

# MICROSOFT OUTLOOK 2003

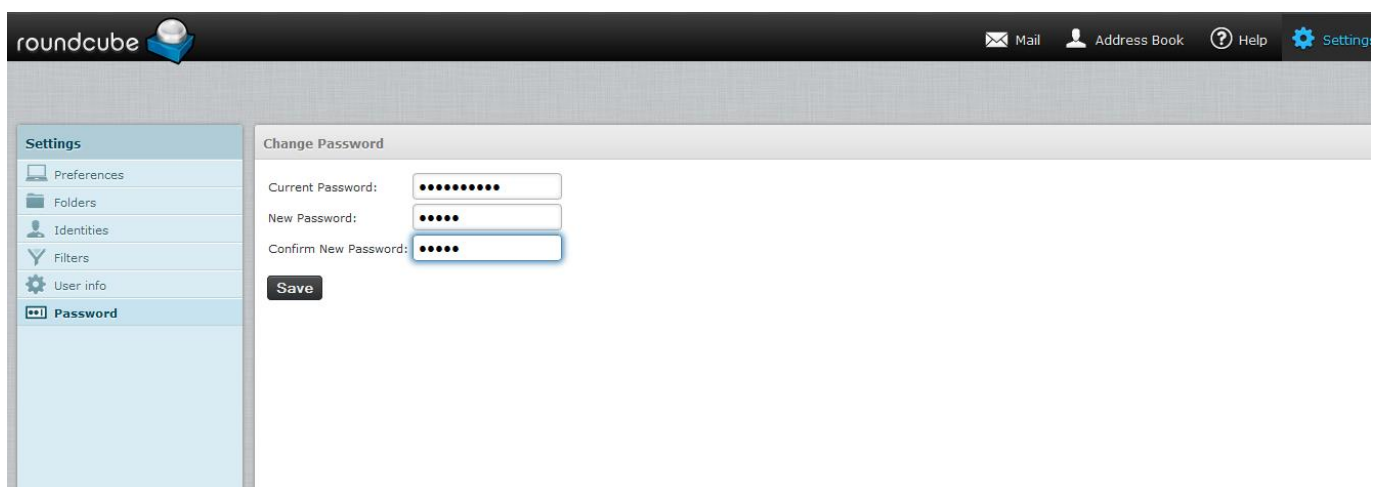
Follow these steps to update an Outlook 2003 account to send and receive e-mail using GCMUNI's new mail settings.

**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.



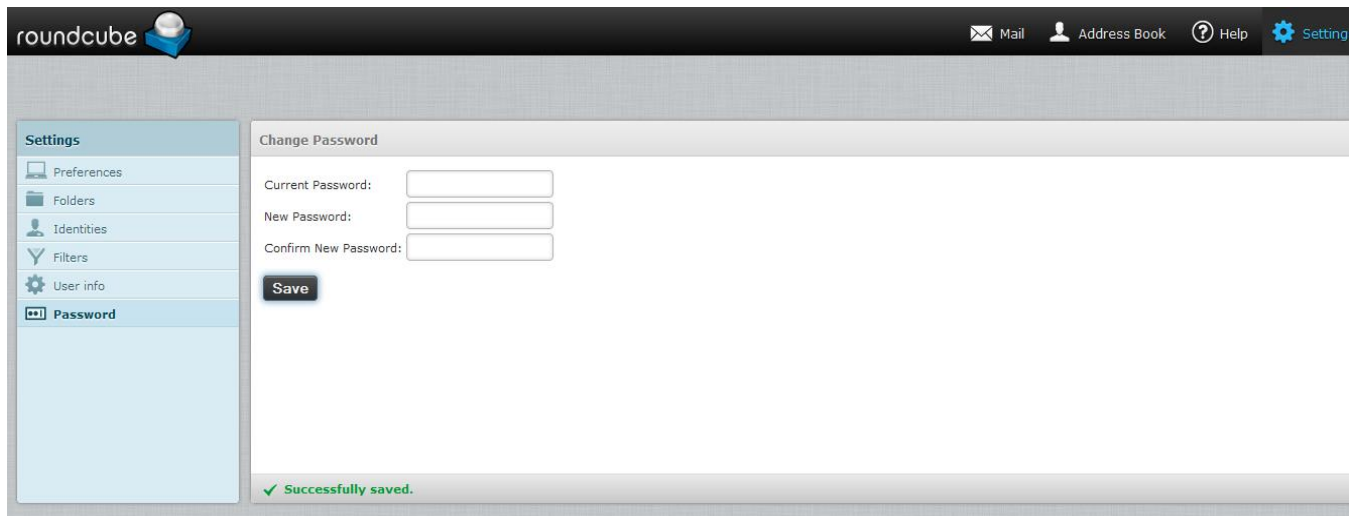
The image shows the Roundcube webmail 'Change Password' screen. The top navigation bar includes 'Mail', 'Address Book', 'Help', and 'Settings'. A left sidebar lists settings categories: 'Preferences', 'Folders', 'Identities', 'Filters', 'User info', and 'Password'. The main content area is titled 'Change 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:

