

# MICROSOFT OUTLOOK EXPRESS

Follow these steps to update an Outlook Express account to send and receive e-mail using CFU's new mail settings.

**Before you start**, make sure your CFU e-mail password is at least eight characters long. If it is less than eight characters, [click here](#) to continue to the screen below. Enter your current CFU e-mail address and password, then the new password of your choice. Enter the scrambled words in the box indicated then click the **Change Password** button.

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### CFU CyberNet E-mail Password Change / Reset

#### Password Change

E-mail address

Current Password


New Password

Verify New Password

**Note:** Passwords must be at least 8 characters long and include either a number or other non-alphanumeric character. You may not use your email address or CFU account number as your password.

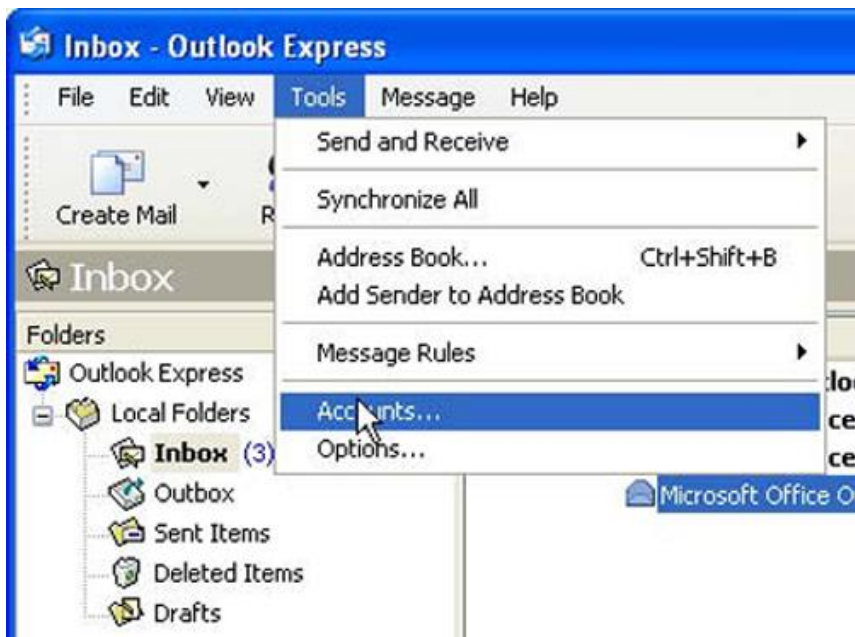


Type the two words:

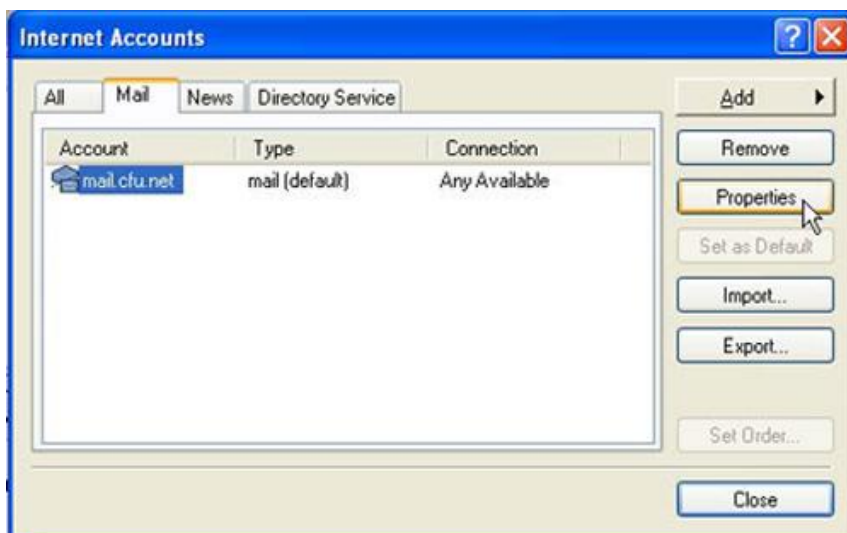
 stop spam. read books.

