

Setting up E-Mail Accounts in Microsoft "Windows Mail"

In WINDOWS MAIL:

Click on Tools (At the top of the page) & Click on Accounts

Click in the MAIL section at the top of INTERNET ACCOUNTS, if available.

To ADD your GTMC.NET mail account:

Click on the ADD button on the right side of the Internet Account screen.

Click on E-mail Account

Click NEXT

On Display Name: Enter whatever name you would like to go with your messages.

You do not have to enter your user name here: EX: Joe Smith

Click on NEXT.

Type in your gtmc e-mail address: *username@gtmc.net*. THIS MUST BE ALL LOWERCASE.

Click on NEXT.

My Income mail server is a **POP3** server.

Your incoming server is: **mail.gtmc.net**

Your outgoing mail is: **smtp.gtmc.net**

Do **NOT** check Outgoing server requires authentication.

Click on NEXT.

The account name should automatically be entered, but please verify. (This should be your username only, should NOT contain @gtmc.net)

Enter your password.

Click on NEXT.

If you do NOT want to download your message immediately, place a check mark in the option to NOT download messages.

Click on FINISH.

Your mail.gtmc.net account should automatically appear in the Mail Account List.

In Windows Mail, your e-mail address also appears in the account list along with the server name. If you are going to have more than one gtmc.net mail account you may want to rename each account when you are finished creating it.

(OVER)

To rename a mail account:

Click on the account you would like to rename.

Click on the PROPERTIES button on the right hand side of the Internet Account Screen.

Type the new name in the box that opens under the General tab. You can put in the username or the proper name of the person for this account or a related type account such as WORK or GROUP

Click on OK.

When done with Internet Account setup – Click on CLOSE.

IF YOU HAVE OLD INTERNET MAIL ACCOUNTS

1. If you are canceling that service and do NOT need this account: (When you are in Tools & Accounts)

Click on the account name if it is not highlighted.

Click on the REMOVE button to the right.

2. If you are keeping the account for now, you need to change the outgoing mail server.

Click on the account name if it is not highlighted.

Click on the Properties button to the right.

Click on the SERVER tab at the top.

Change the OUTGOING Mail (SMTP) server to: **smtp.gtmc.net**

Click on the Connection Tab at the top and check “always connect to this account using”.

Change the account type in the box below this to: Local Area Network if you use broadband (such as DSL or Wireless) or your gtmc dial up account if you dial in.

Hit Apply at the bottom of the screen.

Hit OK.

When done with Internet Account setup – Click on CLOSE.

NOTE: If you are in your Servers Tab under Account Properties, the following two fields show NEVER be checked:

Do NOT check: “Log on using Secure Password Authentication”

Do NOT check: “My server requires authentication”

Your e-mail will not work if these are checked.