

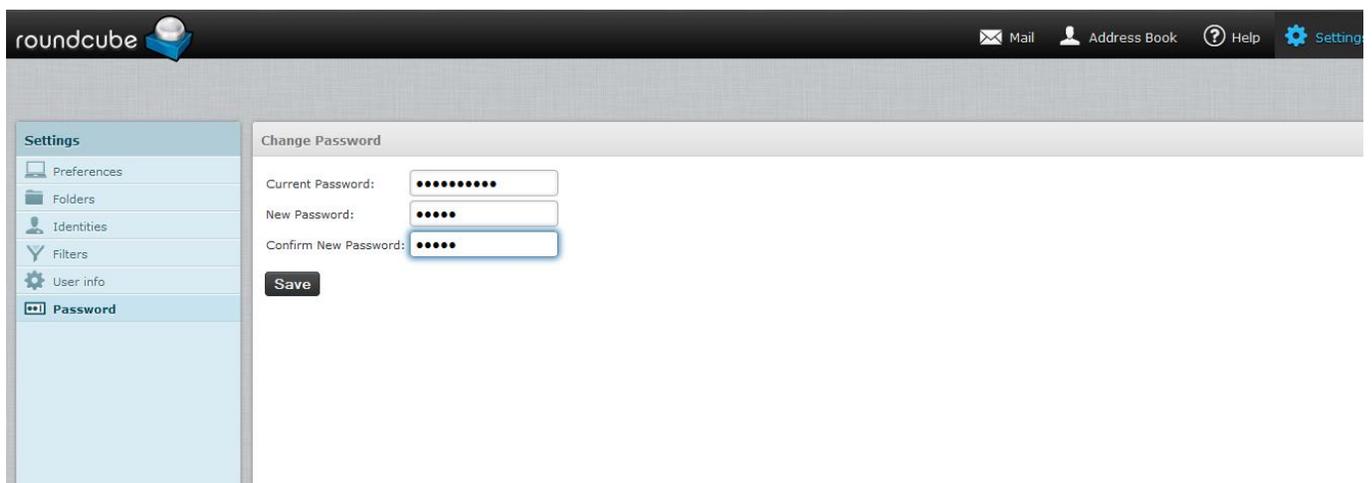
## US Cellular Mail Setup IMAP

**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.



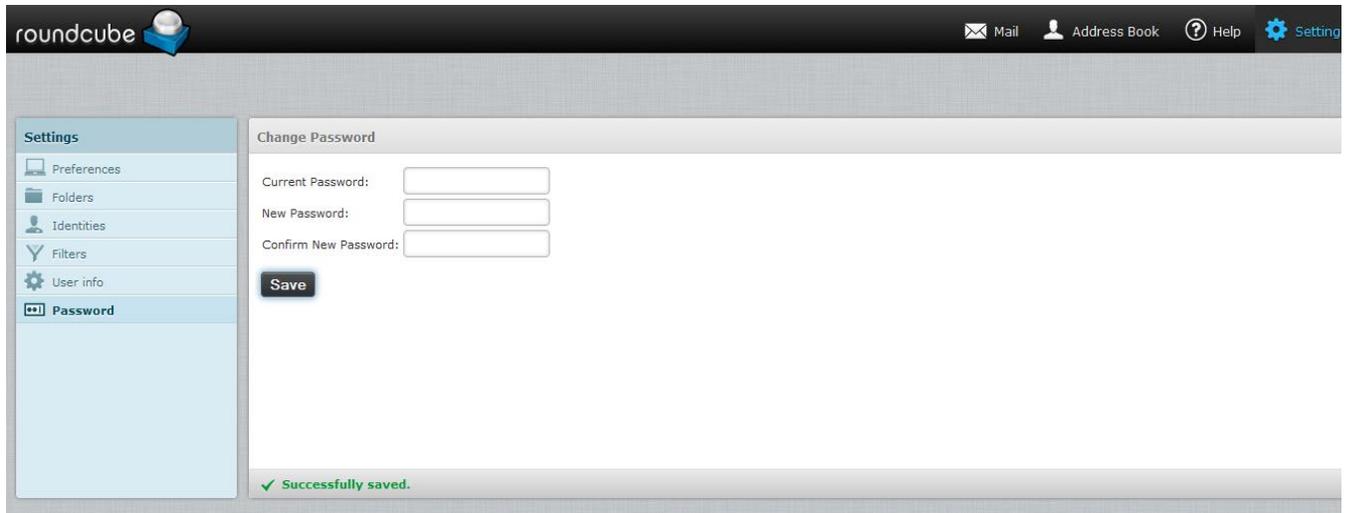
The image shows the Roundcube webmail login interface. At the top left is the Roundcube logo. Below it are two input fields: 'Username' containing 'johndoe@gcmuni.net' and 'Password' containing a series of dots. A 'Login' button is centered below the password field.