**Change Password**

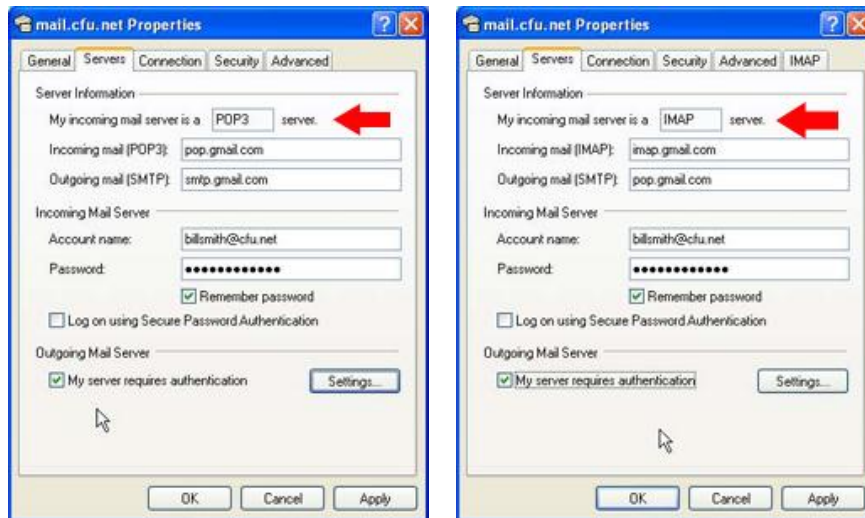
**STEP 1** In Outlook Express go to **Tools > Accounts**.



**STEP 2** Highlight your CFU account and click **Properties**. If multiple CFU accounts exists, each one will need to be edited individually. Follow these steps for each CFU account.

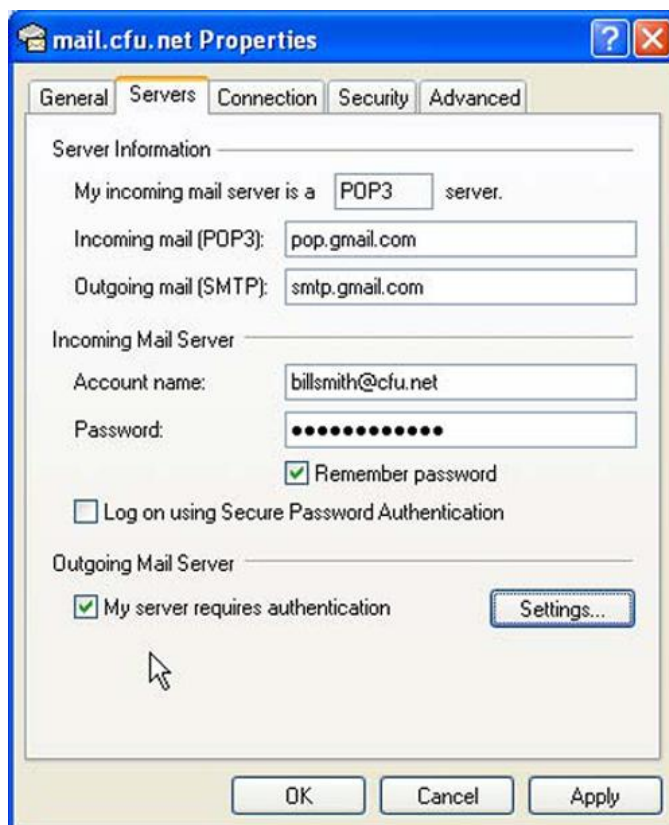


**STEP 3** Choose **POP3** or **IMAP** settings. If your incoming mail server reads "POP3" **follow the POP3 directions below**. If it reads "IMAP" **follow the IMAP directions below**.

