

MICROSOFT OUTLOOK 2007

Follow these steps to update an Outlook 2007 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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Wednesday, July 8, 2009 | Home » CFU CyberNet E-mail Password Change / Reset

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.

Doctor yarned

Type the two words:

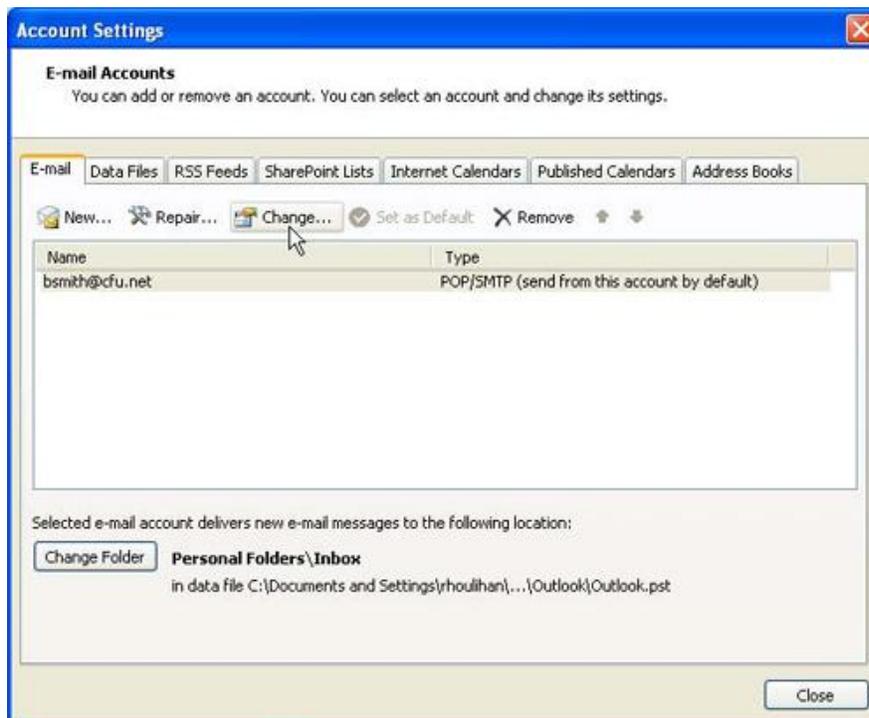
 stop spam. read books.

Change Password

STEP 1 In Outlook 2007 go to **Tools > Accounts Settings**.



STEP 2 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 3 Choose **POP3** or **IMAP** settings. If your incoming mail server reads "POP3" **follow the POP3 directions below**. If it reads "IMAP" **follow the IMAP directions below**.

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

POP3 SETTINGS

STEP 4 Change the Incoming mail server to **pop.gmail.com** and the Outgoing mail server (SMTP) to **smtp.gmail.com**. Add **@cfu.net** after your username, then click the **More Settings** button.

Change E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

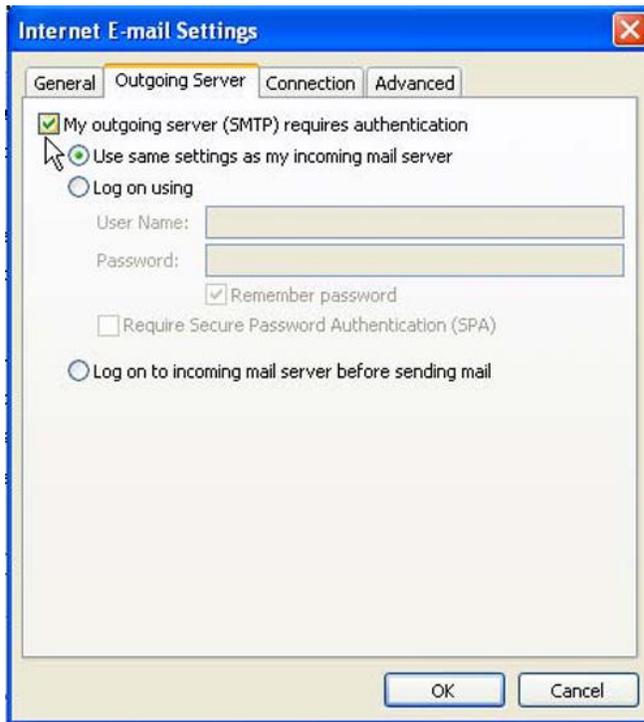
User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