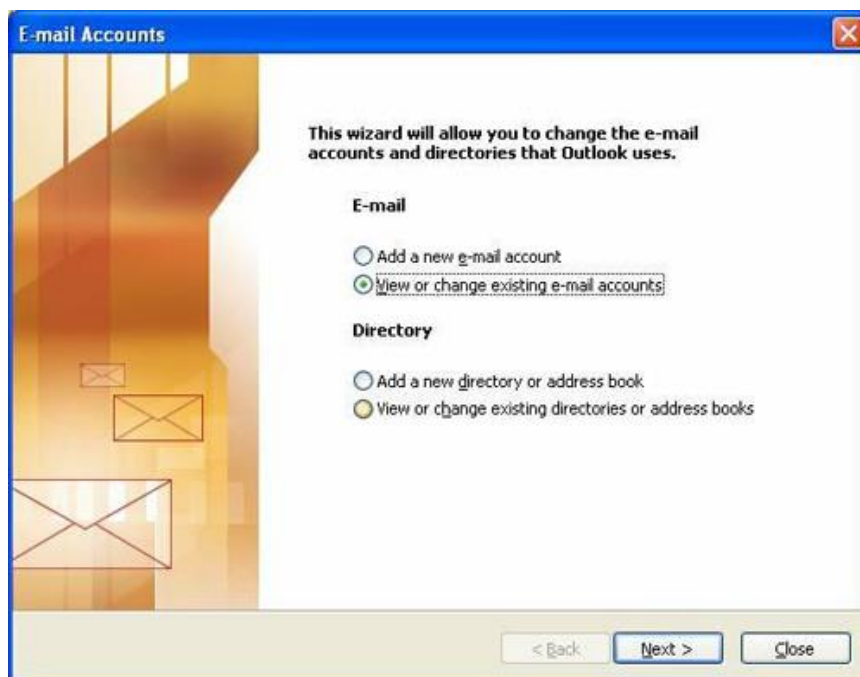


In the lower portion of the screen you should see the text: **Successfully Saved**  
Look quickly as this text may disappear after a few seconds.

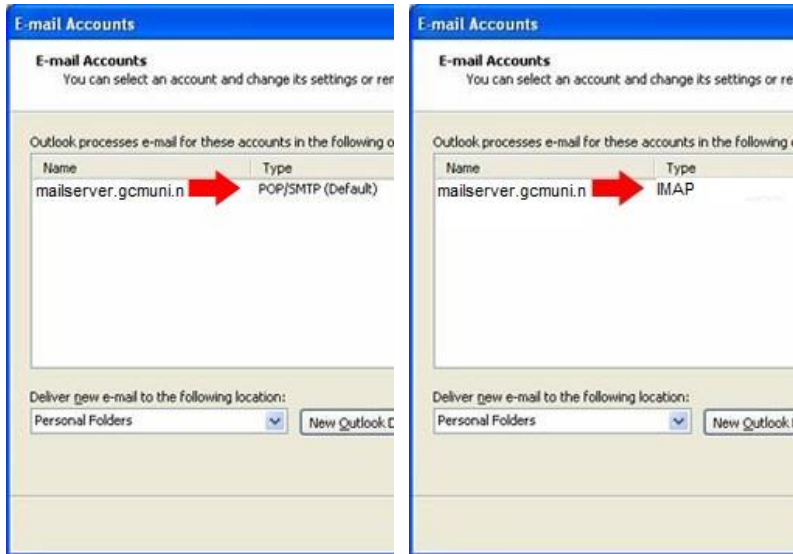
Click Logout in the upper right hand corner of the screen.

You can close your web browser.

**STEP 1** In Outlook 2003 select the **Tools** menu, then select **Accounts**. You will see the screen below. Select **View or change existing e-mail accounts** then click **Next**.



