- Login into MyGCC portal and change your password to a new one; <u>minimum of 8 characters and</u> <u>following MyGCC password rules</u>. 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: <u>firstname.lastname@guamcc.edu</u> is sometimes incremented by a number as in <u>joe.cruz1@guamcc.edu</u> or <u>joe.cruz2@guamcc.edu</u>

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:

E-mail Accounts			Find
You can add or remove an	account. You can select an account ar	nd change its settings.	
ange Account			
Internet E-mail Settings Each of these settings are red	quired to get your e-mail account wor	king.	×
User Information		Test Account Settings	
Your Name:	Firstname Lastname	After filling out the information on this screen, we	hutton
E-mail Address:	firstname.lastname@guamcc.ee	below. (Requires network connection)	Jutton
Server Information		Test Assount Cattings	
Account Type:	POP3	Test Account Settings	
Incoming mail server:	pop.guamcc.edu	Test Account Settings by clicking the Next I	outton
Outgoing mail server (SMTP):	smtp.guamcc.edu		
Logon Information			
User Name:	firstname.lastname@guamcc.e		
Password:	******		
√ Re	member password		
Require logon using Secure	Password Authentication (SPA)		
	. ,	More	Settings
		< Back Next >	Cancel

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

Account Settings		er E-mail 👻 🗛
E-mail Accounts		Find Ser
Change Account	cannot the second as among the efforts	X
Internet E-mail Settings Each of these settings are	Internet E-mail Settings	***
	General Outgoing Server Connection Advanced	
User Information	▼ My outgoing server (SMTP) requires authentication	
Your Name:	Use same settings as my incoming mail server	, we
E-mail Address:	CKing	the button
Server Information	User Name:	
Account Type:	Remember password	
Incoming mail server:	Require Secure Password Authentication (SPA)	ext button
Outgoing mail server (SMTP)	Log on to incoming mail server before sending mail	
Logon Information		
User Name:		
Password:		
Require logon using Secu	Ma	ore Settings
	OK Cancel	Cancel

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.

E mail Accounts		Find S
Change Account	accent the up which as accent and during its efficient	×
Internet E-mail Settings Each of these settings are re	Internet E-mail Settings	n ž
User Information Your Name: E-mail Address:	General Outgoing Server Connection Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults Image: This server requires an encrypted connection (SSL)	reen, we king the button
Server Information	Outgoing server (SMTP): 465 Use the following type of encrypted connection: SSL	
Incoming mail server: Outgoing mail server (SMTP):	Server Timeouts Short Long 2 minutes	he Next button
Logon Information User Name:	Delivery Leave a copy of messages on the server Remove from server after 0 days	
Password:	Remove from server when deleted from 'Deleted Items'	
Require logon using Secure		More Settings
	OK Cancel	Cancel

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.

Internet Security Warning		
<u> </u>	The server you are connected to is using a security certificate that cannot be verified.	
	The target principal name is incorrect.	
	View Certificate	
	Do you want to continue using this server?	
	Yes No	