

# MICROSOFT OUTLOOK 2010

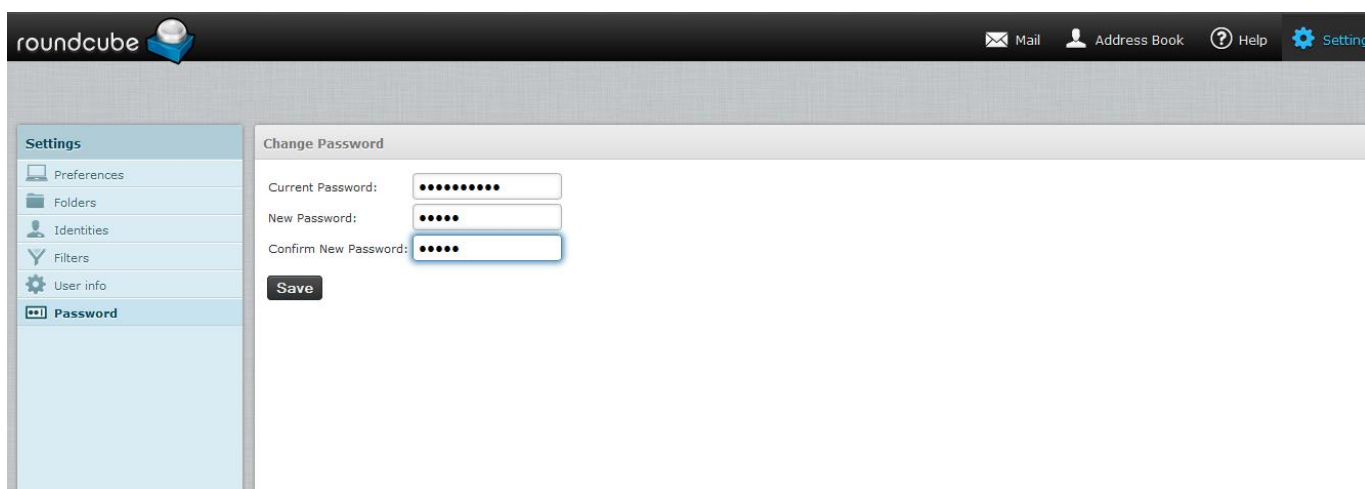
Follow these steps to update an Outlook 2010 account to send and receive e-mail using GCMUNI's new mail settings.

**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 webmail 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 webmail '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 ten dots), 'New Password:' (masked with six dots), and 'Confirm New Password:' (masked with six 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:



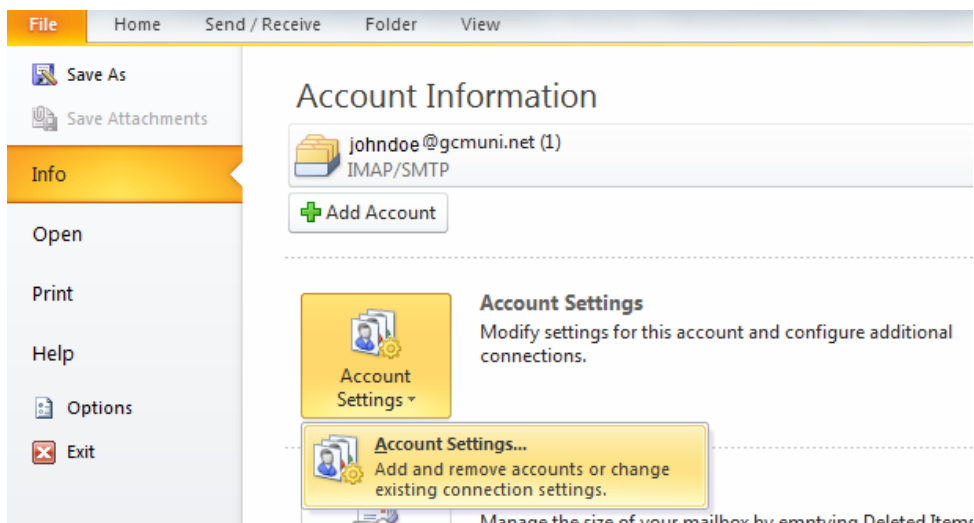
In the lower portion of the screen you should see the text: **Successfully Saved**  
Look quickly as this text may disappear after a few seconds.

