

# MICROSOFT OUTLOOK 2003

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

**Before you start**, make sure your CFU e-mail password is at least eight characters long. If it is less than eight characters, [click here](#) to continue to the screen below. Enter your current CFU e-mail address and password, then the new password of your choice. Enter the scrambled words in the box indicated then click the **Change Password** button.

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### CFU CyberNet E-mail Password Change / Reset

#### Password Change

E-mail address

Current Password

New Password

Verify New Password

**Note:** Passwords must be at least 8 characters long and include either a number or other non-alphanumeric character. You may not use your email address or CFU account number as your password.

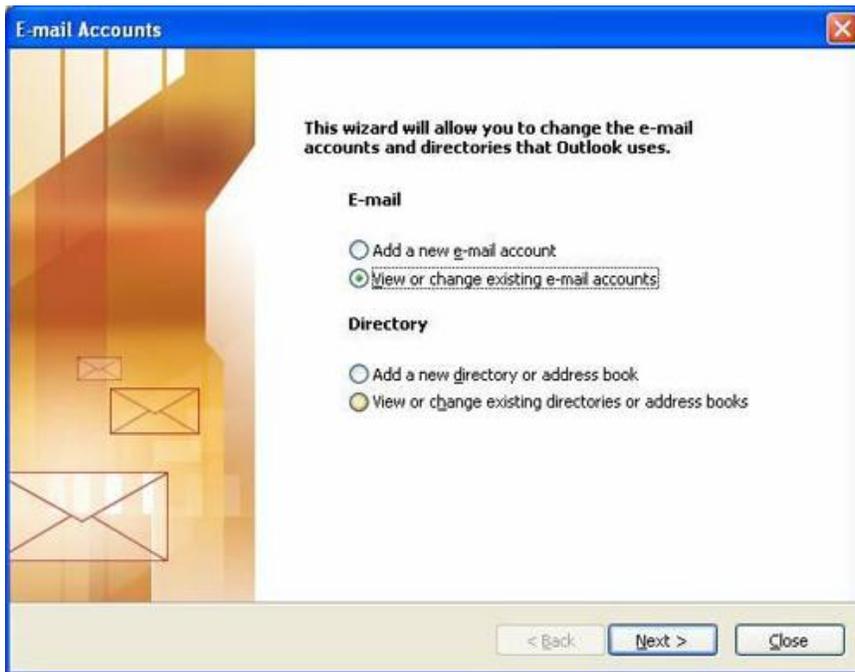


Type the two words:

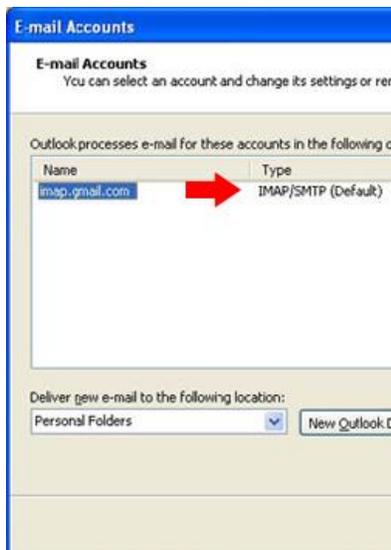
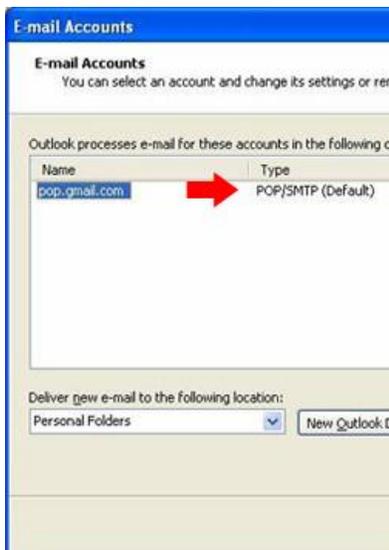
 stop spam. read books.