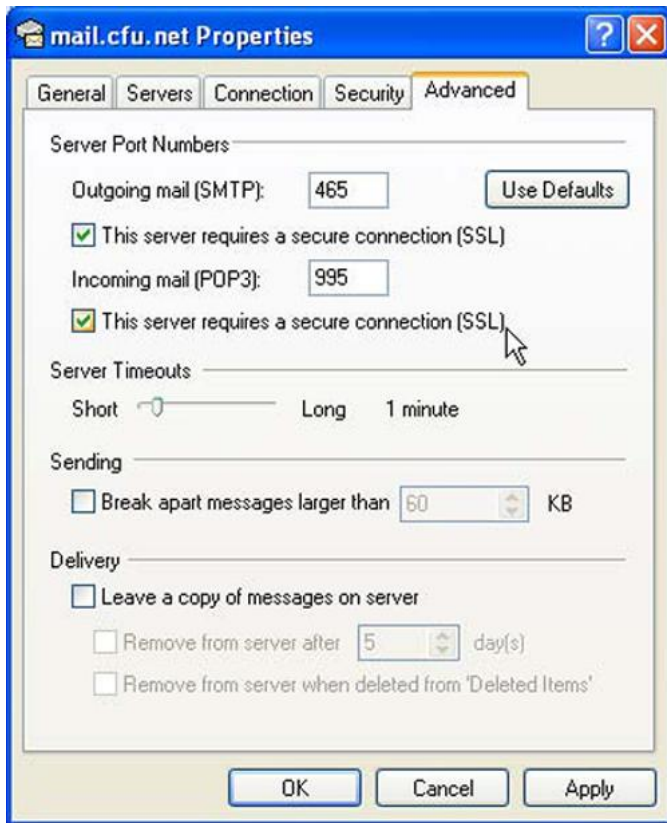


## POP3 SETTINGS

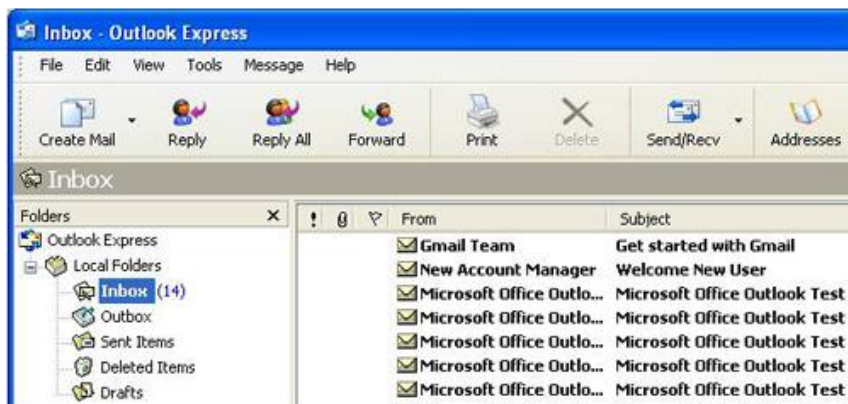
**STEP 4** Click the **Servers** tab and change incoming and outgoing servers to **pop.gmail.com** and **smtp.gmail.com**. Add **@cfu.net** to the end of the account name, then check the **"My server requires authentication"** box. Click the **Advanced** tab to continue to the next step.