**STEP 2** Choose **POP** or **IMAP** settings. If your screen reads "POP/SMTP" **follow the POP instructions below**. If it reads "IMAP/SMTP" **follow the IMAP settings below**.



## POP SETTINGS

**STEP 3** 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.



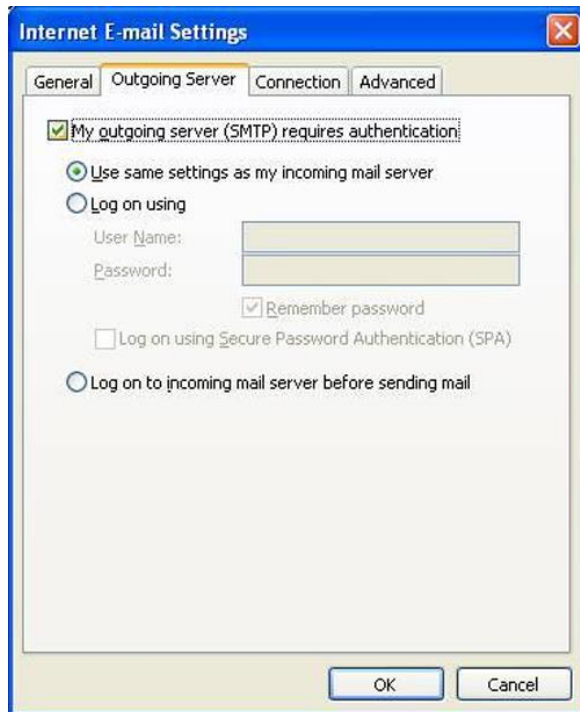
**STEP 4** Change incoming and outgoing servers to **mailserver.gcmuni.net** and **mailserver.gcmuni.net**. Add **@gcmuni.net** to the end of the account name, then click the **More Settings** button to continue to the next step.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' tab selected. The dialog has a blue title bar and a close button in the top right corner. Below the title bar, there is a section titled 'Internet E-mail Settings (POP3)' with a note: 'Each of these settings are required to get your e-mail account working.' The settings are organized into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' includes 'Your Name' (Bill Smith) and 'E-mail Address' (bsmith@gcmuni.net). 'Server Information' includes 'Incoming mail server (POP3)' and 'Outgoing mail server (SMTP)', both set to mailserver.gcmuni.net. 'Logon Information' includes 'User Name' (bsmith@gcmuni.net) and 'Password' (masked with asterisks), with a checked 'Remember password' checkbox and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. 'Test Settings' includes a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom of the dialog are '< Back', 'Next >', and 'Cancel' buttons.

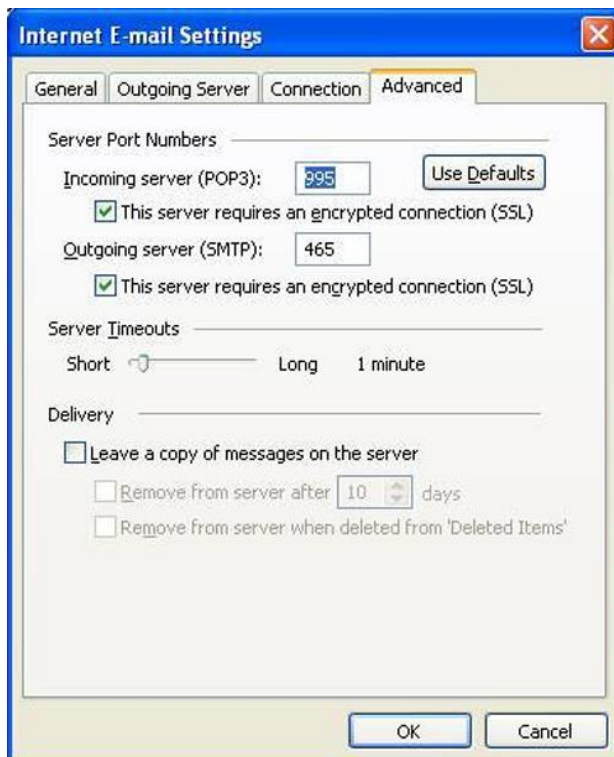
**STEP 5** Under the **General** tab, change the Mail Account type to **mailserver.gcmuni.net**, then click the **Outgoing Server** tab.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The dialog has a blue title bar and a close button in the top right corner. Below the title bar, there are four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'General' tab is active and contains the following fields: 'Mail Account' (with a dropdown menu showing 'Gcmuni'), 'Other User Information' (with 'Organization' and 'Reply E-mail' fields), and 'OK' and 'Cancel' buttons at the bottom.