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

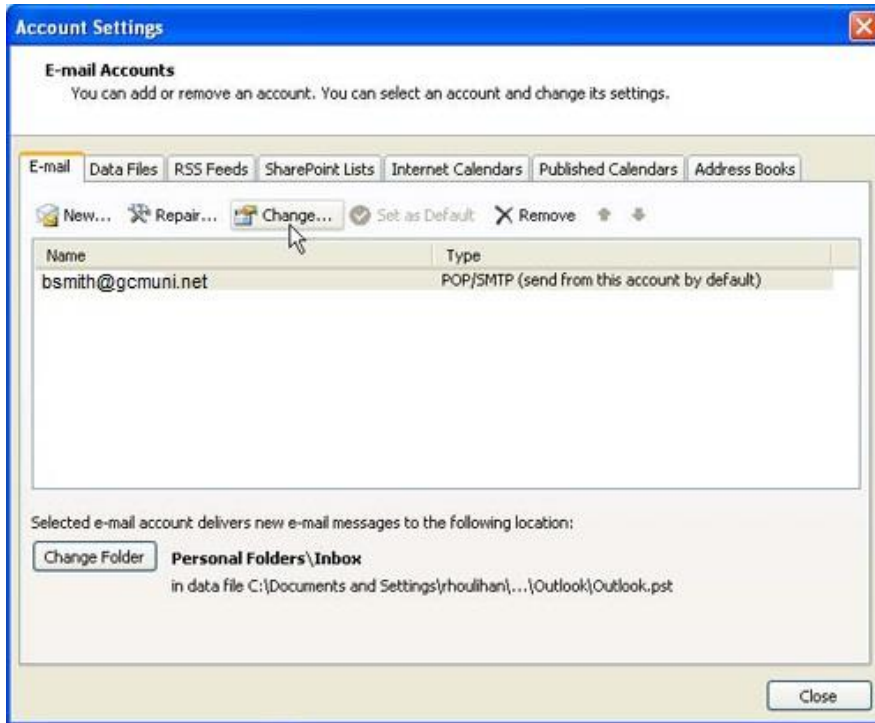
You can close your web browser.

Start Outlook 2010.

**STEP 1** In Outlook 2010 go to **FILE > Account Settings > Account Settings**.



**STEP 2** Highlight your GCMUNI account and click **Change**. If multiple GCMUNI accounts exist, each one will need to be edited individually. Follow these steps for each GCMUNI account.



**STEP 3** 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**.

The screenshot shows the 'Change E-mail Account' dialog box with the 'Internet E-mail Settings' tab. The 'Account Type' dropdown is set to 'POP3', indicated by a red arrow. Other fields include 'Your Name: Bill Smith', 'E-mail Address: bsmith@gcmuni.net', 'Incoming mail server: mail.gcmuni.net', and 'Outgoing mail server (SMTP): mail.gcmuni.net'.

The screenshot shows the 'Change E-mail Account' dialog box with the 'Internet E-mail Settings' tab. The 'Account Type' dropdown is set to 'IMAP', indicated by a red arrow. Other fields include 'Your Name: Bill Smith', 'E-mail Address: bsmith@gcmuni.net', 'Incoming mail server: mail.gcmuni.net', and 'Outgoing mail server (SMTP): mail.gcmuni.net'.

