

1. Login into MyGCC portal and change your password to a new one; minimum of 8 characters and following MyGCC password rules. Make note of the password as it will be needed and entered during the Outlook setup. It will take approximately 5 minutes for this password to Synchronize with GMAIL and while you are making the changes in OUTLOOK.
2. After changing your password, logout of MyGCC.
3. Start your OUTLOOK e-mail program and make the following changes.

NOTE: firstname.lastname@guamcc.edu is sometimes incremented by a number as in joe.cruz1@guamcc.edu or joe.cruz2@guamcc.edu

For POP users only:

Incoming Mail (POP3) Server:	pop.guamcc.edu Use SSL: Yes Port: 995
Outgoing Mail (SMTP) Server:	smtp.guamcc.edu Use Authentication: Yes Port for SSL: 465
Server timeouts	Greater than 2
Full Name or Display Name:	[Full Name]
Account Name or User Name:	firstname.lastname@guamcc.edu
Email Address:	firstname.lastname@guamcc.edu
Password:	New MyGCC portal password

OPTIONAL and for IMAP users only:

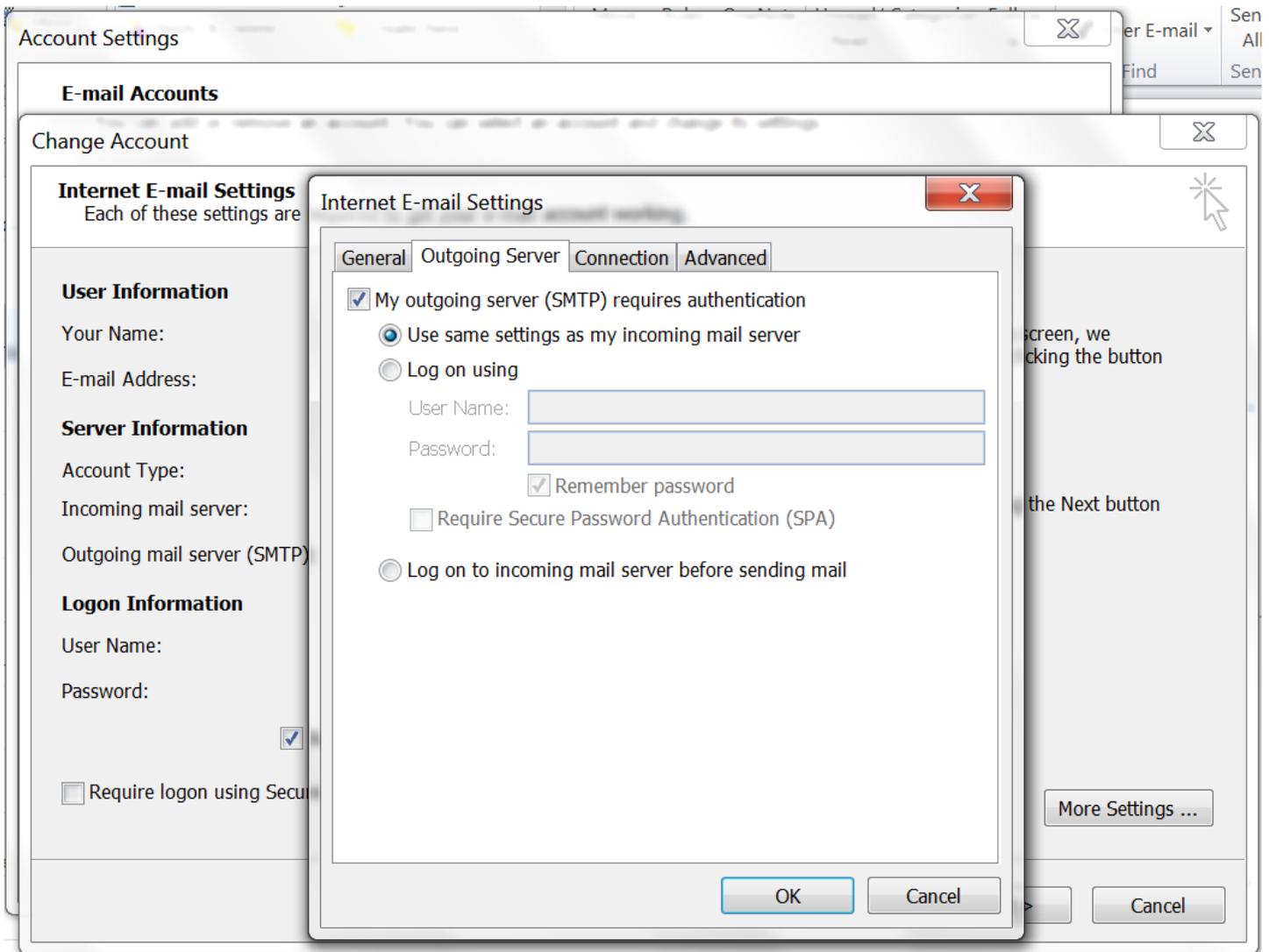
Incoming Mail (IMAP) Server:	imap.guamcc.edu Use SSL: Yes Port: 993
Outgoing Mail (SMTP) Server:	imap.guamcc.edu Use Authentication: Yes Port for SSL: 465
Server timeouts	Greater than 2
Full Name or Display Name:	[Full Name]
Account Name or User Name:	firstname.lastname@guamcc.edu
Email Address:	firstname.lastname@guamcc.edu
Password:	New MyGCC portal password

The following are screenshots using the above information:

The screenshot shows the 'Change Account' dialog box in Outlook, specifically the 'Internet E-mail Settings' section. The dialog is titled 'Change Account' and contains the following fields and options:

