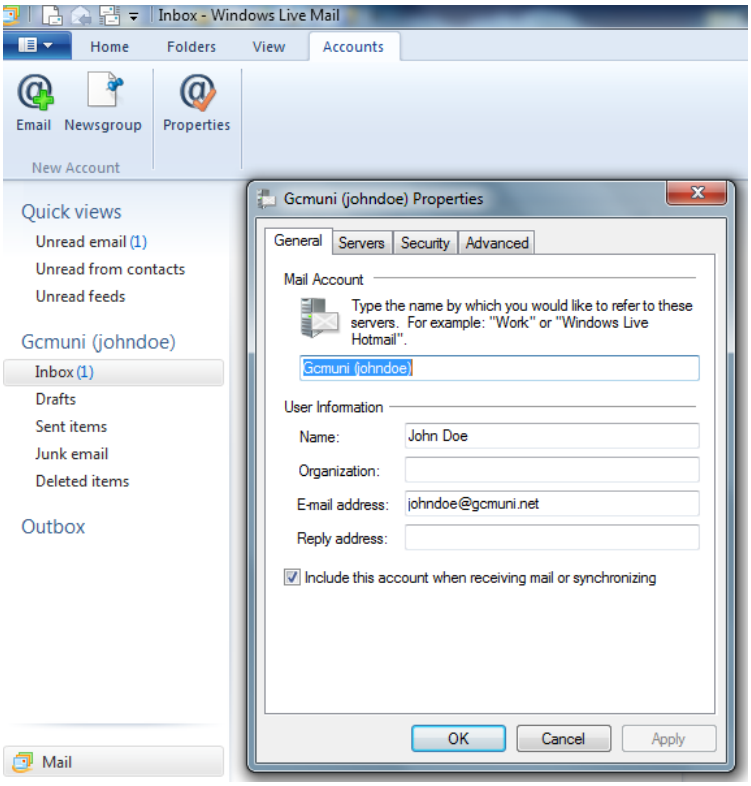
In the lower portion of the screen you should see the text: Successfully Saved
Look quickly as this text may disappear after a few seconds.

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

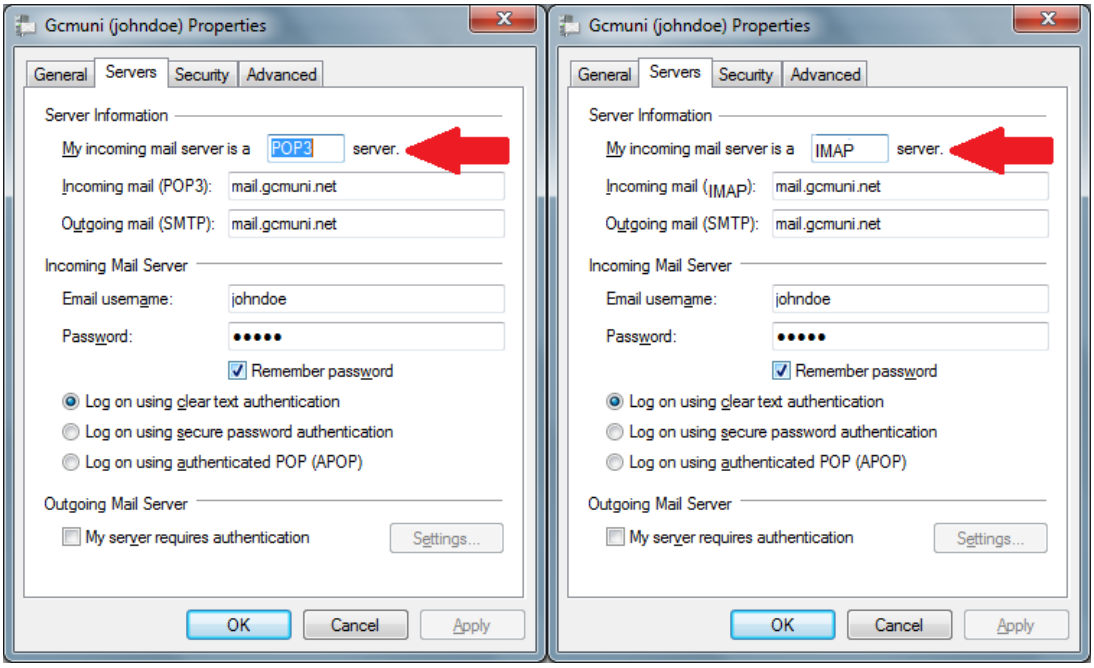
You can close your web browser.

Start Windows Live Mail.