# POP3 SETTINGS

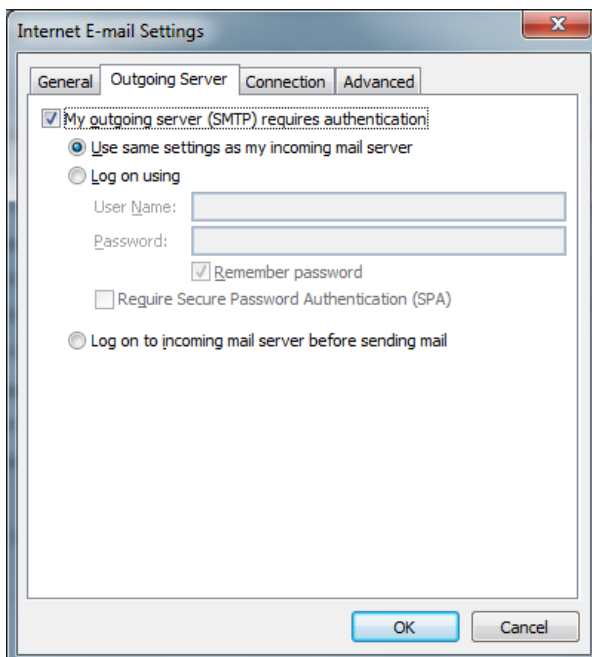
**STEP 4** Change the Incoming mail server to **mailserver.gcmuni.net** and the Outgoing mail server (SMTP) to **mailserver.gcmuni.net**. Add **@gcmuni.net** after your username, then click the **More Settings** button.



The screenshot shows the 'Change E-mail Account' dialog box with the following settings:

- Internet E-mail Settings**: Each of these settings are required to get your e-mail account working.
- User Information**:
  - Your Name: Bill Smith
  - E-mail Address: bsmith@gcmuni.net
- Server Information**:
  - Account Type: IMAP
  - Incoming mail server: mailserver.gcmuni.net
  - Outgoing mail server (SMTP): mailserver.gcmuni.net
- Logon Information**:
  - User Name: bsmith@gcmuni.net
  - Password: \*\*\*\*\*
  - Remember password
  - Require logon using Secure Password Authentication (SPA)
- Test Account Settings**: After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection). Button: Test Account Settings ...
- More Settings**: Button: More Settings ...
- Navigation: < Back, Next >, Cancel

**STEP 5** Under the Outgoing Server tab, **check** the box next to **"My outgoing server (SMTP) requires authentication."** Click the **Advanced** tab to continue to the next step.

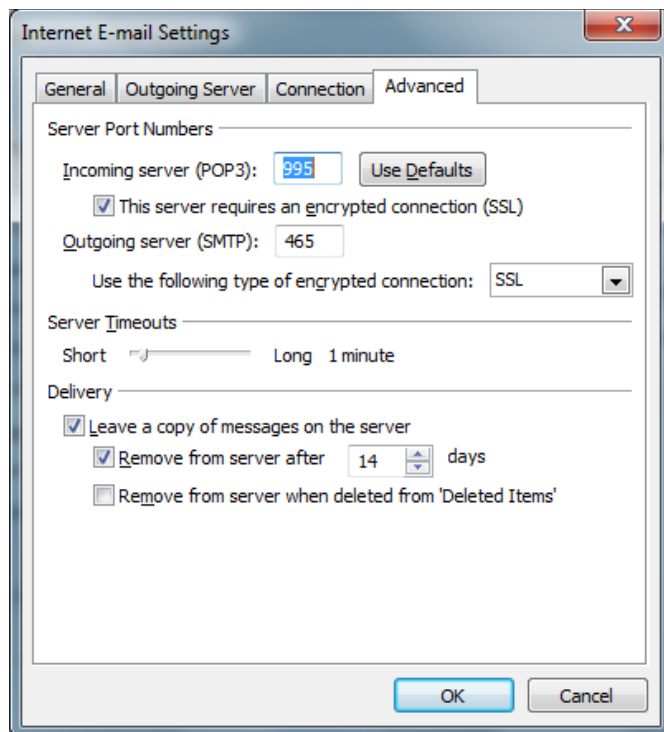


The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The settings are:

