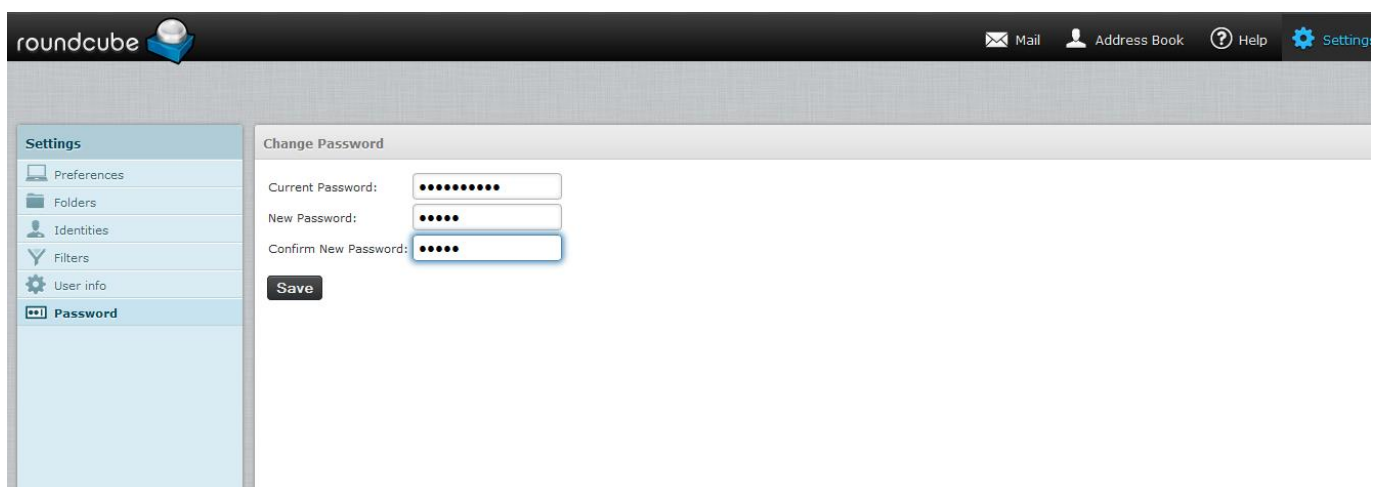# MICROSOFT OUTLOOK 2003

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

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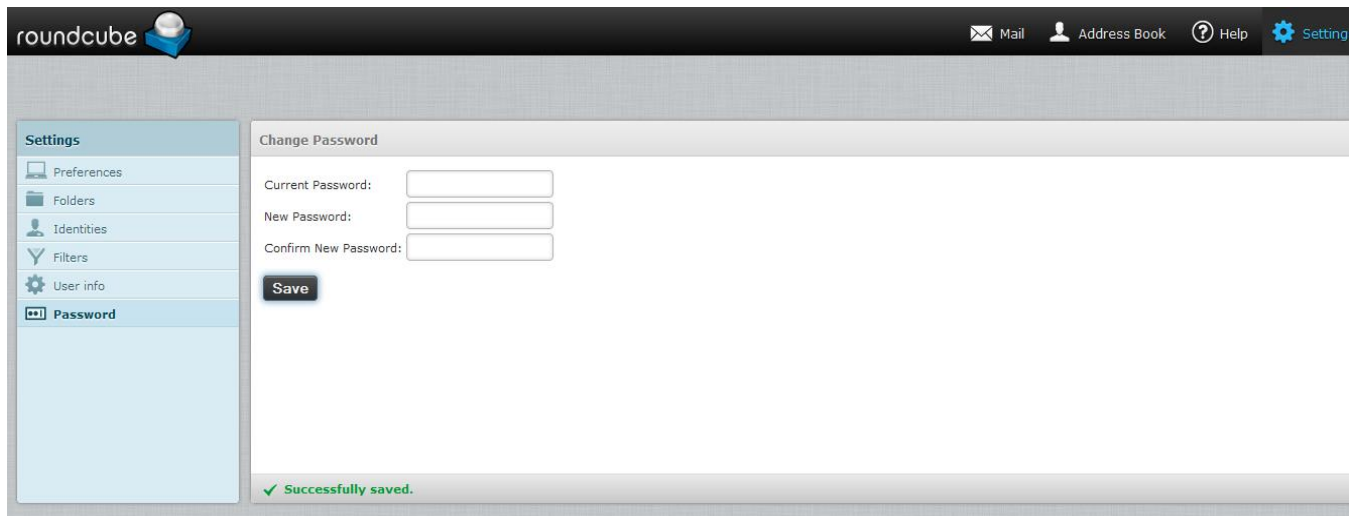