**Change Password**

**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

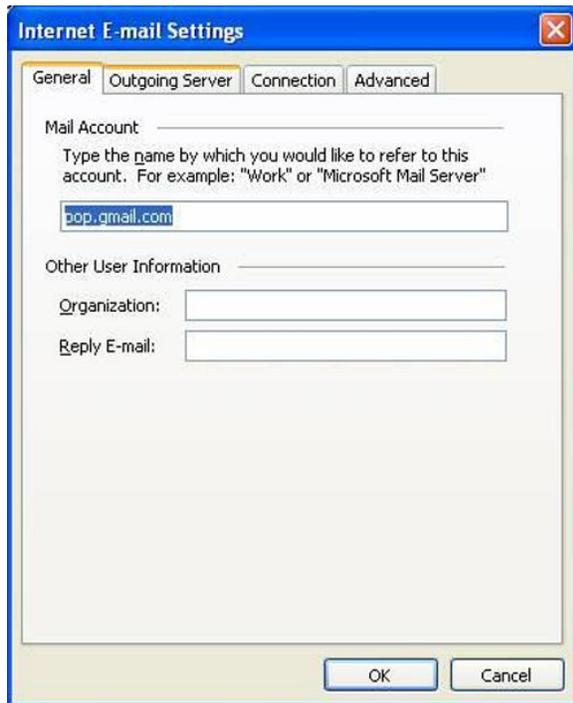
**STEP 3** Highlight your CFU account and click **Change**. If multiple CFU accounts exist, each one will need to be edited individually. Follow these steps for each CFU account.



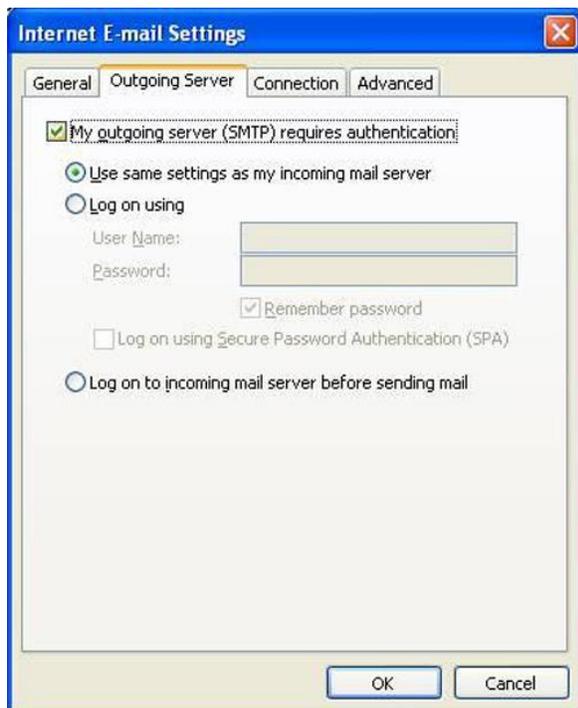
**STEP 4** Change incoming and outgoing servers to **pop.gmail.com** and **smtp.gmail.com**. Add **@cfu.net** to the end of the account name, then click the **More Settings** button to continue to the next step.



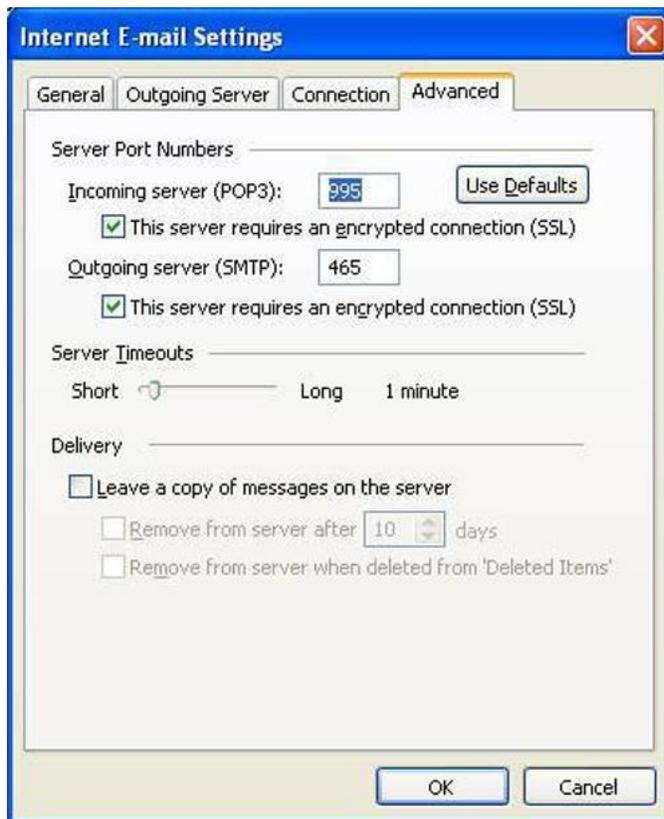
**STEP 5** Under the **General** tab, change the Mail Account type to **pop.gmail.com**, then click the **Outgoing Server** tab.