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. On the left is a sidebar menu with 'Settings' selected, and 'Password' highlighted. The main area has three password input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. A 'Save' button is located below the fields. The top navigation bar includes 'Mail', 'Address Book', 'Help', and 'Settings'.

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:



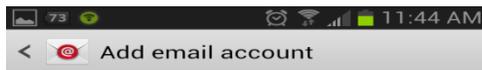
In the lower portion of the screen you should see the text: **Successfully Saved**  
Look quickly as this text may disappear after a few seconds.

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

You can close your web browser.

## **Step 1**

Open up your Mail Client on your device, when prompted, select "IMAP account"



What type of account?

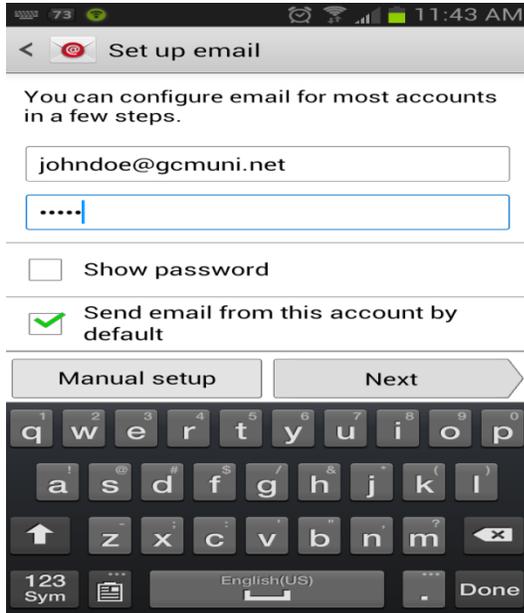
POP3 account

IMAP account

Microsoft Exchange ActiveSync

## Step 2

Enter your gcmuni email address and password, then select “Send email from this account by default” and hit Next.



## Step 3

Fill in your Username with your complete @gcmuni.net email address and then the password. Change IMAP server settings to mailserver.gcmuni.net and change the Security type to SSL (Accept all certificates) and make sure your Port is 993, ignore IMAP Path prefix and hit Next



## Step 4

Under SMTP server, change it to mailserver.gcmuni.net and Security type to TLS (Accept all certificates). Make sure your Port is 587 and has “Require sign-in” checked. Make sure your User name is filled in with your complete @gcmuni.net address and has the password filled in, Hit Next.

72 11:46 AM

< @ Outgoing server settings

SMTP server  
mailserver.gcmuni.net

Security type  
TLS (Accept all certificates)

Port  
587

Require sign-in

User name  
johndoe@gcmuni.net

Password  
.....

Next

## Step 5

Under Account Options, Make sure Sync Email, Send email from this account by default and Notify me when email arrives are all checked, hit Next.

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< @ Account options

Peak schedule  
Every 15 minutes

Off-peak schedule  
Every 15 minutes

Sync Email

Send email from this account by default

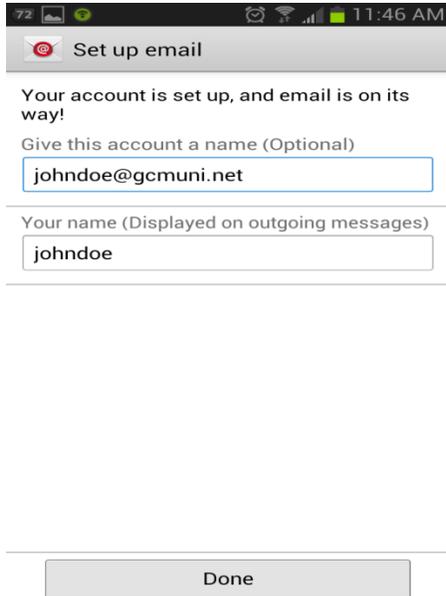
Notify me when email arrives

Automatically download attachments when connected to Wi-Fi

Next

## **Step 6**

On the Set up email screen, your gcmuni email and “Your name” boxes should be filled in for you, hit Done.



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 Set up email

Your account is set up, and email is on its way!

Give this account a name (Optional)

Your name (Displayed on outgoing messages)

Congratulations, your email should send itself a test message as proof that you are both sending and receiving emails from your phone and is ready to be used.

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