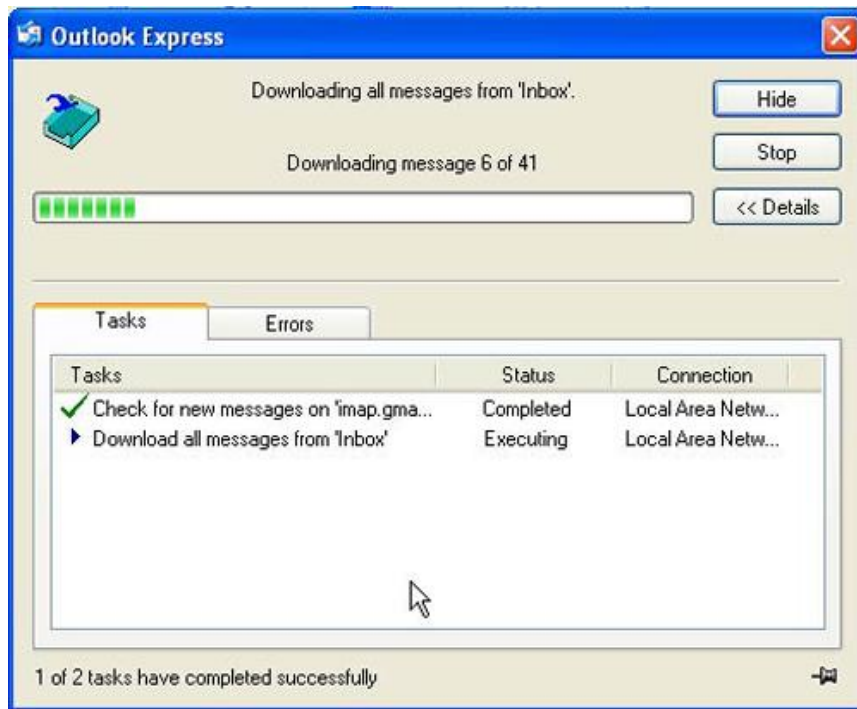
**STEP 5** Under the Advanced tab, change the Outgoing mail (SMTP) to **465**. Check the **"This server requires a secure connection (SSL)"** box for both Outgoing and Incoming. Click the **Ok** button, then **Close** in the Internet Accounts window to return to the Outlook Express home screen.



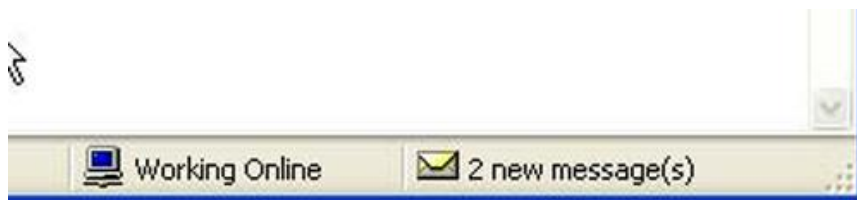
**STEP 6** To test your account settings and populate your inbox, click on the **Send/Receive** button in Outlook Express. The first time this button is pressed, you may receive older e-mails you have already read including spam messages. This is a one-time occurrence and will not happen each time you press the **Send/Receive** button.



A window will appear that looks similar to the one below.



If your settings are correct, the above window will disappear. You should see any new messages that you have received as well as a Working Online icon in the lower right hand corner of your screen, as shown below.



[Click Here](#) if your screen does not look like the one above or you have received an error message.

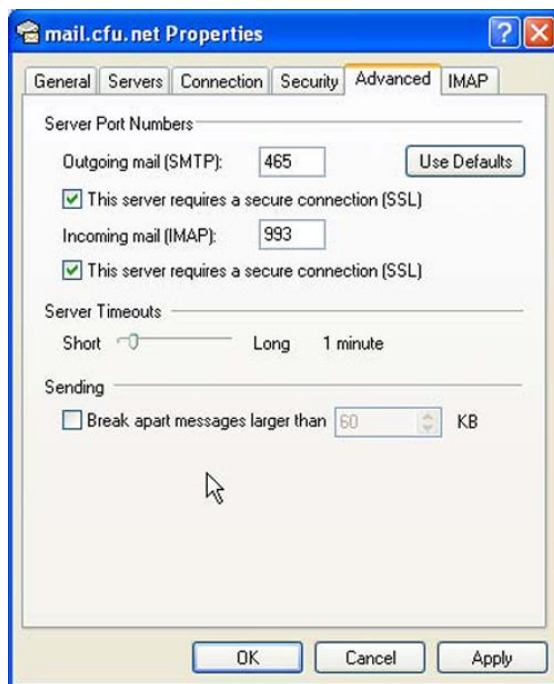
**CONGRATULATIONS** You are now able to send and receive e-mail from your cfu.net account using Microsoft Outlook Express.