**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.

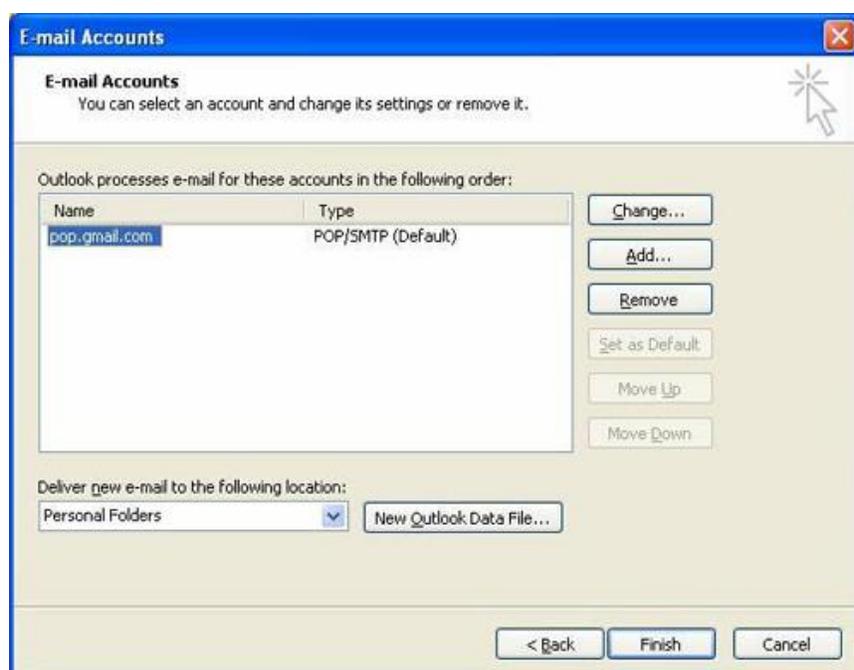


You should see a screen similar to the one below. Click **Close** to return to the E-mail Accounts window.

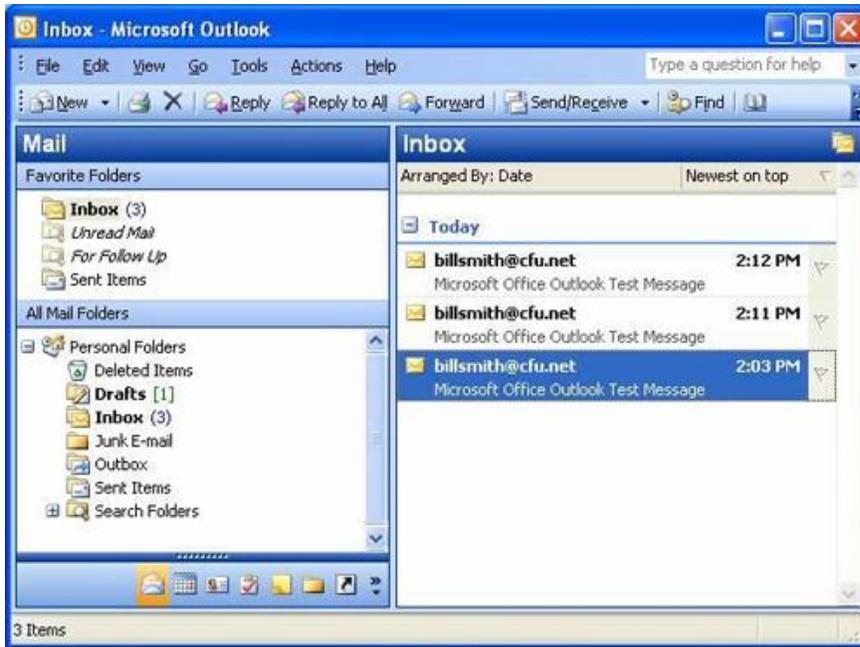


[Click Here](#) if your screen does not look like the one above or you have received an error message.