Enter your temporary password in the Current Password: box.
Enter a new password in the New Password: box.
Enter the new password again in the Confirm New Password: box.
Click the Save button to continue to the screen below:

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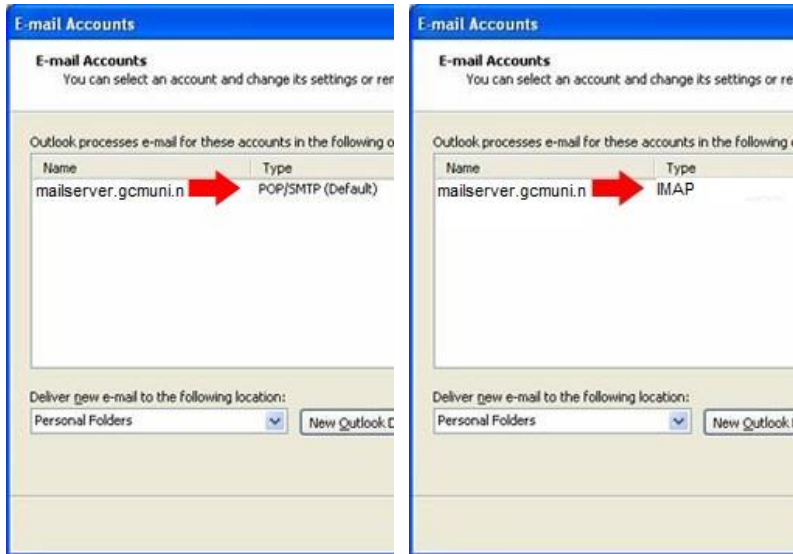
Click Logout in the upper right hand corner of the screen.

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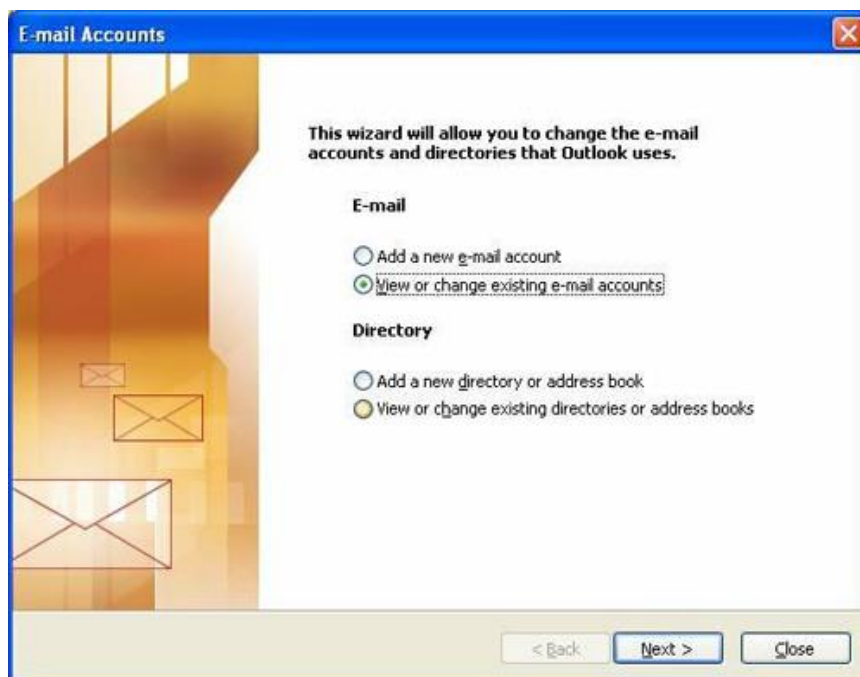
STEP 2 Choose **POP** or **IMAP** settings. If your screen reads "POP/SMTP" **follow the POP instructions below**. If it reads "IMAP/SMTP" **follow the IMAP settings below**.

