

Verizon Cell Phone Email Setup.

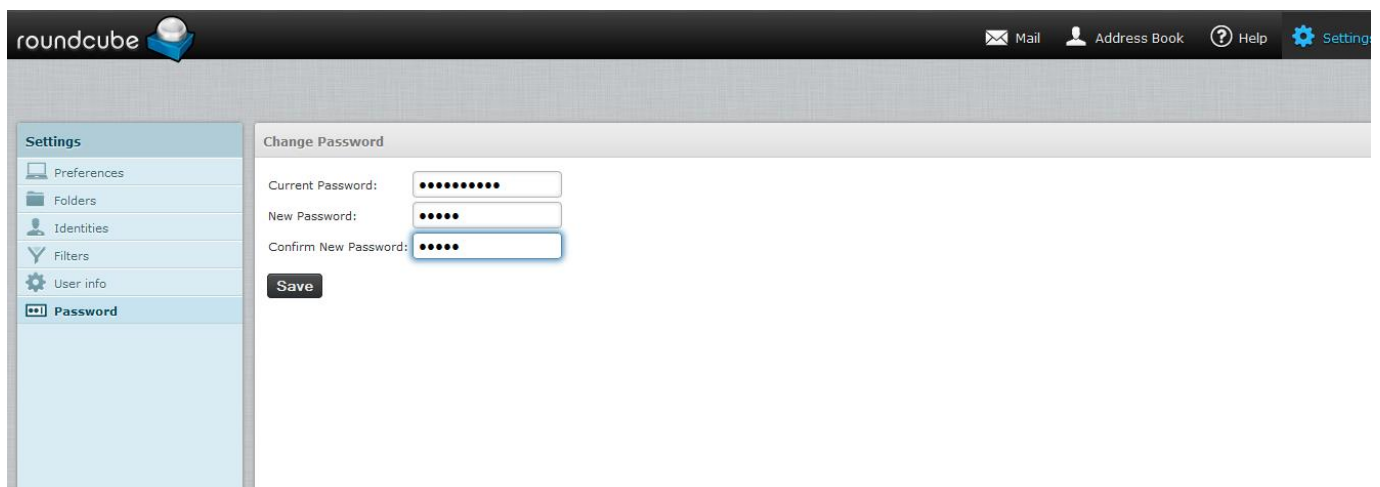
Follow these steps update your Verizon cell phone account to send and receive e-mail using GCMUNI's new mail settings.

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, which consists of the word "roundcube" in a lowercase sans-serif font next to a blue cube with a white sphere on top. Below the logo are two input fields: "Username" containing the text "johndoe@gcmuni.net" and "Password" containing ten black 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 the Roundcube logo, "Mail", "Address Book", "Help", and "Settings" (with a gear icon). A left sidebar menu is titled "Settings" and contains links for "Preferences", "Folders", "Identities", "Filters", "User info", and "Password" (which is highlighted). The main content area is titled "Change Password" and contains three input fields: "Current Password:" with ten black dots, "New Password:" with six black dots, and "Confirm New Password:" with six black 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.

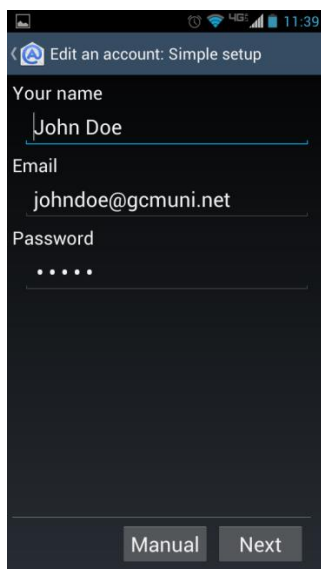
Click Logout in the upper right hand corner of the screen.

You can close your web browser.

You will need to download an email client for your Verizon cell phone to use your GCMuni email account. You can download email clients from the Google Play Store. Aqua Mail is a good example. [Download Aqua Mail.](#)

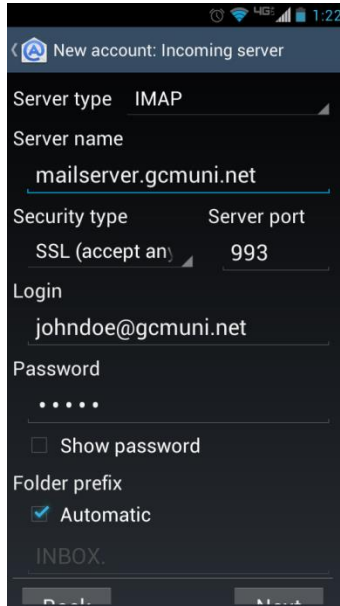
Step 1

Open your email client on your Verizon phone. Select add new account. Enter Your name, gcmuni email address, and password. Select Manual.



Step 2

Enter your GCmuni email **Incoming Server** settings. Server type is **IMAP**. Server name is **mailserver.gcmuni.net**, Security type is **SSL (accept any)**, port **993**, login will be your **full** email address (ex: [johndoe@gcmuni.net](mailto: johndoe@gcmuni.net)), folder prefix Automatic is **checked**. Click Next.



New account: Incoming server

Server type IMAP

Server name
mailserver.gcmuni.net

Security type SSL (accept any) Server port 993

Login
johndoe@gcmuni.net

Password
.....

Show password

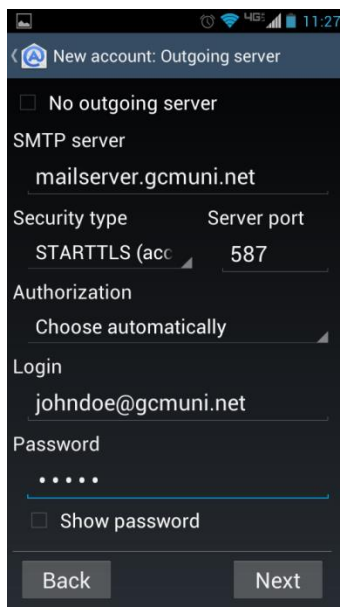
Folder prefix
 Automatic

INBOX.

Back Next

Step 3

Enter your GCmuni email **Outgoing Server** settings. No outgoing server is **unchecked**. SMTP server is **mailserver.gcmuni.net**, Security type is **TLS (accept any)**, port **587**, Authorization is **Choose Automatically**, login will be your **full** email address (ex: [johndoe@gcmuni.net](mailto: johndoe@gcmuni.net)), Click Next.



New account: Outgoing server

No outgoing server

SMTP server
mailserver.gcmuni.net

Security type STARTTLS (accept any) Server port 587

Authorization
Choose automatically

Login
johndoe@gcmuni.net

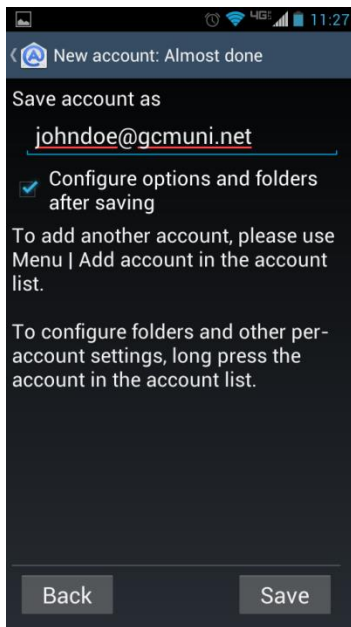
Password
.....

Show password

Back Next

Step 4

Click Save. Your GCMuni email should be ready to use on your Verizon Cell phone.



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