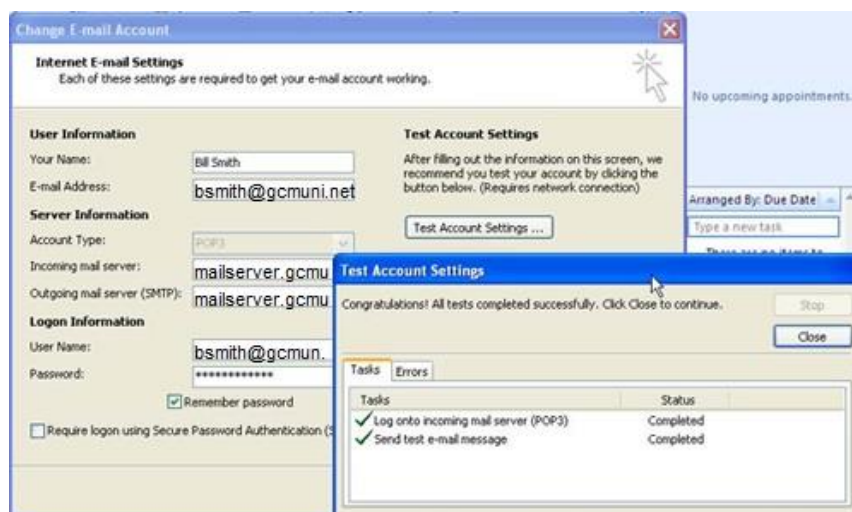
- My outgoing server (SMTP) requires authentication:
  - Use same settings as my incoming mail server
  - Log on using:
    - User Name: [text box]
    - Password: [text box]
    - Remember password
    - Require Secure Password Authentication (SPA)
  - Log on to incoming mail server before sending mail

- Buttons: OK, Cancel

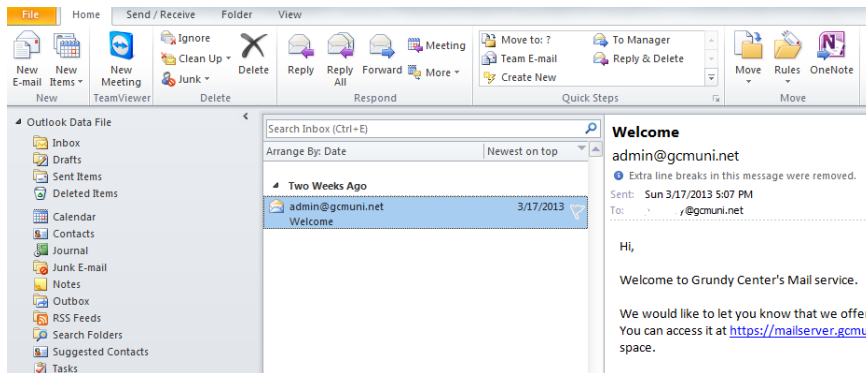
**STEP 6** Under the Advanced tab, make sure the Incoming server is set to **995** and Outgoing server is set to **465**. Next, check the box next to "**This server requires an encrypted connection (SSL)**." Change the encrypted connection type to **SSL** and then click **OK**.



**STEP 7** Next click the **Test Account Settings** button. If your settings are correct, you should see a screen that looks like the one below. Click the **Close** button on the Test Account Settings window and then click the **Finish** button in the Change E-mail Account window to return to the Outlook home screen.



