

MAC MAIL

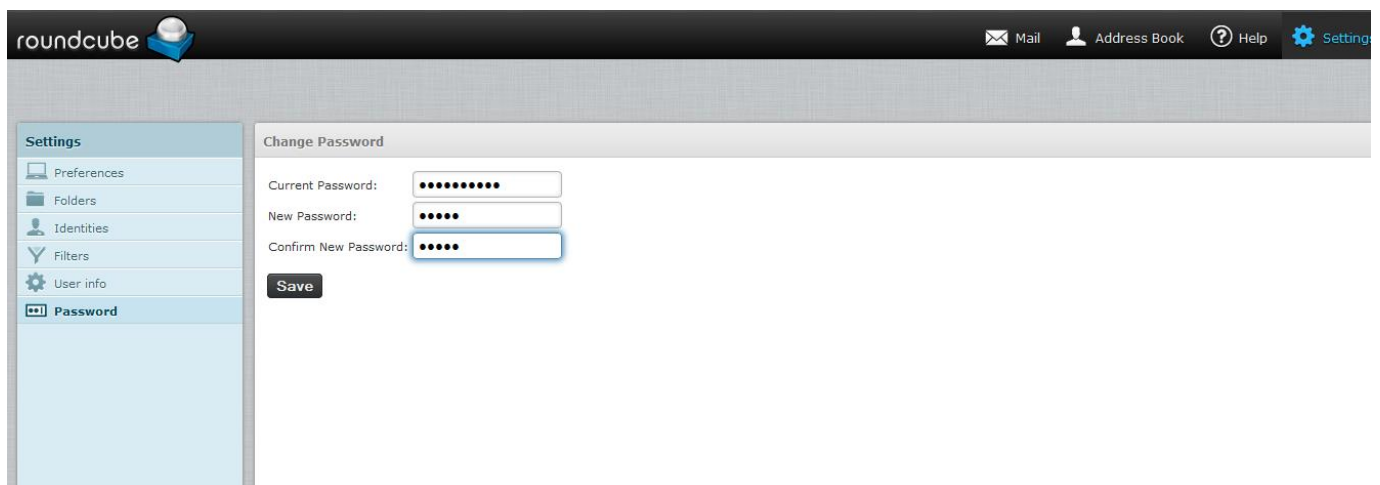
Follow these steps to update a Mac Mail account to send and receive e-mail using GCMuni's new mail settings.

Before you start, you must change your temporary GCMUNI e-mail password. Make sure you create a new password at least eight characters long, [click here](#) to continue to the screen below.



The image shows the Roundcube webmail login interface. At the top left is the Roundcube logo. Below it are two input fields: 'Username' containing 'johndoe@gcmuni.net' and 'Password' containing a masked password of ten dots. A 'Login' button is centered below the password field.

Enter your current GCMUNI e-mail address and the temporary password, then click the Login button to continue to the screen below.



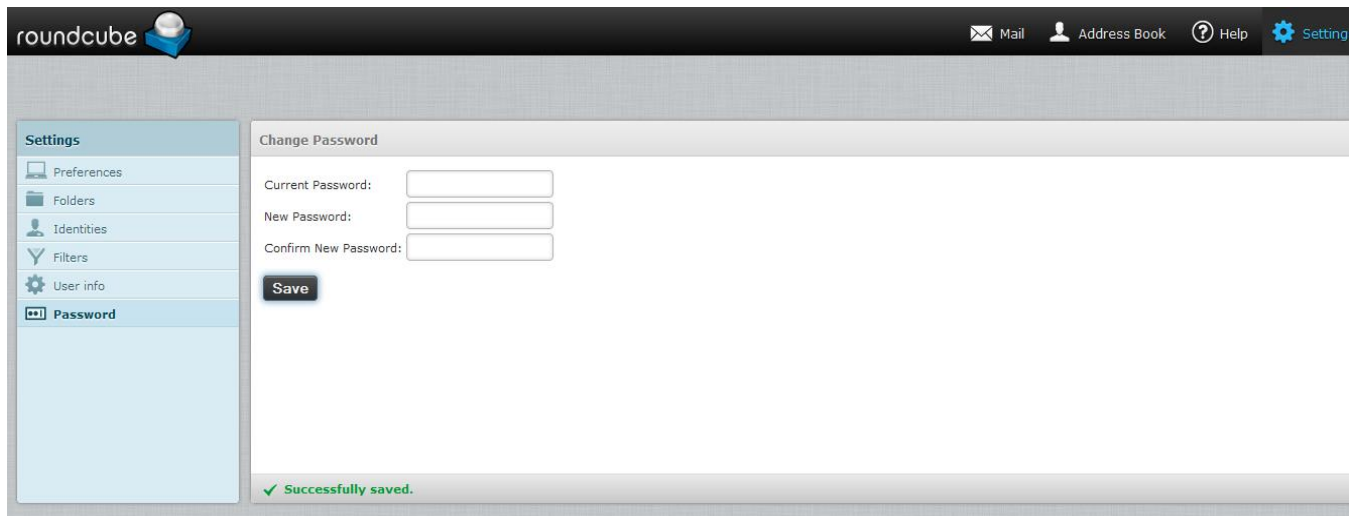
The image shows the Roundcube webmail 'Change Password' screen. The top navigation bar includes 'Mail', 'Address Book', 'Help', and 'Settings'. A left sidebar lists settings categories: 'Preferences', 'Folders', 'Identities', 'Filters', 'User info', and 'Password'. The main content area is titled 'Change Password' and contains three input fields: 'Current Password:' (masked with ten dots), 'New Password:' (masked with six dots), and 'Confirm New Password:' (masked with six dots). A 'Save' button is located below the input fields.