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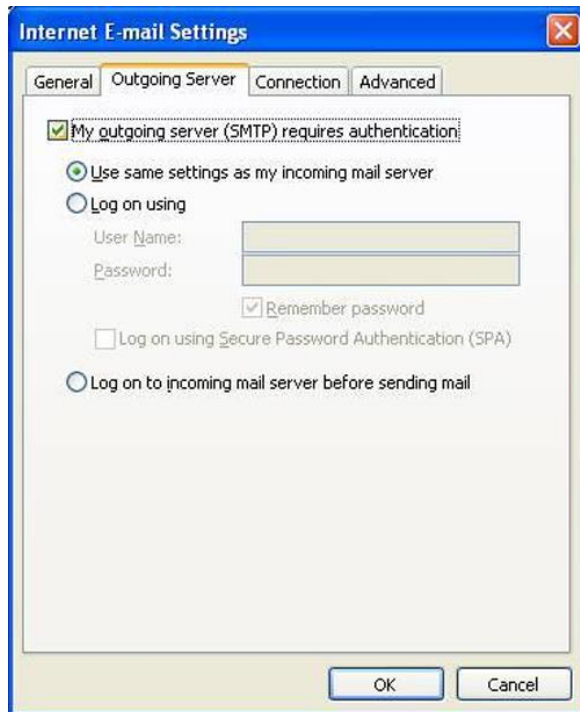
STEP 4   Change incoming and outgoing servers to **mailserver.gcmuni.net** and **mailserver.gcmuni.net**. Add **@gcmuni.net** to the end of the account name, then click the **More Settings** button to continue to the next step.

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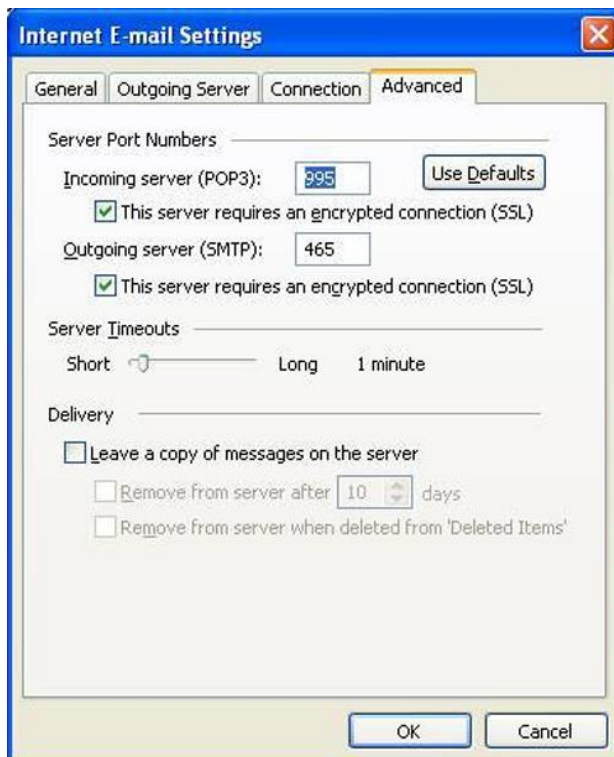
STEP 8 Now click the **Test Account Settings** button on the screen below.