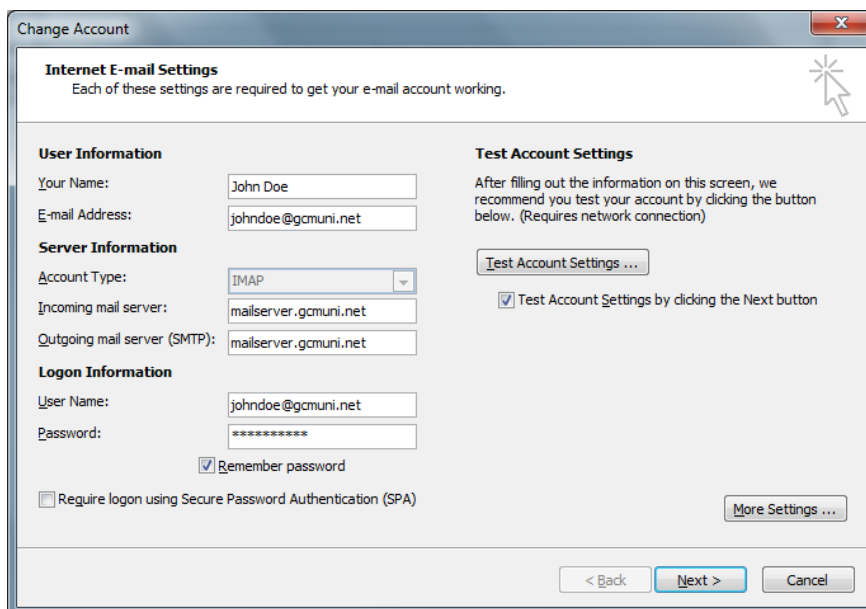
**STEP 8** Click the **Send/Receive** button to populate your inbox. The first time this button is pressed, you may receive older e-mails you have already read including spam messages. This is a one-time occurrence and will not happen each time you press the **Send/Receive** button.



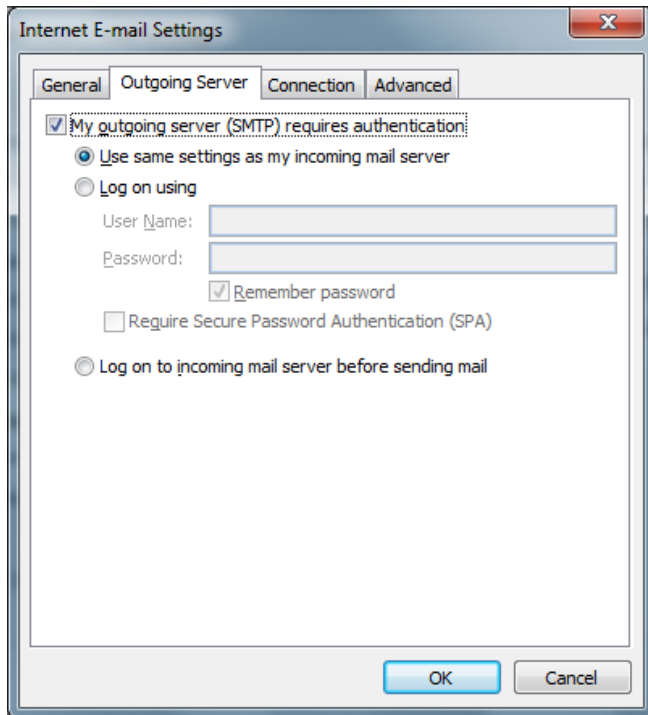
**CONGRATULATIONS** You are now able to send and receive e-mail from your GCMuni.net account using Microsoft Outlook 2010.

## IMAP SETTINGS

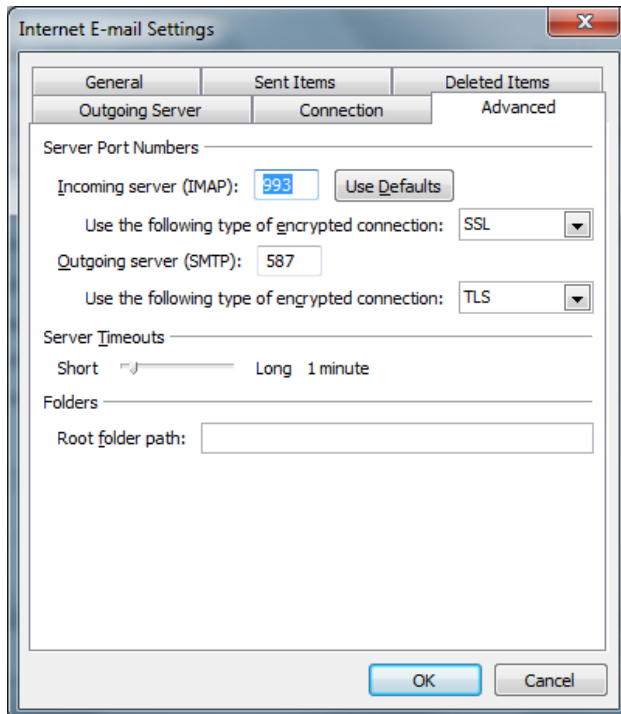
**STEP 4** Change the Incoming mail server to **mailserver.gcmuni.net** and the Outgoing mail server (SMTP) to **mailserver.gcmuni.net**. Add **@gcmuni.net** after your username, then click the **More Settings** button.