**STEP 6** Under the Outgoing Server tab, click the box next to "**My outgoing server (SMTP) requires authentication.**" Click the **Advanced** tab to continue to the next step.



**STEP 7** Verify that your Incoming server value is set to **995** and Outgoing server value is set to **465**. If they are not, change them now. Check both boxes next to "**This server requires an encrypted connection (SSL),**" then click **Ok**.



**STEP 8** Now click the **Test Account Settings** button on the screen below.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name:   
E-mail Address:

**Server Information**  
Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**  
User Name:   
Password:   
 Remember password  
 Log on using Secure Password Authentication (SPA)

**Test Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

You should see a screen similar to the one below. Click **Close** to return to the E-mail Accounts window.

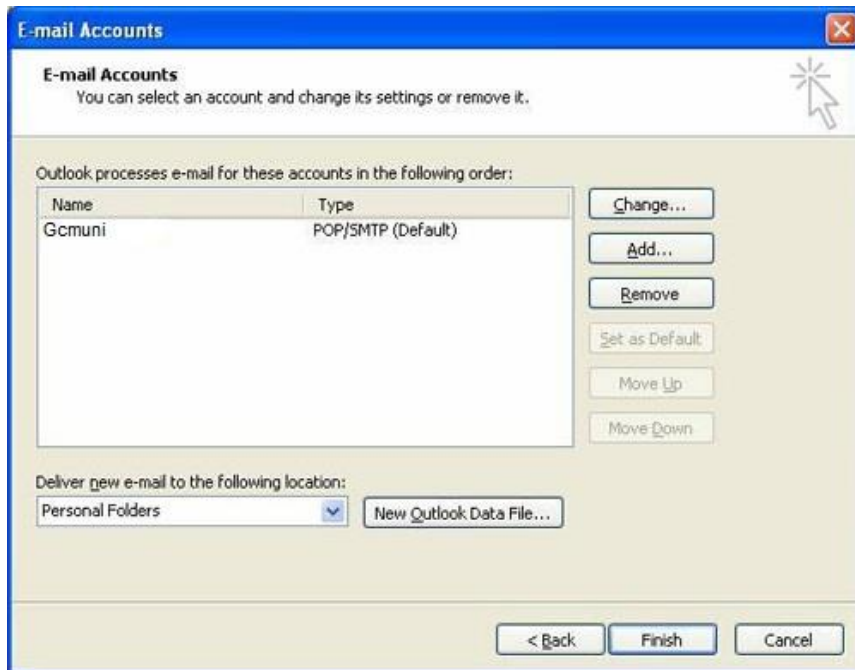
**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Tasks Errors

Tasks	Status
✓ Establish network connection	Completed
✓ Find outgoing mail server (SMTP)	Completed
✓ Find incoming mail server (POP3)	Completed
✓ Log onto incoming mail server (PO...	Completed
✓ Send test e-mail message	Completed

**STEP 9** Click the **Next** button on the E-mail Accounts window, then the **Finish** button on the screen below to return to the Outlook home screen.



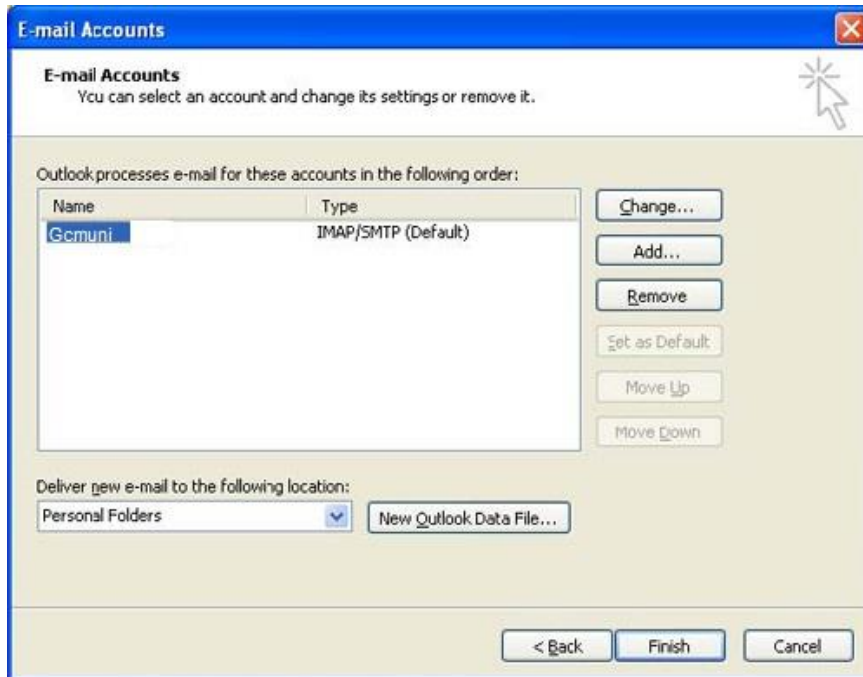
**STEP 10** Select the **Inbox** folder from the left window pane and click the **Send/Receive** button to receive your mail. The first time this button is pressed, you may receive older e-mails you have already read including spam messages. This is a one-time occurrence and will not happen each time 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 2003.