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

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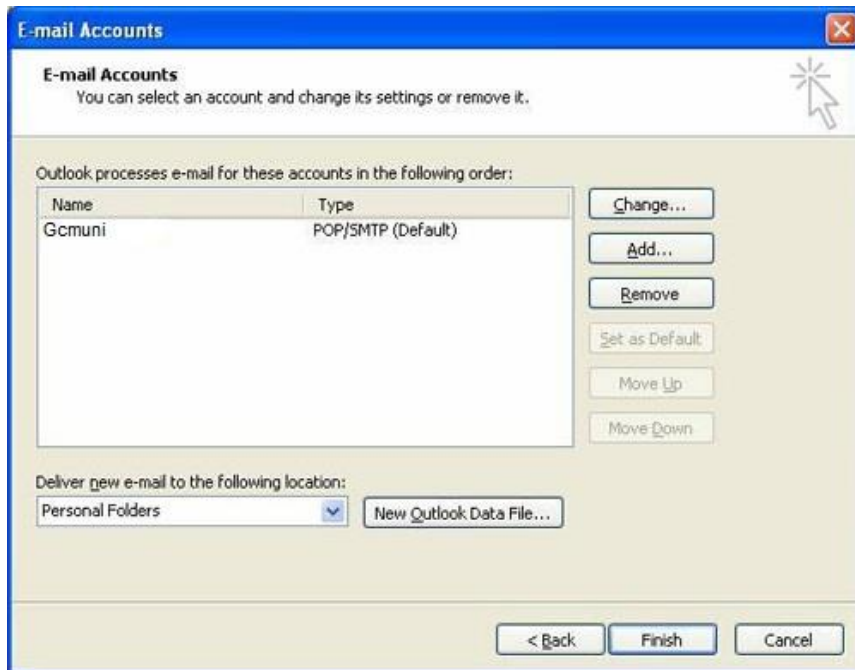
STEP 10   Select the **Inbox** folder from the left window pane and click the **Send/Receive** button to receive your mail. The first time this button is pressed, you may receive older e-mails you have already read including spam messages. This is a one-time occurrence and will not happen each time you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

Internet E-mail Settings

General | Outgoing Server | Connection | **Advanced**

Server Port Numbers

Incoming server (IMAP):   993 | Use Defaults |
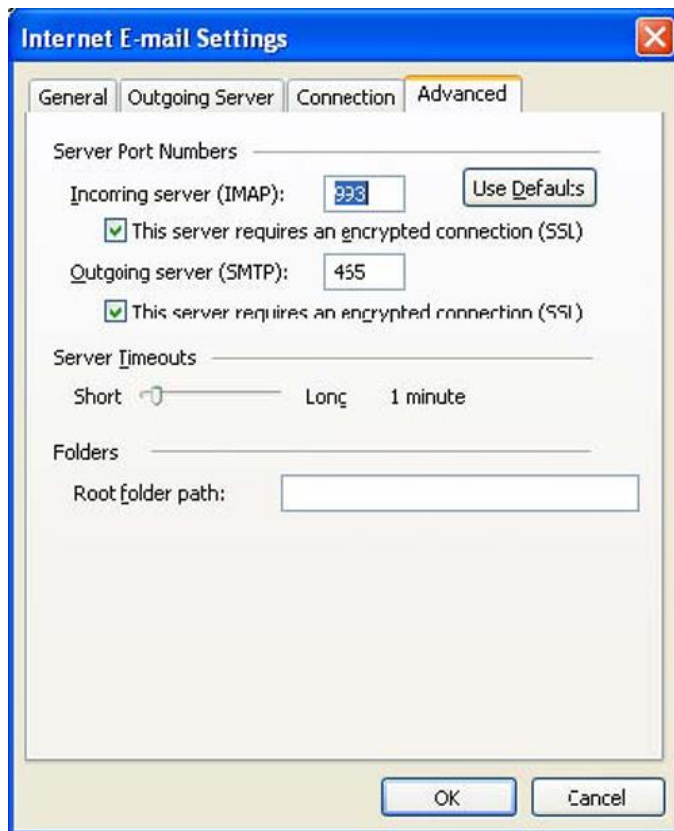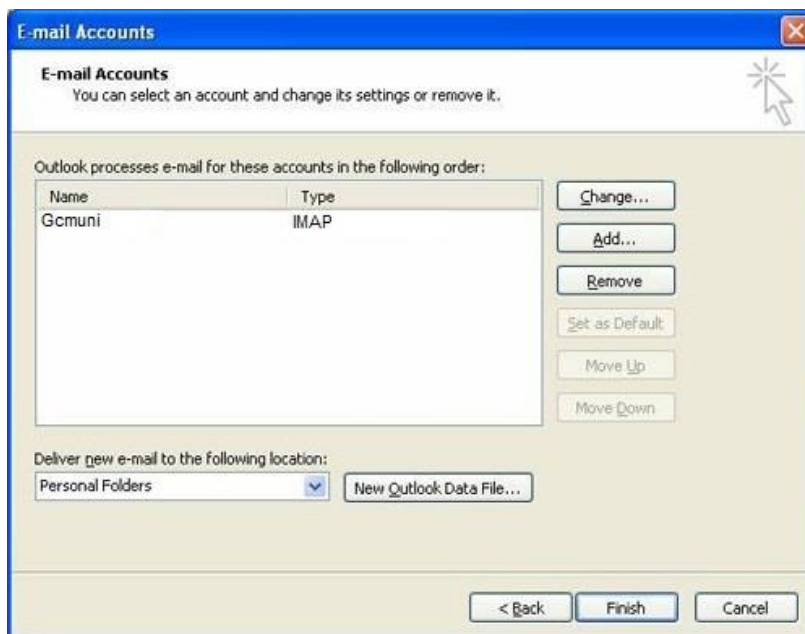☑ This server requires an encrypted connection (SSL)