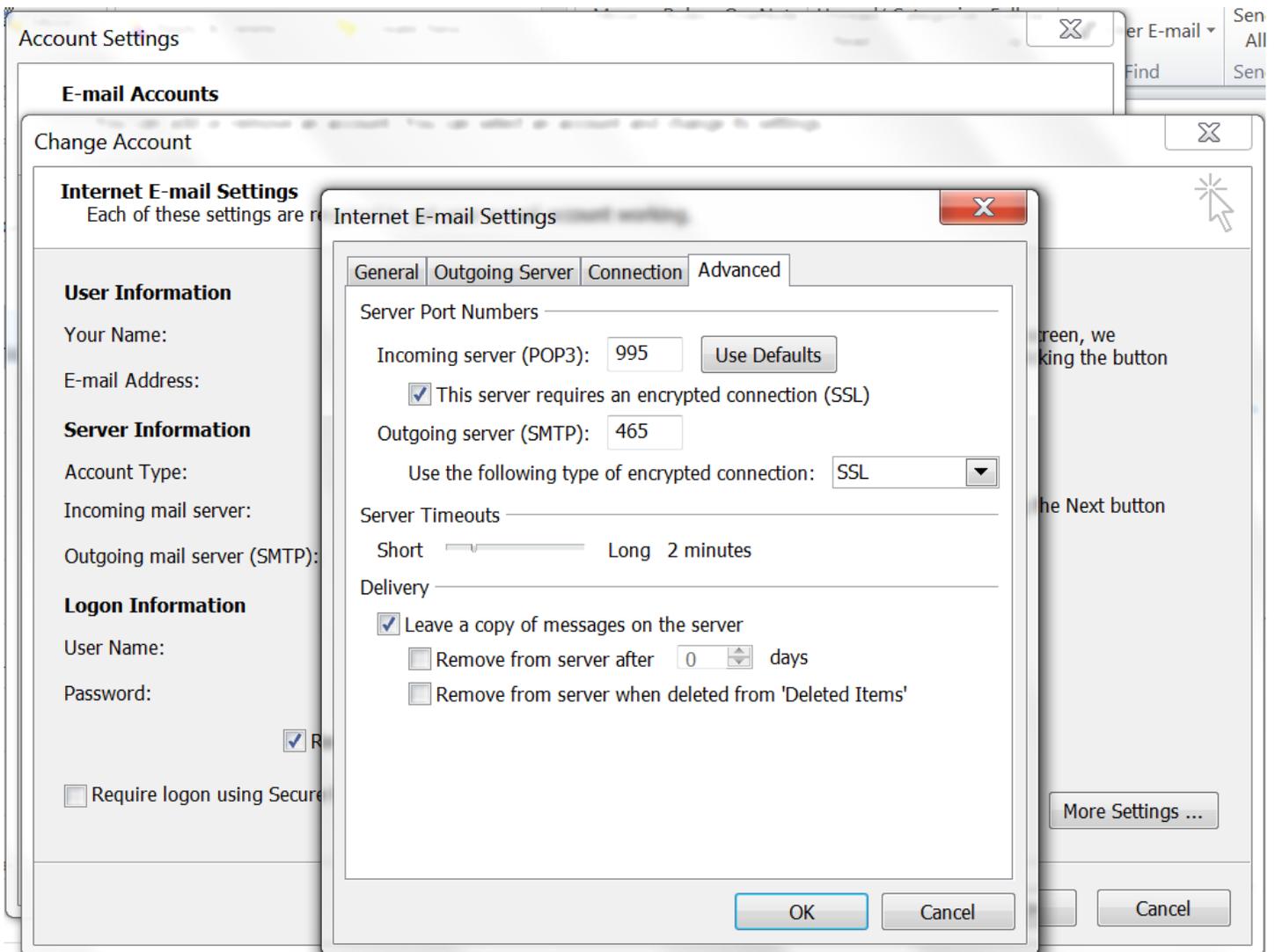
- User Information:**
 - Your Name: Firstname Lastname
 - E-mail Address: firstname.lastname@guamcc.edu
- Server Information:**
 - Account Type: POP3 (dropdown menu)
 - Incoming mail server: pop.guamcc.edu
 - Outgoing mail server (SMTP): smtp.guamcc.edu
- Logon Information:**
 - User Name: firstname.lastname@guamcc.edu
 - Password: *****
 - Remember password
 - Require logon using Secure Password Authentication (SPA)
- Test Account Settings:**
 - Text: 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 ... (button)
 - Test Account Settings by clicking the Next button
- Buttons:** More Settings ... (button), < Back (button), Next > (button), Cancel (button)

Click on the “More Settings” button and go to the “Outgoing Server” tab and click on “My outgoing server (SMTP) requires authentication” box.



Next, click on the “Advanced” tab and click on the box next to “This server requires an encrypted connection (SSL)”. For POP users, be sure that 995 is in the “Incoming server (POP3):” box. For IMAP users, this number should be “993”. Enter “465” for the “Outgoing server (SMTP):” box and choose “SSL” for the “Use the following type of encrypted connection:” SSL on the dropdown arrow. For Server Timeouts, set this to “2 minutes”. Click on the box for “Leave a copy of the messages on the server”.

Click OK button and close remaining prompts and test the e-mail access.



When the following screenshot appears, click on “View Certificate” button and follow default prompts to install certificate.

Click “Yes” to continue after installation of certificate. This will occur twice, one for the sending and one for receiving.

Be sure to test for both incoming and outgoing messages.