# IMAP SETTINGS

**STEP 3** 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.

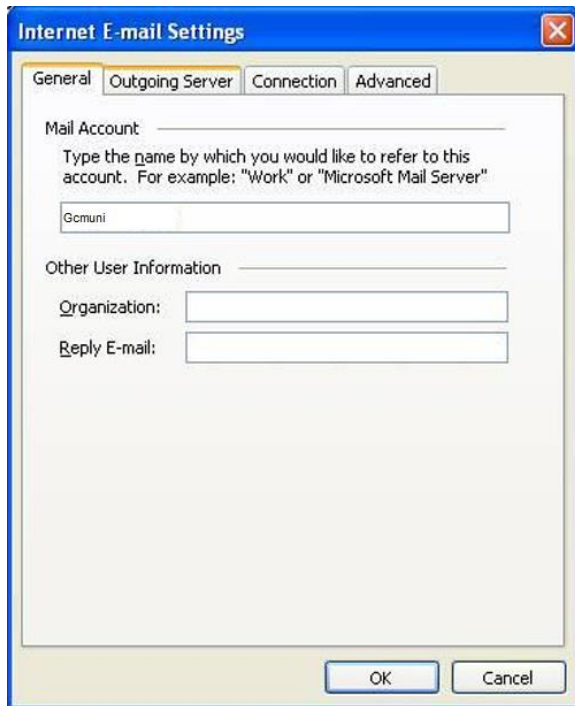


**STEP 4** Change incoming and outgoing servers to **mailserver.gcmuni.net** and **mailserver.gcmuni.net**. Add **@gcmuni.net** to the end of the account name, then click the **More Settings** button to continue to the next step.





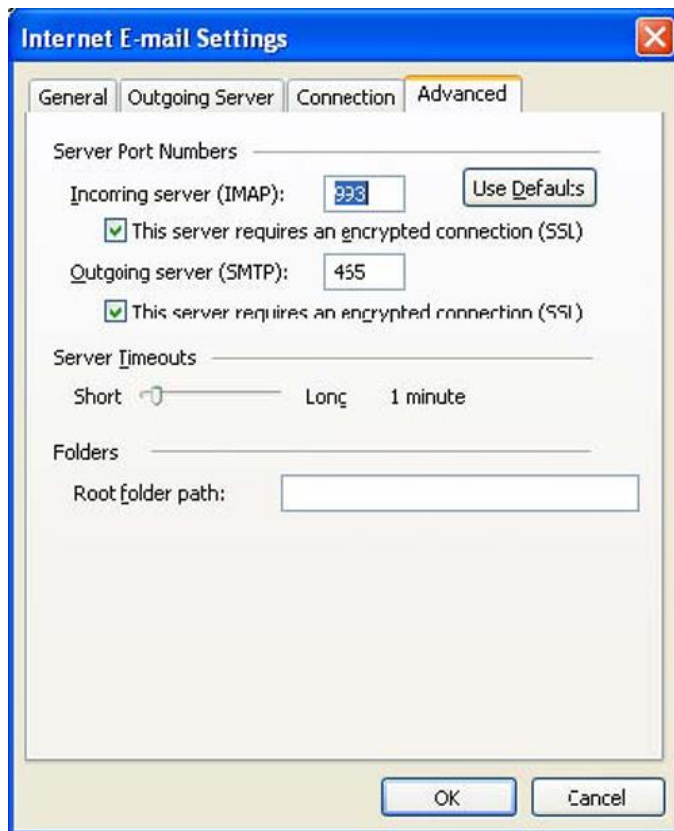
**STEP 5** Under the **General** tab, change the Mail Account type to **mailserver.gcmuni.net**, then click the **Outgoing Server** tab.