Outgoing server (SMTP):   465
☑ This server requires an encrypted connection (SSL)

Server Timeouts

Short ⊂○―――――― Long   1 minute

Folders

Root folder path:

OK | Cancel

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

E-mail Accounts

E-mail Accounts
You can select an account and change its settings or remove it.

Outlook processes e-mail for these accounts in the following order:

Name	Type
Gcmuni	IMAP

Change...
Add...
Remove
Set as Default
Move Up
Move Down

Deliver new e-mail to the following location:

Personal Folders   ⌄ | New Outlook Data File... |

< Back | Finish | Cancel

STEP 9 Select the **Inbox** folder from the left window pane and click the **Send/Receive** button to receive your mail.
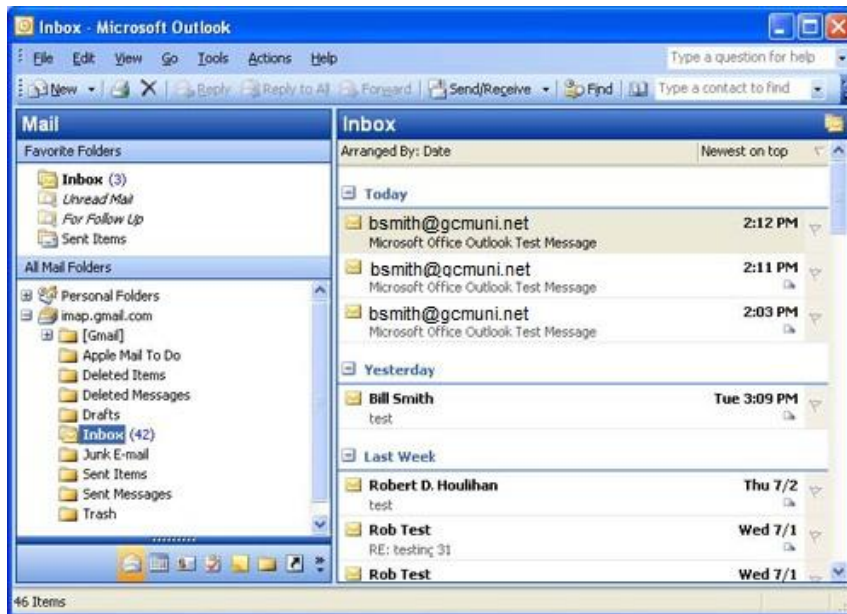
CONGRATULATIONS You are now able to send and receive e-mail from your Gcmuni.net account using Microsoft Outlook 2003.

Microsoft outlook 2003 email setup.docx 4/8/13