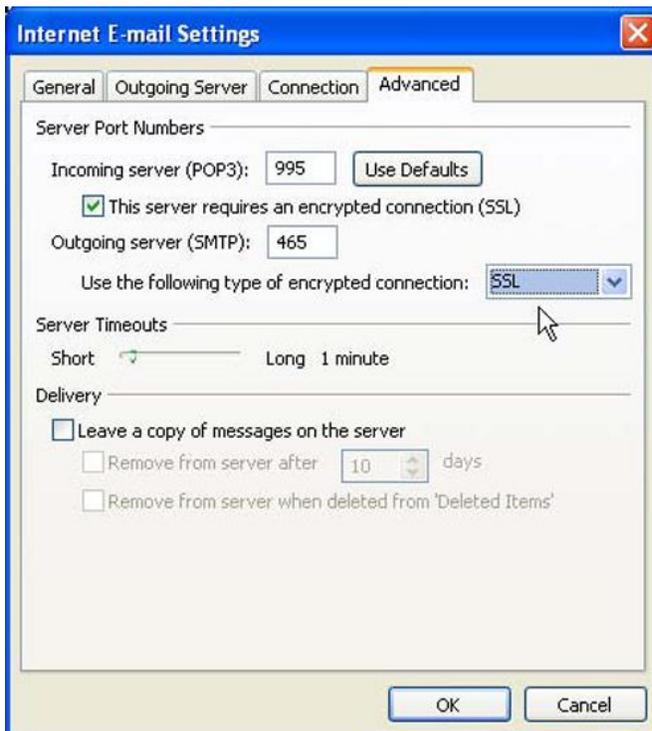
Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

STEP 5 Under the Outgoing Server tab, check the box next to "**My outgoing server (SMTP) requires authentication.**" Click the **Advanced** tab to continue to the next step.



STEP 6 Under the Advanced tab, make sure the Incoming server is set to **995** and Outgoing server is set to **465**. Next, check the box next to "**This server requires an encrypted connection (SSL).**" Change the encrypted connection type to **SSL** and then click **OK**.

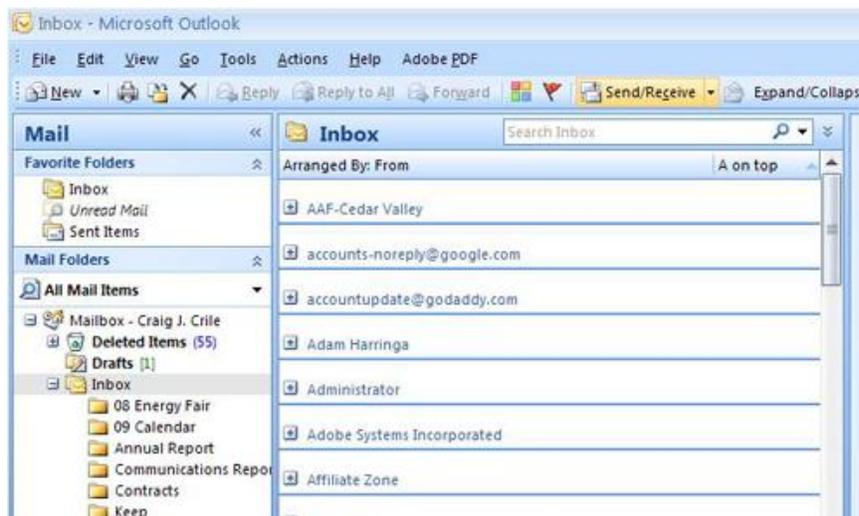


STEP 7 Next click the **Test Account Settings** button. If your settings are correct, you should see a screen that looks like the one below. Click the **Close** button on the Test Account Settings window and then click the **Finish** button in the Change E-mail Account window to return to the Outlook home screen.



[Click Here](#) if your screen does not look like the one pictured above.

STEP 8 Click the **Send/Receive** button to 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 cfu.net account using Microsoft Outlook 2007.

IMAP SETTINGS

STEP 4 Change the Incoming mail server to **imap.gmail.com** and the Outgoing mail server (SMTP) to **smtp.gmail.com**. Add @cfu.net after your username, then click the **More Settings** button.