STEP 1 In Windows Live Mail go to **Accounts > Properties.**

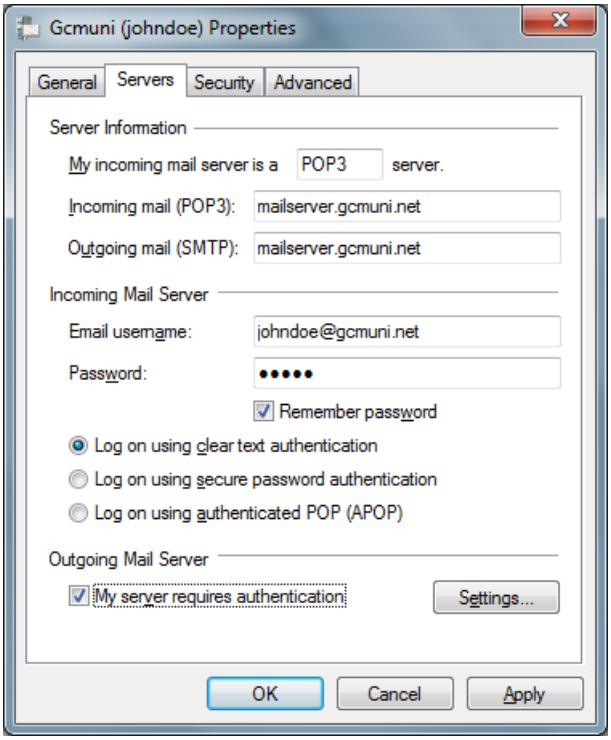


STEP 2 Click on the **SERVERS** tab. Choose **POP3** or **IMAP** settings. If your incoming mail server reads "POP3" **follow the POP3 directions below.** If it reads "IMAP" **follow the IMAP directions below.**