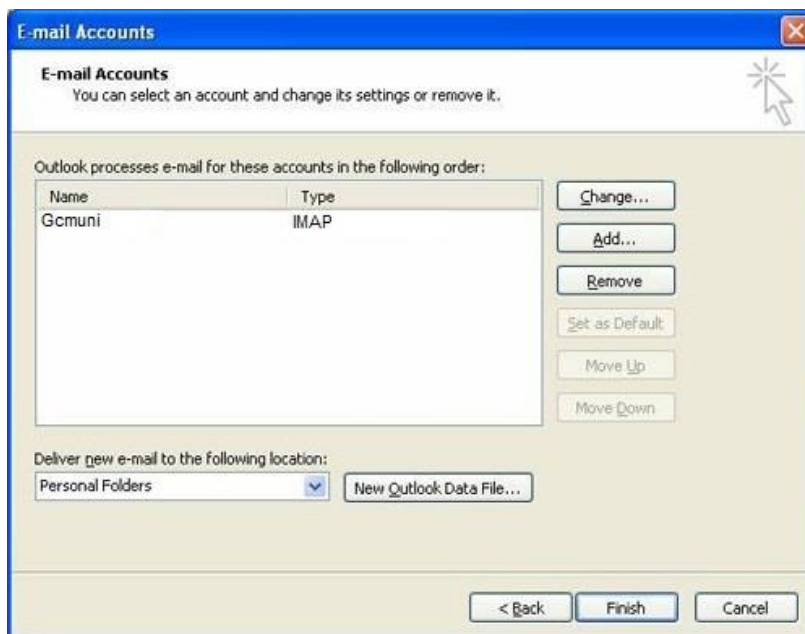
**STEP 6** Under the Outgoing Server tab, click the box next to "**My outgoing server (SMTP) requires authentication.**" Click the **Advanced** tab to continue to the next step.



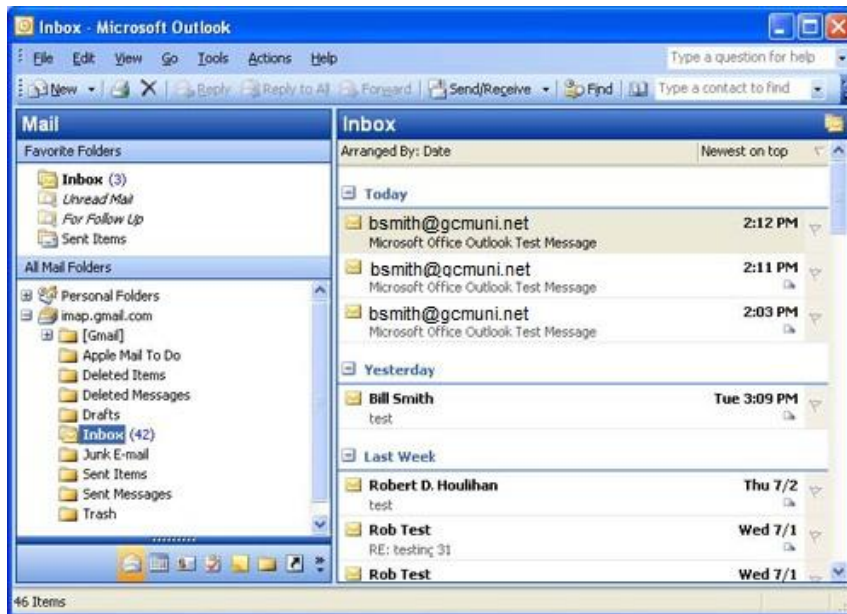
**STEP 7** Verify that your Incoming server value is set to **993** and Outgoing server value is set to **465**. If they are not, change them now. Check both boxes next to "This server requires an encrypted connection (SSL)," then click **Ok**.



**STEP 8** Click the **Finish** button to return to the Outlook home screen.



**STEP 9** Select the **Inbox** folder from the left window pane and click the **Send/Receive** button to receive your mail.



**CONGRATULATIONS** You are now able to send and receive e-mail from your Gcmuni.net account using Microsoft Outlook 2003.

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