

First United Methodist Church

419 NE First Street, Gainesville FL 32601

<http://fumcgvn.org>

Configuring Your E-mail Program

You can configure your computer to download your email by using an Email client program such as Microsoft Outlook, Pegasus Email, or a number of other Email programs. All Email clients require the same basic information.

This information includes the following:

1. Incoming (POP) Server:

mail.fumcgvn.org (do not include the www.)

Server Type: POP3 server

2 Outgoing (SMTP) Server:

smtp.fumcgvn.org

Note: If your internet connection is not with AT&T/BellSouth Shared Web Hosting (which we use at FUMC), please **try to use** mail.fumcgvn.org for your outgoing SMTP Server. This does not work with a Cox cable internet connection. In this case, the only solution that I know, is to create a Google email account (free) and send the email via their server located at the host smtp.gmail.com using Port 465, while receiving your email using the incoming (POP) server listed in 1. above.

3. **E-mail Address/Reply-To Address:** The e-mail address you want to appear when you send e-mail messages

4. **User Name:** The user name (username@fumcgvn.org) of the POP account you wish to check

5. **Password:** The POP password is the password of your FUMC Email account you wish to check. Some programs do not ask for your password until you check your e-mail

Web Mail Configuration

You can access your email from anywhere in the world via a computer that is connected to the internet by using a web browser, such as Microsoft Internet Explorer, Mozilla Firefox, or other browsers.

1 . Use your browser (such as Internet Explorer or Firefox) to go to the URL <http://fumcgvn.org/cgi-bin/plugins/neomail/neomail.pl>

2. Enter your Email User ID.

For example, if your email address is webmaster@fumcgvn.org then your User ID is **webmaster**

3. Enter your Email Password

4. Click on Login

BellSouth® Business Internet Service

SHARED WEB HOSTING



Wednesday, August 22, 2007

English - Español



BACK



E-MAIL



PRINT

Configuring Your E-mail Program

8/25/04

When setting up your email client to connect to a POP3 e-mail server, use the following information.

User Name

The most significant change will be accessing your e-mail account via a mail client such as Microsoft® Outlook or Eudora. After this migration takes place, your user name will change.

On the new platform, you will have to add your domain name to your current user name (username@domain.com) in order to access your e-mail.

For example, if your current user name is **bob** and your domain is **123domain.com**, your new user name will be **bob@123domain.com**.

[Microsoft® Outlook Express](#) | [Microsoft® Outlook](#) | [Eudora](#)

Microsoft® Outlook Express

1. On the "Tools" menu, go to "Accounts" then to the Mail tab.
2. Highlight your email account and click on the "Properties" button. It will open your email account's window.
3. Go to the Servers tab and make sure that:
 - a. the box next to "Log on using Secure Password Authentication" is NOT checked.
 - b. the box next to "My server requires authentication" IS checked.
 - c. Incoming mail (POP3): mail.yourdomainname.com
 - d. Outgoing mail (SMTP): smtp.yourdomainname.com
 - e. Account name: username@yourdomainname.com
4. Click "OK" then "Close"

[Top](#)

Microsoft® Outlook

1. Go to "Tools", then "Email Accounts"...
2. Choose "View or change existing e-mail accounts" radio button and click "Next".
3. Highlight your e-mail account and click "Change".
4. On the next window make sure the "Log on using Secure Password Authentication" is NOT checked.
5. In the same window click on the button "More Settings..."
6. In the Internet Email Settings window go to the Outgoing Server tab and make sure the box next to "My Outgoing server (SMTP) requires authentication" IS checked.
7. On the "Email Accounts" window under Server Information enter the following information:
 - a. Incoming mail server (POP3): mail.yourdomainname.com
 - b. Outgoing mail server (SMTP): smtp.yourdomainname.com
8. Under the Logon Information section, enter:
 - a. User Name: username@yourdomainname.com

9. Click "OK" then "Next" then "Finish".

Eudora

1. Incoming and Outgoing mail servers:

Mail server (Incoming) - mail.yourdomainname.com
SMTP server (Outgoing) - smtp.yourdomainname.com

2. Login name - Enter the user name for the e-mail account
3. Make sure that "Allow authentication" IS checked.
4. In the "Secure Sockets when Receiving" pull down menu, make sure "Never" is selected.
5. Click "OK".

[Top>](#)