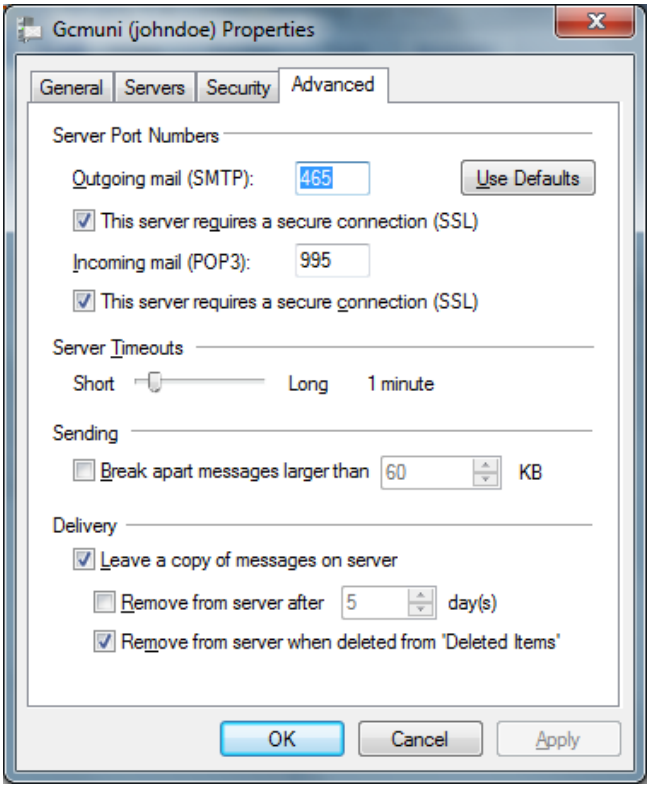


POP3 SETTINGS

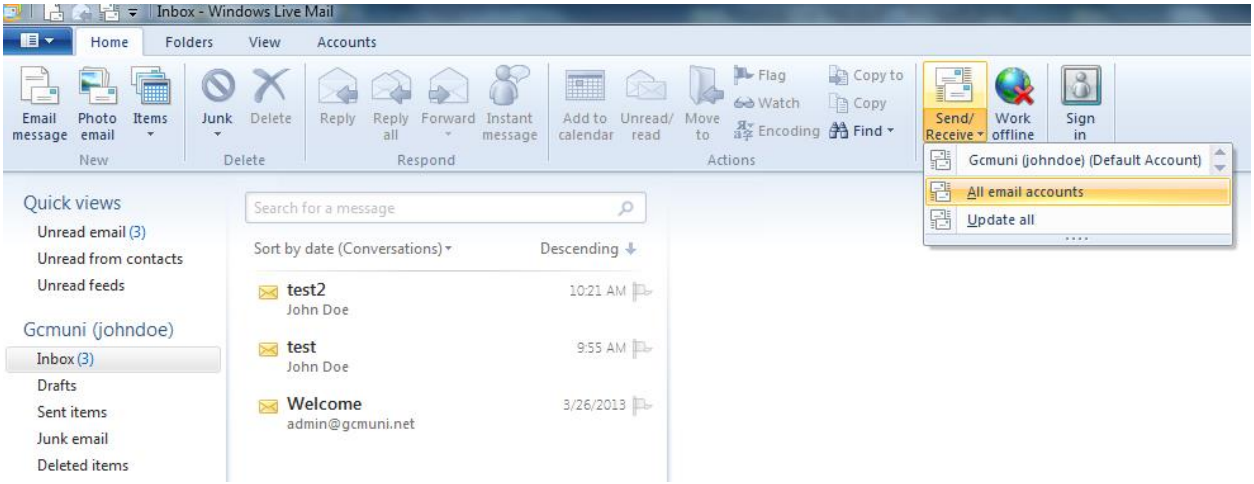
STEP 3 Change the Incoming mail server (POP3) to **mailserver.gcmuni.net** and the Outgoing mail server (SMTP) to **mailserver.gcmuni.net**. **Check** the box next to "**My server requires authentication**".



Step 4 Under the Advanced tab, **Check both** boxes for "**This server requires a secure connection (SSL)** " and set the Outgoing mail (SMTP) to **465**. Set the Incoming mail (POP3) to **995** and click the OK button.



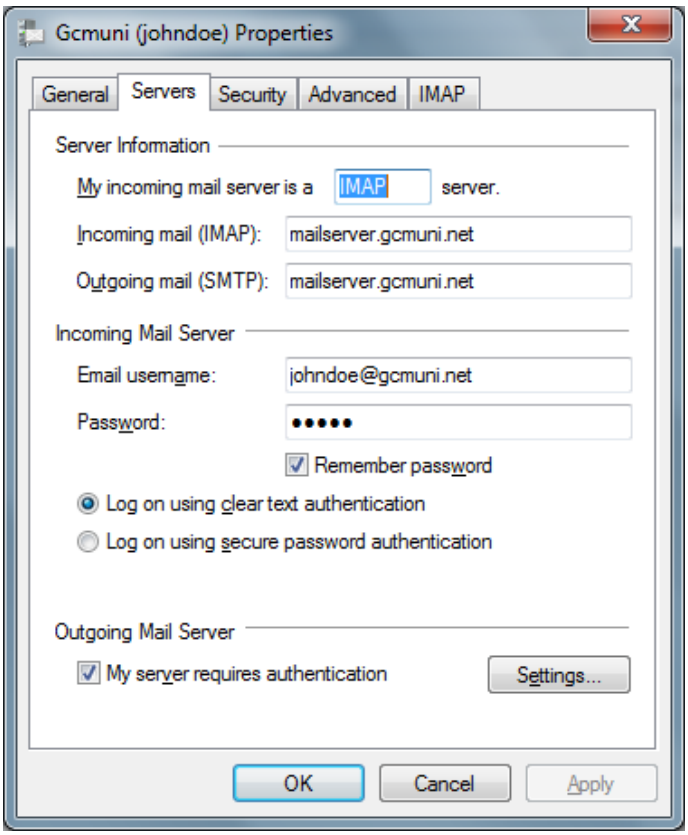
Step 5 Next click **HOME > SEND/RECEIVE > All email accounts** buttons. If your settings are correct, you should receive no errors during the send/receive test. This send/receive test should populate your inbox. The first time this button is pressed, you may receive older e-mails you have you have already read including spam messages. This is a one-time occurrence and will not happen each time you press the **Send/Receive** button.



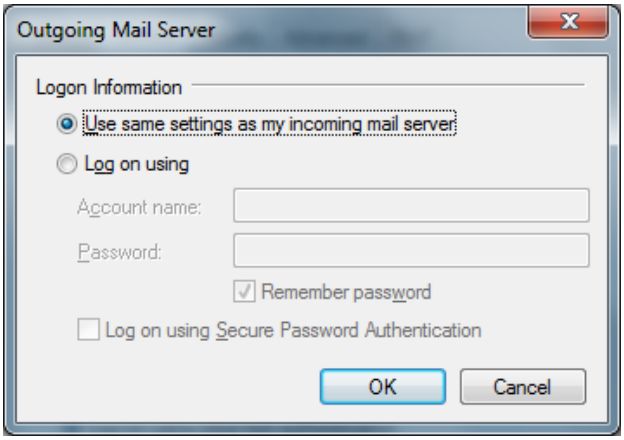
CONGRATULATIONS You are now able to send and receive e-mail from your GCMuni.net account using Windows Live Mail.

