Guam Community College GMAIL *SOP* for Microsoft Outlook (version 2007, 2010) client users

- 1. For current users of MS Outlook please make the following changes on your Outlook settings
 - a. POP3
 - i. From the Menu , click ->File->Account Settings
 - Select your account then click ->Change->More Settings->click Advanced Tab and type the following port number
 - iii. **Incoming Server Port : 995** (or check "This server requires an encrypted connection (SSL)
 - iv. Outgoing Server Port : 465
 - b. IMAP
 - i. From the Menu , click ->File->Account Settings
 - Select your account then click ->Change->More Settings->click Advanced Tab and type the following port number
 - iii. Incoming Server Port : 993
 - 1. Select **SSL** from the drop down box [Use the following encrypted connection]
 - iv. Outgoing Server Port : 465
 - 1. Select **SSL** from the drop down box [Use the following encrypted connection]
- 2. For first time users of MS Outlook please proceed to page 2 of this instruction.

1. Open Microsoft Outlook 2010 (first time running MS Outlook 2010 and setting up secured mail setting)



2. Once Microsoft Outlook 2010 is open, Click 'Next' button.



3. Select 'Manually configure server settings...' Then click 'NEXT' button.

Add New Account		×				
Auto Account Setup Click Next to conne	ect to the mail server and automatically configure your account settings.	×				
E-mail Account						
Your Name:						
	Example: Ellen Adams					
E-mail Address:	Example: ellen@contoso.com					
Password:						
Retype Password:						
	Type the password your Internet service provider has given you.					
Text Messaging (SMS)						
Manually configure server settings or additional server types						
	< Back Next >	Cancel				
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4. Select 'Internet E-mail' then click 'Next' button.

Add New Account	×
Choose Service	×
Internet E-mail Connect to POP or IMAP server to send and receive e-mail messages.	
Microsoft Exchange or compatible service	
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.	
Text Messaging (SMS)	
Connect to a mobile messaging service.	
< Back Next >	Cancel

5. This will allow you to set up the following...

• User information

- i. Your name i.e., Firstname Lastname
- ii. Email address i.e., firstname.lastname@guamcc.edu

	Add New Account Internet E-mail Settings Each of these settings are required to get your e-mail account	nt working.	
User Information	User Information Your Name: E-mail Address: Firstname.lastname E-mail Address: Firstname.lastname@guamcc.edu Server Information Account Type: POP3 Incoming mail server: mail.guamcc.edu Outgoing mail server (SMTP): mail.guamcc.edu	Test Account Settings After filing out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection) Test Account Settings Image: Test Account Settings by clicking the Next button Delower new messages to:	Test Account Settings
Logon Information	Logon Information Information Password: Remember password Require logon using Secure Password Authentication (SPA)	Vietri Couolo, bata rie Existing Outlook Data File Browse More Settings < Back Next > Cance	Deliver new messages to:

• Server Information

- i. Account Type. Please select: 'POP3' or 'IMAP'
- ii. Incoming Server. Type mail.guamcc.edu
- iii. Outgoing Server. Type mail.guamcc.edu
- Logon Information
 - i. Username (issued by GCC Human Resources) i.e. Firstname.Lastname
 - ii. Enter Password

• Test Account Settings

- i. Click the 'Test Account Settings' button. This will give you a quick 'Send and Received' test.
- Deliver New Message to:
 - i. Existing Outlook Data file
 - 1. If you are using a backup Outlook data file, browse to the exact location of your Outlook Data file and select it.
 - 2. Once you have located your backup Outlook data file, Outlook will start populating your inbox. This will be on a separate folder called 'Backup Inbox'

6. After you supply all the necessary information on step #6, click ' **More Settings...**' button. This will take you to the following screen shot.

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esterday			E-mail Accounts You can add or remove an account. You can select a	n account a	nd chan	ge its settings.	vhat we need to do, and to r tment document and photo	eview a draft of the web site p files.
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hris Camachc	Your Name:	Firstname.lastname	After filing out the information on this screen, we recommend you test your account by clicking the but!	ton		General Outgoing Server Connection	n Advanced	
e: Meeting re	E-mail Address:	Firstname.lastname@guamcc.edu	below. (Requires network connection)			Contraction Contraction	Auvanceu	
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7. Adding the secured ports for securing Outlook client. Follow steps A, B and C.



8. After setting up the secured ports, assuming there are no errors, Outlook will do a test email to send to your email address. The process is similar to the screenshot below.

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60	4 30 1 2	8:4	Account Settings		22	
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Me	Outgoing mail server (SMTP):	mail.guamcc.edu		✓ Send test e-mail me	ssage Completed	
3:0	Logon Information					
ilel	User Name:	Firstname.lastname				
10	Password:	******				111
'ha		Remember password				
ha	Require logon using Secure	Password Authentication (SPA)		More Settings	Close	
ha						
			< Back Nex	t > Cancel		
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9. Once Outlook verifies everything is correct you will receive the following message. Similar to the following **screenshot**. To finish, click **'FINISH**' button.

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