**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.

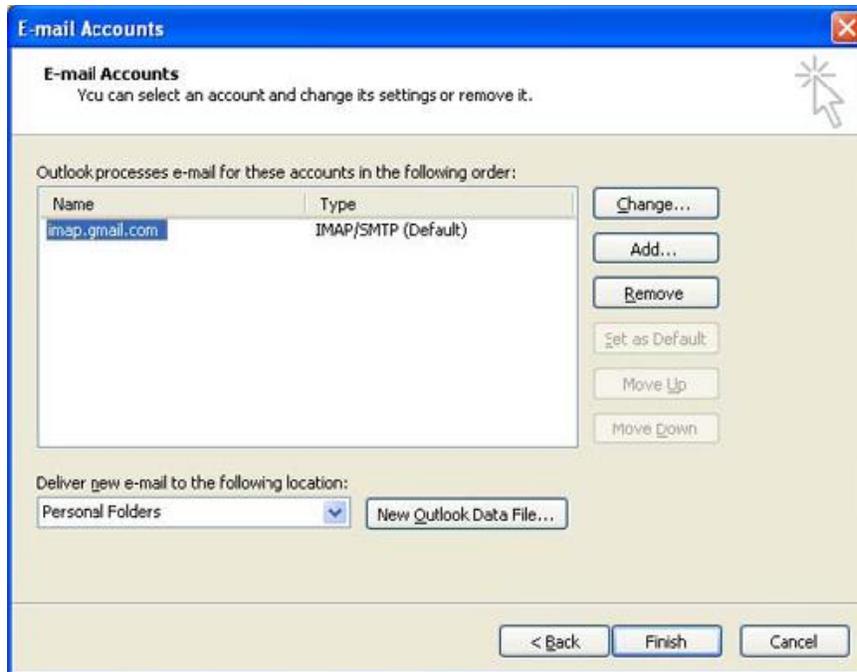


[Click Here](#) if your screen does not look like the one above or you have received an error message.

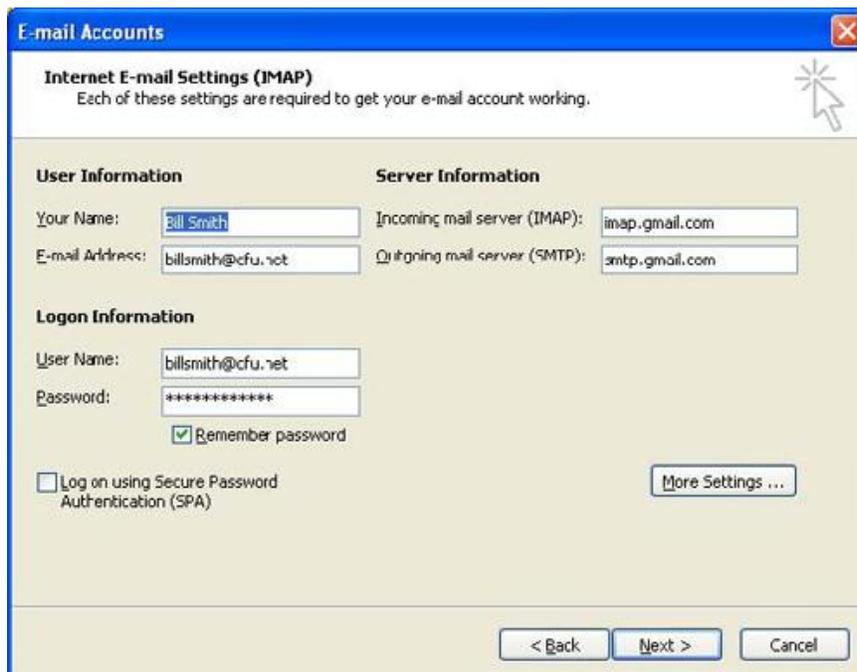
**CONGRATULATIONS** You are now able to send and receive e-mail from your cfu.net account using Microsoft Outlook 2003.