IMAP SETTINGS

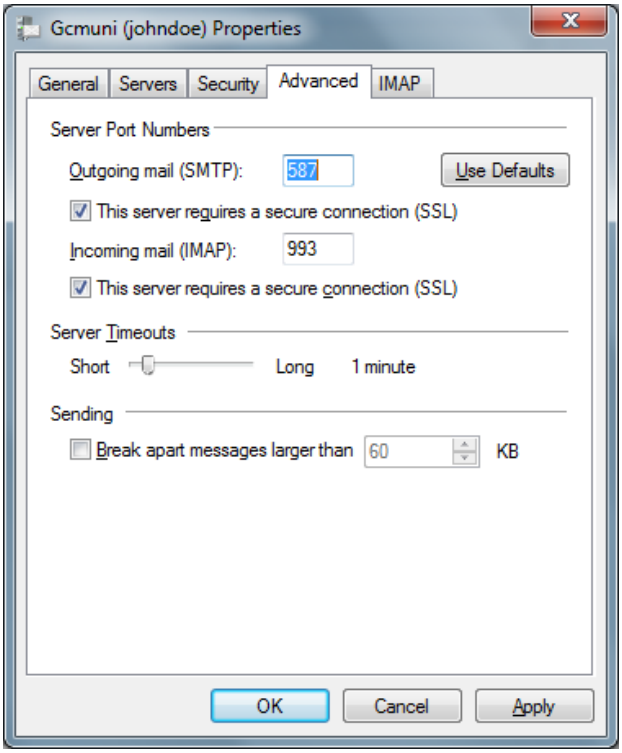
STEP 3 Change the Incoming mail server (IMAP) to **mailserver.gcmuni.net** and the Outgoing mail server (SMTP) to **mailserver.gcmuni.net**. **Check** the box next to "**My server requires authentication**" and click the radio button next to "**Log on using clear text authentication**".



Step 4 Click the **Settings** button and confirm the **Login Information** radio button beside the "**Use the same settings as my incoming mail server**" is selected as below, then click the OK button.



Step 5 Under the Advanced tab, Check **both** boxes for "**This server requires a secure connection (SSL)** " and set the Outgoing mail (SMTP) to **587**. Set the Incoming mail (IMAP) to **993** and click the OK button.



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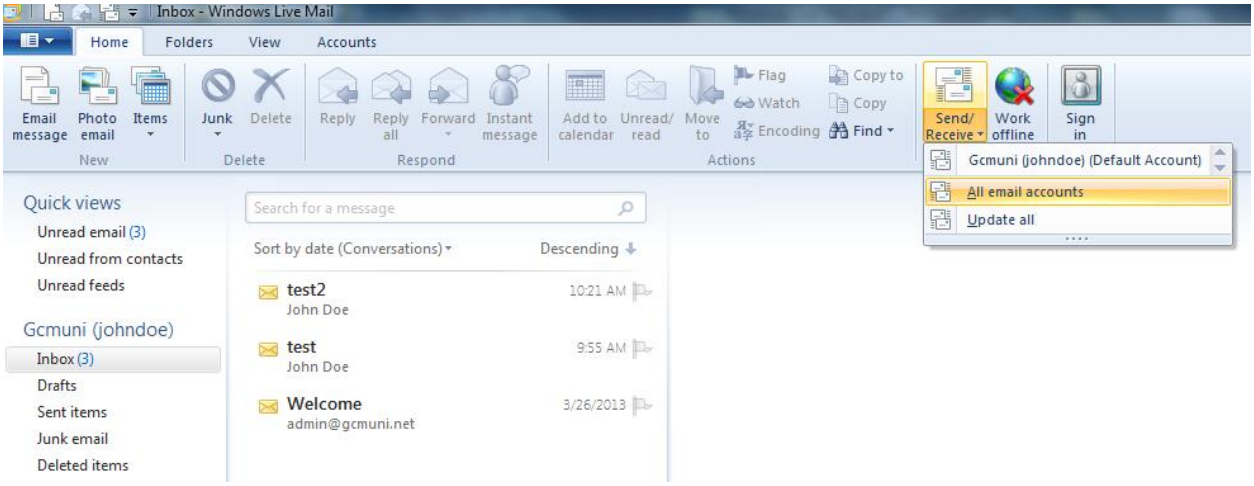

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gcmuni windows live mail.dox 4/5/2013