

# WINDOWS OUTLOOK EXPRESS

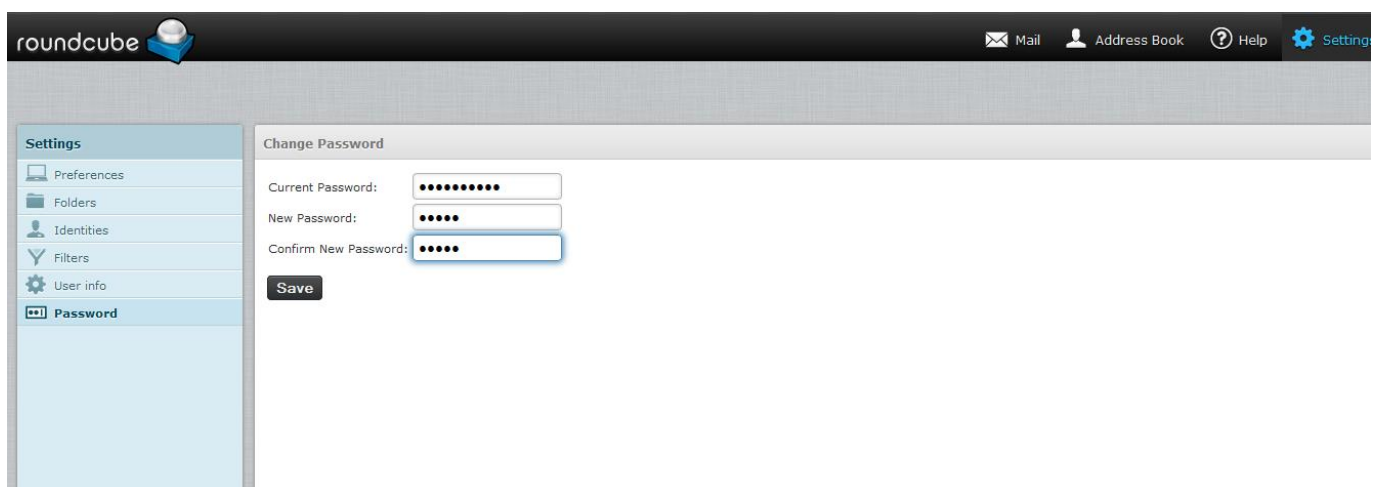
Follow these steps to update a Windows Outlook Express account to send and receive e-mail using GCMUNI's new mail settings.

**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:



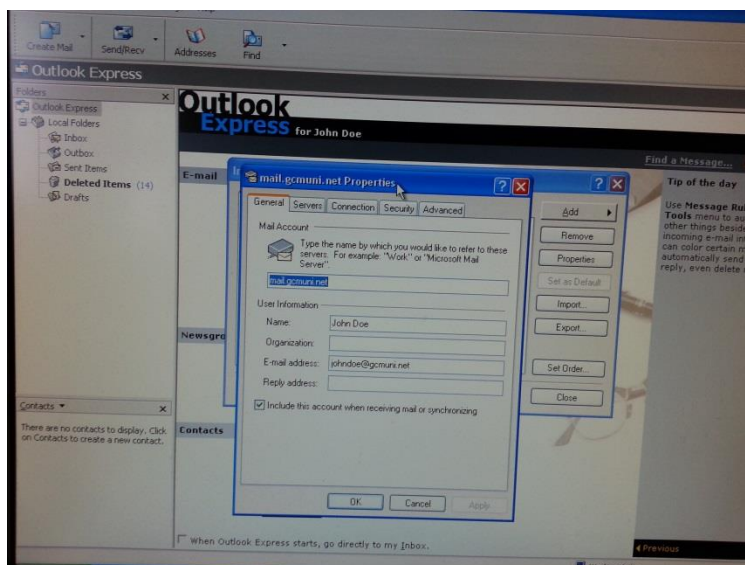
In the lower portion of the screen you should see the text: **Successfully Saved**  
Look quickly as this text may disappear after a few seconds.

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

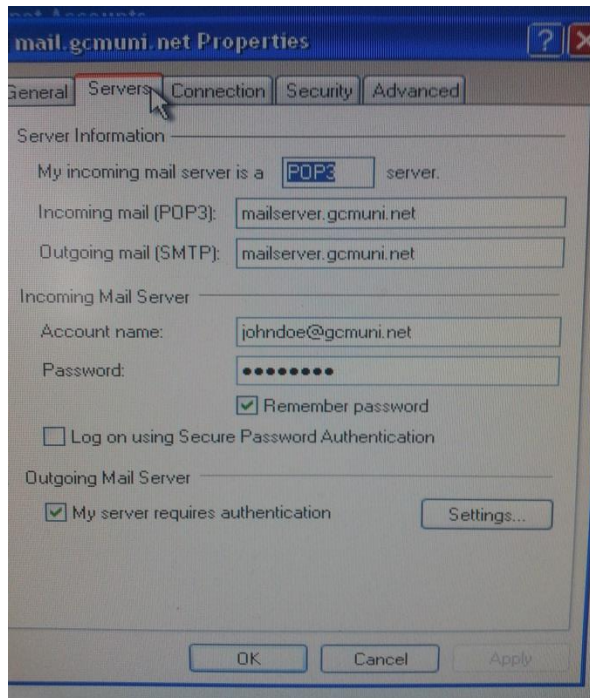
You can close your web browser.