# IMAP SETTINGS

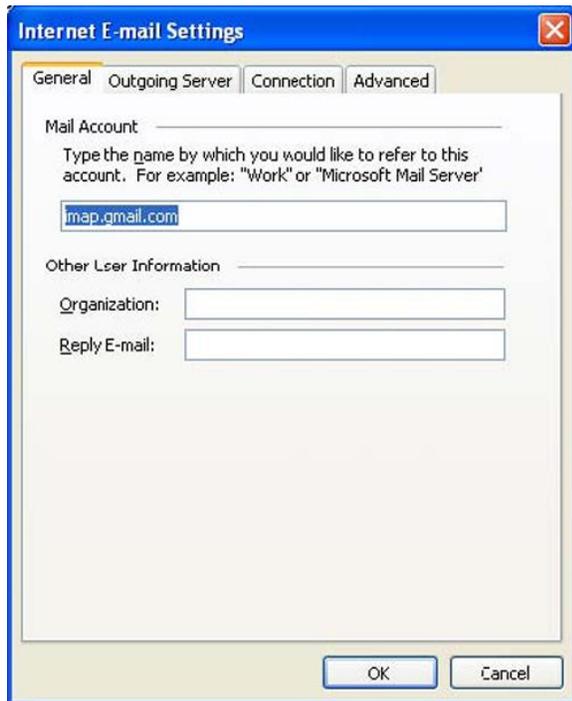
**STEP 3** Highlight your CFU account and click **Change**. If multiple CFU accounts exist, each one will need to be edited individually. Follow these steps for each CFU account.



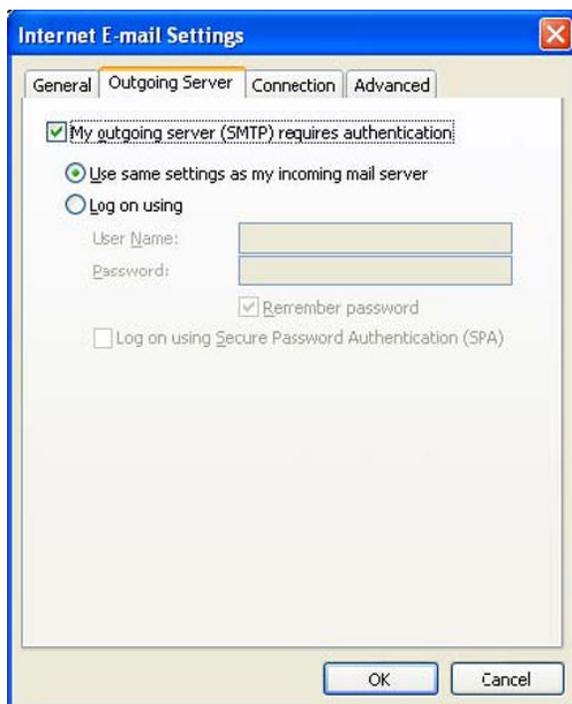
**STEP 4** Change incoming and outgoing servers to **imap.gmail.com** and **smtp.gmail.com**. Add **@cfu.net** to the end of the account name, then click the **More Settings** button to continue to the next step.



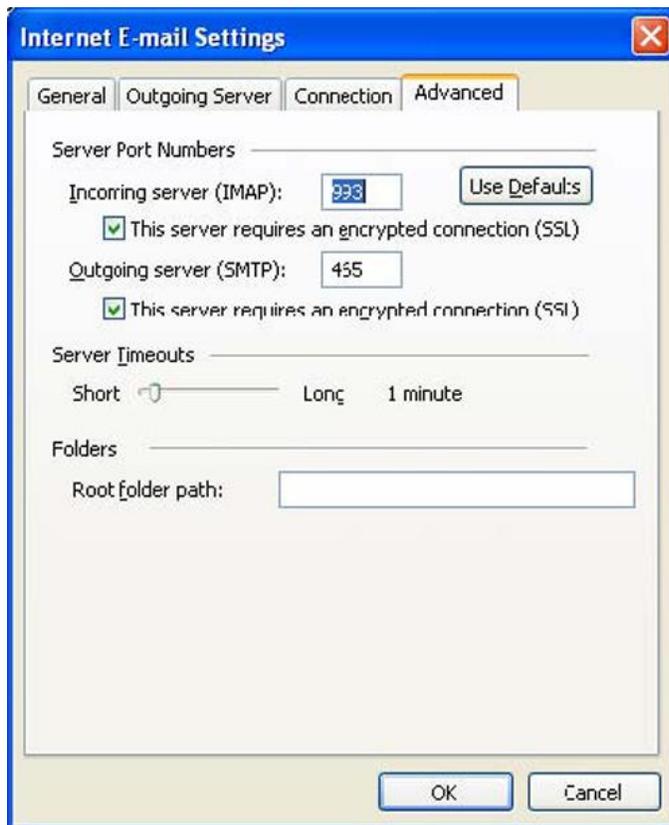
**STEP 5** Under the **General** tab, change the Mail Account type to **imap.gmail.com**, then click the **Outgoing Server** tab.