The screenshot shows the 'Change E-mail Account' dialog box with the 'Internet E-mail Settings' tab selected. The dialog is titled 'Change E-mail Account' and contains the following sections:

- Internet E-mail Settings**: Each of these settings are required to get your e-mail account working.
- User Information**: Your Name: Bill Smith; E-mail Address: billsmith@cfu.net
- Server Information**: Account Type: IMAP; Incoming mail server: imap.gmail.com; Outgoing mail server (SMTP): smtp.gmail.com
- Logon Information**: User Name: billsmith@cfu.net; Password: *****; Remember password; Require logon using Secure Password Authentication (SPA)
- Test Account Settings**: After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection). Test Account Settings ...
- More Settings ...** button
- Navigation buttons: < Back, Next >, Cancel

STEP 5 Under the Outgoing Server tab, check the box next to "My outgoing server (SMTP) requires authentication." Click the **Advanced** tab to continue to the next step.



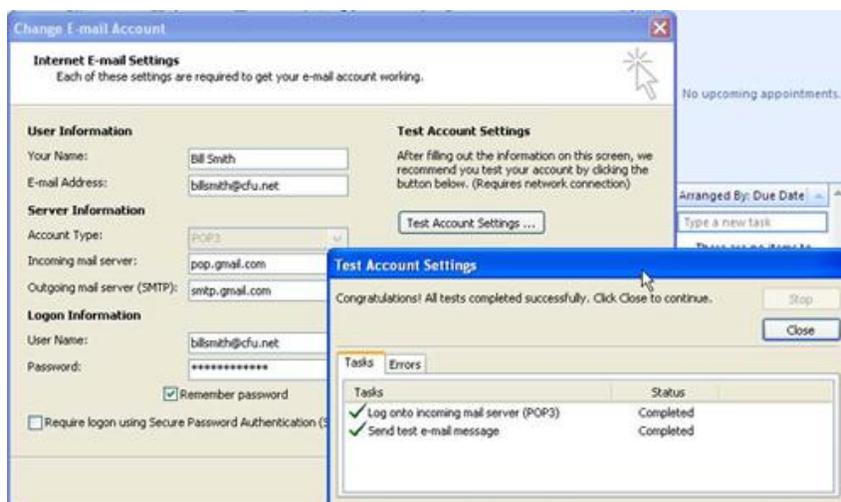
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The dialog is titled 'Internet E-mail Settings' and contains the following sections:

- General** | **Outgoing Server** | Connection | Advanced
- My outgoing server (SMTP) requires authentication
- Use same settings as my incoming mail server
- Log on using
 - User Name: [text box]
 - Password: [text box]
 - Remember password
 - Require Secure Password Authentication (SPA)
- Log on to incoming mail server before sending mail
- Buttons: OK, Cancel

STEP 6 Under the Advanced tab, make sure the Incoming server is set to **993** and Outgoing server is set to **465**. Next, check the box next to "This server requires an encrypted connection (SSL)." Change the encrypted connection type to **SSL** and then click **OK**.

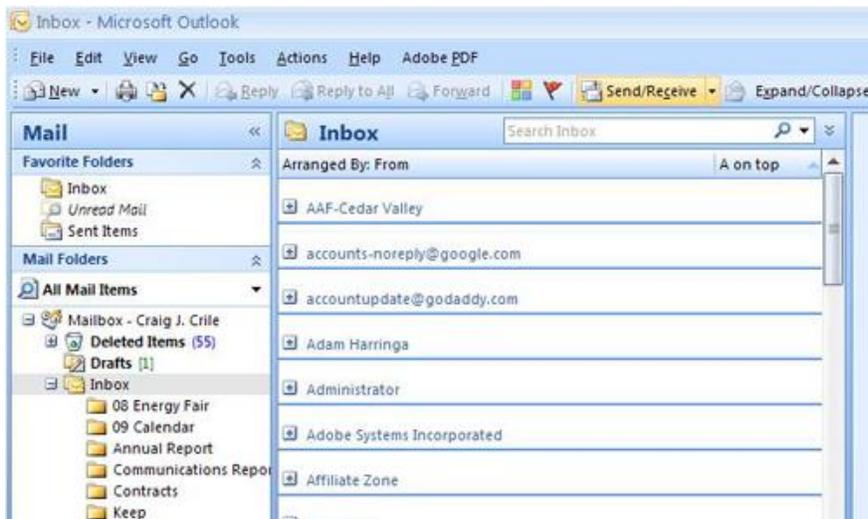


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[Click Here](#) if your screen does not look like the one pictured above.

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CONGRATULATIONS You are now able to send and receive e-mail from your cfu.net account using Microsoft Outlook 2007. Press **Close** on the Test Account Settings window and close out of the Change E-mail Account window to get back to Outlook 2007.