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, <u>click here</u> to continue to the screen below.

roundcu	ıbe 🍣
Username	johndoe@gcmuni.net
Password	••••••
	Login

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

roundcube 🍣				🔀 Mail	💄 Address Book	Help	🔅 Setting
Settings	Change Password						
Preferences Folders Joint folders V Filters User info Password	Current Password: New Password: Confirm New Password: Save	•••••					

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:

roundcube 🍣	🖂 Mail 💄 Address Book 🕜 Help 🔅 Setting
Settings	Change Password
Image: Preferences Image: Folders Image: Identities Image: Filters Image: User info Image: Password	Current Password:
	✓ Successfully saved.

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.**

🔁 🔒 🚕 📑 🔻 Inbox - Wind	dows Live Mail
Home Folders	View Accounts
Email Newsgroup New Account	
Quick views	
Unread email (1)	General Servers Security Advanced
Unread from contacts	Mail Account
Gcmuni (johndoe)	Type the name by which you would like to refer to these servers. For example: "Work" or "Windows Live Hotmail".
Inbox (1)	Gcmuni (johndoe)
Drafts	User Information
Sent items	Name: John Doe
Deleted items	Organization:
Outhou	E-mail address: iohndoe@gcmuni.net
Outbox	Reply address:
	☑ Include this account when receiving mail or synchronizing
	OK Cancel Apply
🕑 Mail	

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.

撌 Gcmuni (johndoe) Properties	📇 Gcmuni (johndoe) Properties		
General Servers Security Advanced	General Servers Security Advanced		
Server Information	Server Information		
Incoming mail (POP3): mail.gcmuni.net	Incoming mail (IMAP): mail.gcmuni.net		
Outgoing mail (SMTP): mail.gcmuni.net	Outgoing mail (SMTP): mail.gcmuni.net		
Incoming Mail Server	Incoming Mail Server		
Email usem <u>a</u> me: johndoe	Email usem <u>a</u> me: johndoe		
Pass <u>w</u> ord:	Pass <u>w</u> ord:		
Remember pass <u>w</u> ord	✓ Remember password		
October 2015 Log on using clear text authentication	October 10 Contract authentication		
Log on using secure password authentication	Log on using secure password authentication		
Log on using <u>a</u> uthenticated POP (APOP)	Log on using <u>a</u> uthenticated POP (APOP)		
Outgoing Mail Server	Outgoing Mail Server		
My server requires authentication Settings	My server requires authentication Settings		
OK Cancel Apply	OK Cancel Apply		

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**".

🐌 Gcmuni (johndoe) Prope	erties 🗾 🔀				
General Servers Security	Advanced				
Server Information					
My incoming mail server i	is a POP3 server.				
Incoming mail (POP3):	mailserver.gcmuni.net				
Outgoing mail (SMTP):	mailserver.gcmuni.net				
Incoming Mail Server					
Email usem <u>a</u> me:	johndoe@gcmuni.net				
Pass <u>w</u> ord:	••••				
	Remember pass <u>w</u> ord				
Log on using clear tex	Log on using clear text authentication				
Log on using secure password authentication					
Log on using <u>a</u> uthenticated POP (APOP)					
Outgoing Mail Server					
✓ My server requires authentication Settings					
	OK Cancel Apply				

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.

🖆 Gcmuni (johndoe) Properties				
General Servers Security Advanced				
Server Port Numbers				
Qutgoing mail (SMTP): 465 Use Defaults				
This server reguires a secure connection (SSL)				
Incoming mail (POP3): 995				
This server requires a secure <u>c</u> onnection (SSL)				
Server Timeouts				
Short - Long 1 minute				
Sending				
Break apart messages larger than 60 KB				
Delivery				
Leave a copy of messages on server				
Remove from server after 5 day(s)				
W Hemove from server when deleted from 'Deleted Items'				
OK Cancel Apply				

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.

📴 🛛 📑 😪 📑 🗢 🛛 Inbox - \	Vindows Live	Mail		And Personal Property lies:	
Home Folders	View	Accounts			
Email Photo Items message email * New	Delete	Reply Reply Forward In- all Respond	stant issage Add to Unread/ calendar read	Hove to Actions → Flag Copy to Copy t	Send/ Work Sign Receive v offline in Gcmuni (johndoe) (Default Account)
Quick views Unread email (3)	Search f	for a message	٩		All email accounts Update all
Unread from contacts	Sort by	date (Conversations) *	Descending 🕹		
Unread feeds	joł	st2 hn Doe	10:21 AM 🏳		
Gcmuni (johndoe)	to to	et.	orr au In		
Inbox (3)	Joh	hn Doe	9:55 AM (Hibr		
Drafts Sent items Junk email Deleted items	<mark>⊠</mark> ₩ ad	′ elcome min@gcmuni.net	3/26/2013 🍽		

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**".

📳 Gcmuni (johndoe) Properties 📃				
General Servers Security Advanced IMAP				
Server Information				
My incoming mail server is a MAP server.				
Incoming mail (IMAP): mailserver.gcmuni.net				
Outgoing mail (SMTP): mailserver.gcmuni.net				
Incoming Mail Server				
Email usemame: johndoe@gcmuni.net				
Pass <u>w</u> ord:				
Remember pass <u>w</u> ord				
Optimized by Log on using clear text authentication				
Log on using secure password authentication				
Outgoing Mail Server				
✓ My server requires authentication Settings				
OK Cancel Apply				

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.

Outgoing Mail Server	X
Logon Information	s as my incoming mail server
Log on using	
A <u>c</u> count name:	
<u>P</u> assword:	
	✓ Remember pass <u>w</u> ord
Log on using S	ecure Password Authentication
	OK Cancel

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.

🐌 Gcmuni (johndoe) Properties 📃
General Servers Security Advanced IMAP
Server Port Numbers
Outgoing mail (SMTP): Use Defaults
This server reguires a secure connection (SSL)
Incoming mail (IMAP): 993
This server requires a secure <u>c</u> onnection (SSL)
Short Short Short
Seeding
Break apart messages larger than 60 KB
OK Cancel Apply

Step 6 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.

📴 🛯 📑 😪 📑 🗢 🛛 Inbox - Wir	ndows Live Mail		
Home Folders	View Accounts		
Email Photo Items message email * New	k Delete Reply Reply Forward all Respond	ad Instant message Add to Unread/ Move calendar read to ∰ Encoding A Find ~ Actions Add to Unread/ Move to Actions A Find ~ Actions A Find ~ Actions A find ~]_
Quick views Unread email (3)	Search for a message	All email accounts Image: Second s	
Unread from contacts	Sort by date (Conversations) •	Descending 4	
Unread feeds	test2 John Doe	10:21 AM 🔛	
Gcmuni (johndoe)	tort	DEC ALL TO	
Inbox (3)	John Doe	3.33 AM Her	
Drafts Sent items Junk email Deleted items	Welcome admin@gcmuni.net	3/26/2013 De-	

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

gcmuni windows live mail.dox 4/5/2013