# IMAP SETTINGS

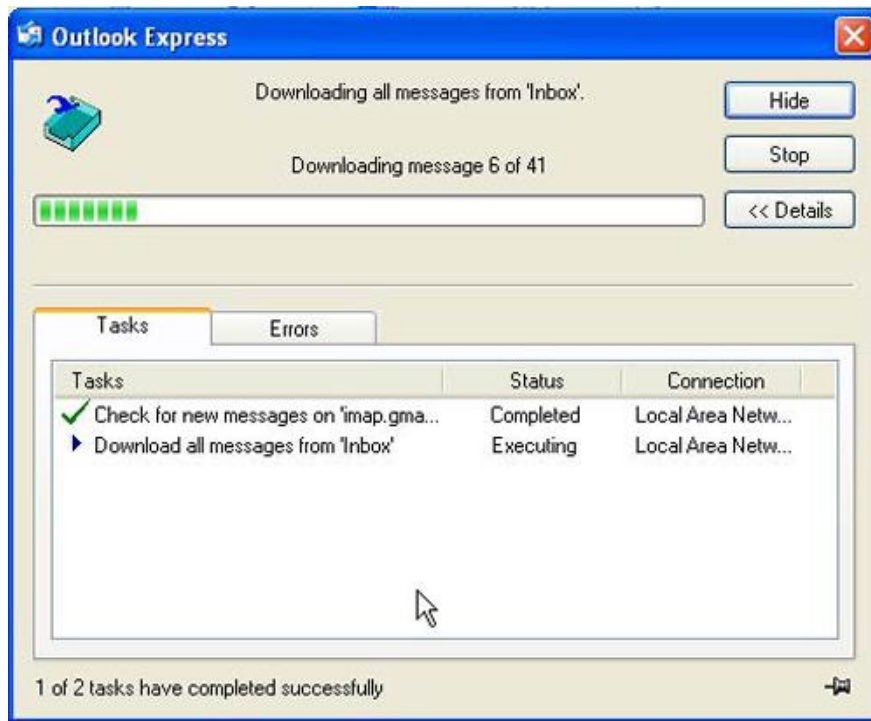
**STEP 4** Click the Servers tab and change Incoming mail (IMAP) to **imap.gmail.com** and Outgoing mail (SMTP) to **pop.gmail.com**. Be sure to add **@cfu.net** to the Account name, then check the **"My server requires authentication"** box. Click the **Advanced** tab to continue to the next step.



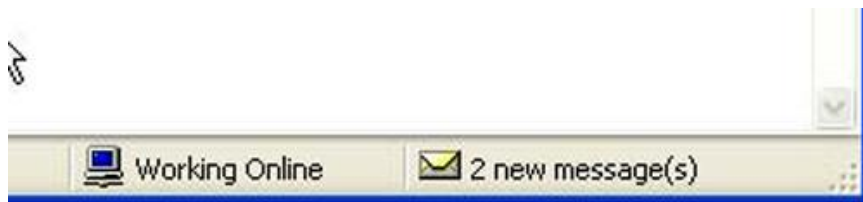
**STEP 5** Under the Advanced tab, change the Outgoing mail (SMTP) to **465**. Then check both boxes that read, **"This server requires a secure connection (SSL)."** Click **Apply** then **Ok**, then Close to close the Internet Accounts window. Click on the Send/Receive button to verify settings.



**STEP 6** To test your account settings, click on the **Send/Receive** button in Outlook Express. A window will appear that looks similar to the one below.



If your settings are correct, the above window will disappear. You should see any new messages that you have received as well as a Working Online icon in the lower right hand corner of your screen, as shown below.



[Click Here](#) if your screen does not look like the one above or you have received an error message.

**CONGRATULATIONS** You are now able to send and receive e-mail from your cfu.net account using Microsoft Outlook Express.