Enter your temporary password in the Current Password: box.

Enter a new password in the New Password: box.

Enter the new password again in the Confirm New Password: box.

Click the Save button to continue to the screen below:



In the lower portion of the screen you should see the text: **Successfully Saved**
Look quickly as this text may disappear after a few seconds.

Click Logout in the upper right hand corner of the screen.

You can close your web browser.

Step 1

Click on the Mac Mail icon. You should see this screen below. Enter your name for the **Full Name**, enter your GCmuni email address for the **Email Address**, enter your new GCmuni password for the **PASSWORD**. Click continue.



Step 2

Incoming Mail Server settings:

For the Account Type select **IMAP**, for Description enter **GCmuni Email**, for the Incoming Mail Server enter **mailserver.gcmuni.net**, for the User Name enter your email address, ex: johndoe@gcmuni.net, for the Password enter your new GCmuni password. Select Continue.

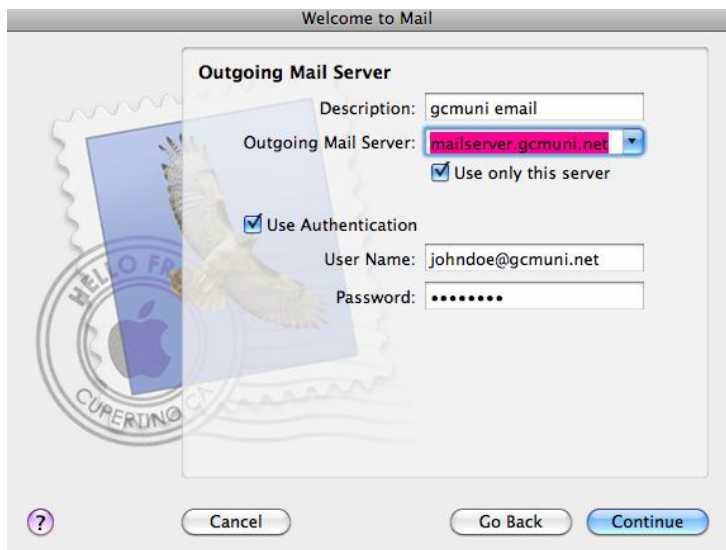


Step 3

Outgoing Mail Server settings:

For the Description enter **GCmuni Email**, for the Outgoing Mail Server select from the dropdown **mailserver.gcmuni.net**, check the box for Use only this server.

Check the box for Use Authentication, enter your email address for the User Name if not already there, and enter your Password if not already there. Click Continue.



