

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:

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 – for Cox the outgoing SMTP is smtp.east.cox.net (Another solution 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/ControlPanel/>

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