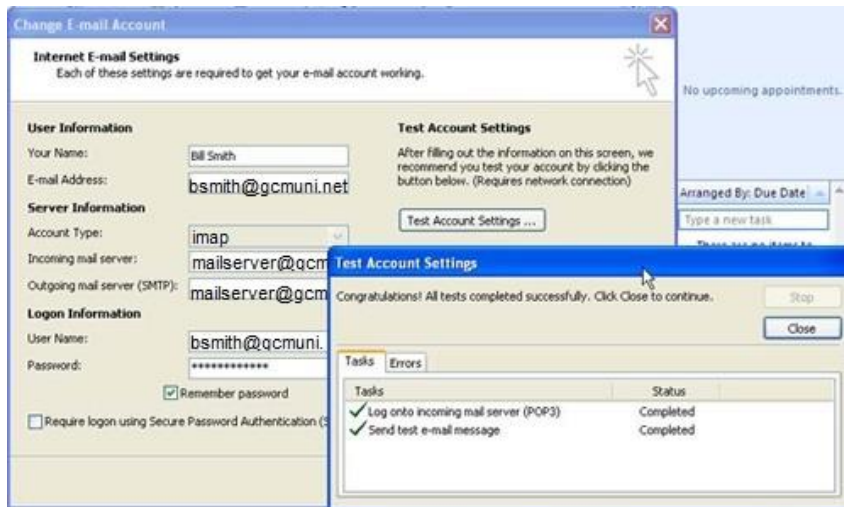
**STEP 5** Under the Outgoing Server tab, **check** the box next to "My outgoing server (SMTP) requires authentication." Click the **Advanced** tab to continue to the next step.



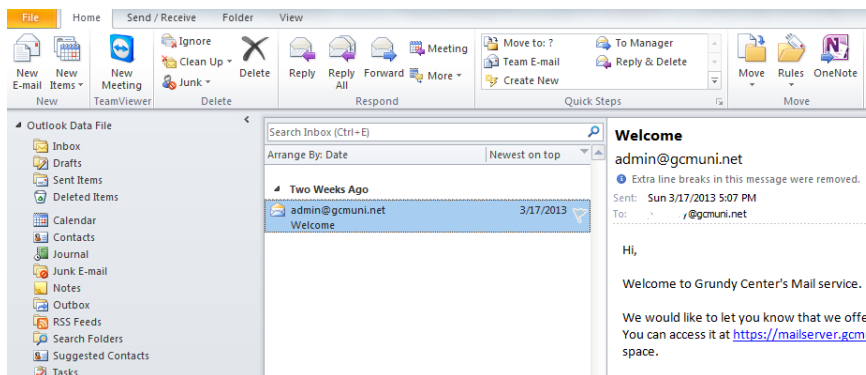
**STEP 6** Under the Advanced tab, make sure the Incoming server is set to **993** and Outgoing server is set to **587**. Next, check the box next to "This server requires an encrypted connection (**SSL**).". Change the encrypted connection type to **TLS** and then click **OK**.



**STEP 7** Next click the **Test Account Settings** button. If your settings are correct, you should see a screen that looks like the one below. Click the **Close** button on the Test Account Settings window and then click the **Finish** button in the Change E-mail Account window to return to the Outlook home screen.



**STEP 8** Click the **Send/Receive** button to populate your inbox.



**CONGRATULATIONS** You are now able to send and receive e-mail from your GCMuni.net account using Microsoft Outlook 2010. Press **Close** on the Test Account Settings window and close out of the Change E-mail Account window to get back to Outlook 2010.

gcmuni microsoft outlook 2010.docx 4/5/2013