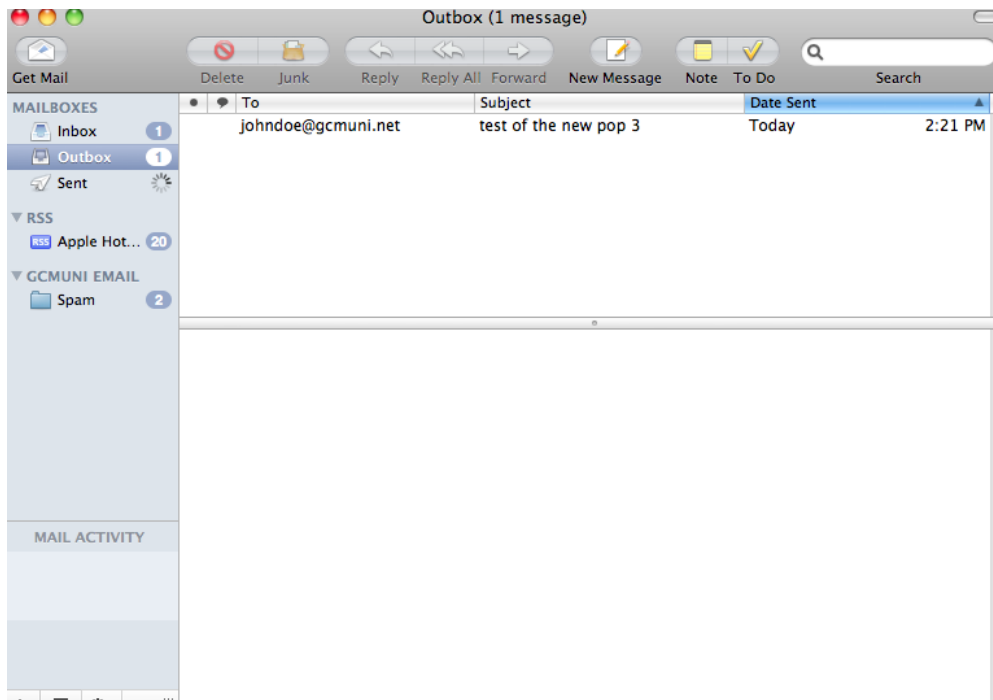
Step 4

You should see a screen similar to below, click Create:



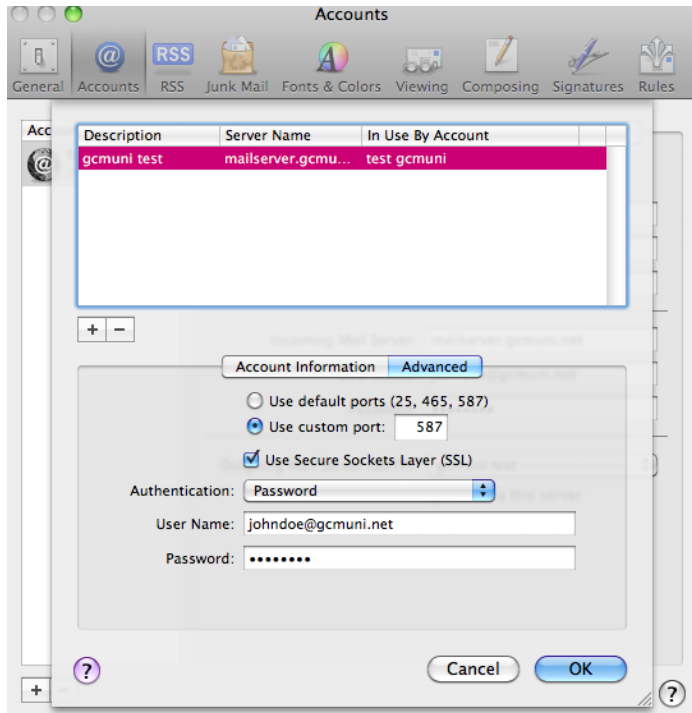
Step 5

You should see a screen similar to below:

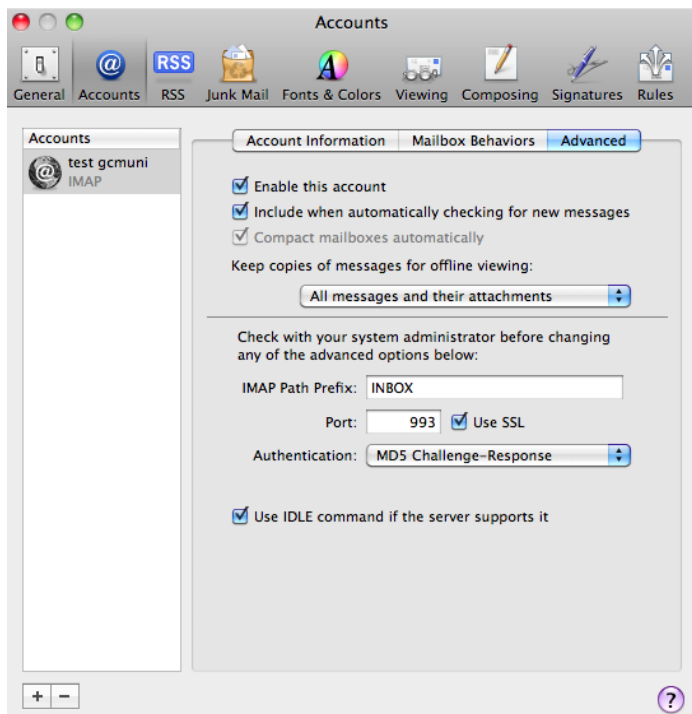


Advanced settings if needed:

Outgoing:



Incoming:



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