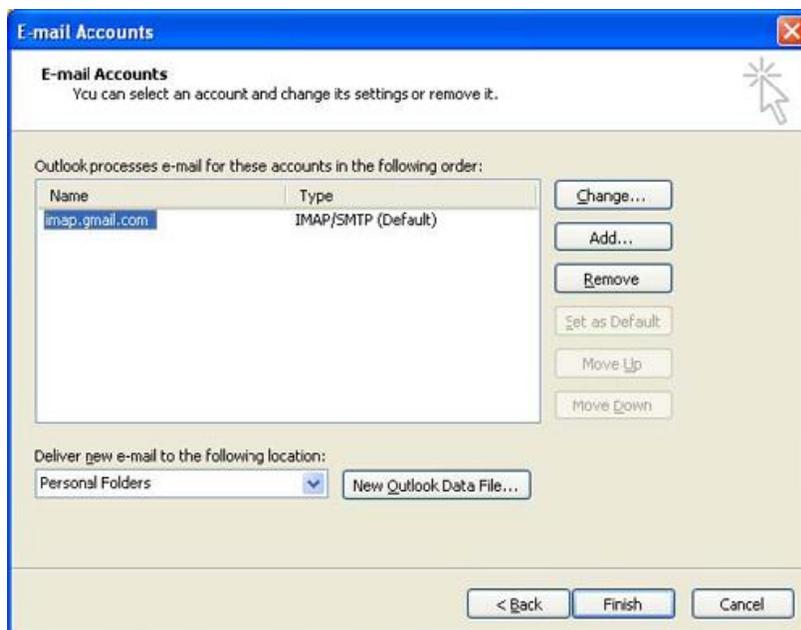
**STEP 6** Under the Outgoing Server tab, click the box next to "**My outgoing server (SMTP) requires authentication.**" Click the **Advanced** tab to continue to the next step.



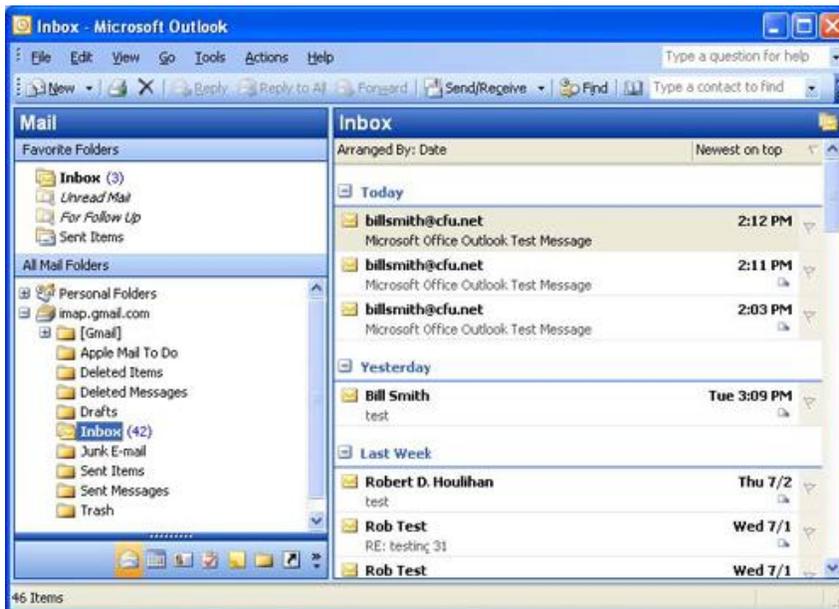
**STEP 7** Verify that your Incoming server value is set to **993** and Outgoing server value is set to **465**. If they are not, change them now. Check both boxes next to "**This server requires an encrypted connection (SSL)**," then click **Ok**.



**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.



[Click Here](#) if you have received an error message.

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