Start Windows Outlook Express.

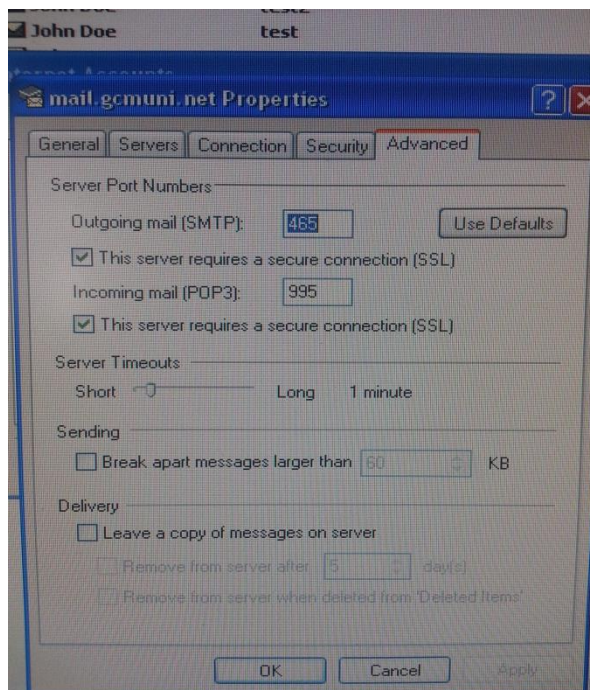
**STEP 1** In Windows Outlook Express go to **Tools > Accounts > Properties.**



**STEP 2** Click on the **SERVERS** tab.

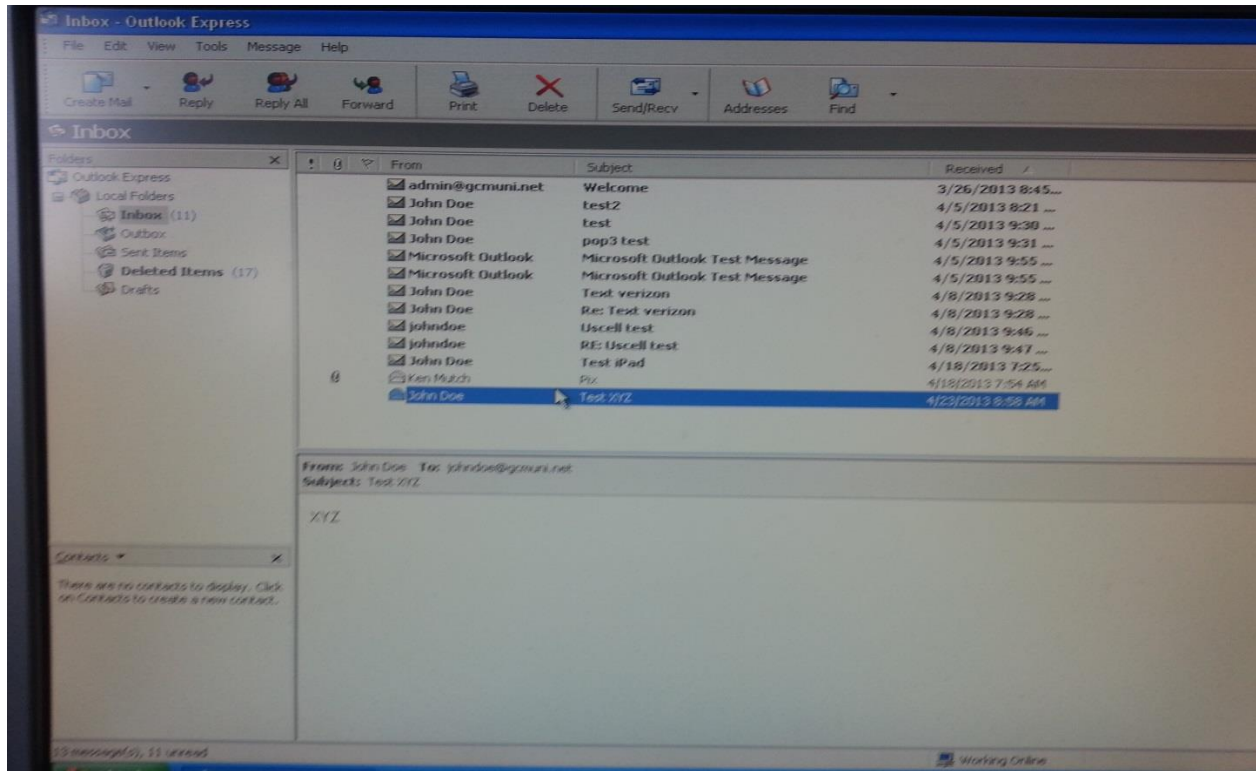


**STEP 3** Change the Incoming mail server (POP3) to **mailserver.gcmuni.net** and the Outgoing mail server (SMTP) to **mailserver.gcmuni.net**. Check the box next to “**My server requires authentication**”.



**Step 4** Under the Advanced tab, **Check both** boxes for “**This server requires a secure connection (SSL)**” and set the Outgoing mail (SMTP) to **465**. Set the Incoming mail (POP3) to **995** and click the OK button.

**Step 5** Next click **SEND/RECEIVE > All email accounts** buttons. If your settings are correct, you should receive no errors during the send/receive test. This send/receive test should 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 Windows Outlook Express.

gcmuni outlook express.dox 4/23/2013