



## First United Methodist Church

The Heart of Downtown Gainesville 352-372-8523  
419 N.E. First Street Gainesville, Florida 32601 FAX: 352-372-2524  
[www.fumcgv.org](http://www.fumcgv.org)

### Options for Accessing Your FUMC Email

Your FUMC email account has the email address of the form: [yourname@fumcgv.org](mailto:yourname@fumcgv.org) where [yourname@fumcgv.org](mailto:yourname@fumcgv.org) is your FUMC email account User ID.

#### Option 1: Webmail

Your email account can be accessed in many different ways, but probably the easiest way is to go to the website

<http://fumcgv.org/ControlPanel/webmail/>

Then sign on to your FUMC email account using your User ID, and your Password. (Your password is initially assigned by Leon Couch and he can reset it if you lose or forget your password.) The password is case sensitive so it has to have upper and low case letters exactly as it was given to you. You may change the password, as you wish, after you sign in to your account at the website shown above. **Using this method, you can access your FUMC email from any computer in the world that is connected to the internet.**

#### Option 2: Email Forwarding

Your FUMC email account can be set so that email sent to it will be forwarded to another email address that you have. However, if you forward, FUMC email will be merged with your other email in that email account. Call Leon Couch if you want to use this option. If you do not have another email account, you can still use this option by creating a Google email account (free).

#### Option 3: Using an E-mail Program that is installed on your computer

You can configure your computer to download your FUMC email by using an Email client program such as Microsoft Outlook, Thunderbird (free), Pegasus Email (free), or another Email program. The Pegasus email program is free and can be downloaded from [http://www.pmail.com/downloads\\_s3\\_t.htm](http://www.pmail.com/downloads_s3_t.htm)

All Email clients programs require the same basic information. This information includes the following:

1. Incoming (Receiving) POP3 Server:

Server Host Name: [mail.fumcgv.org](mailto:mail.fumcgv.org)  
User Name: [yourname@fumcgv.org](mailto:yourname@fumcgv.org)  
Password: [yourpassword](#)

2. Outgoing (Sending) SMTP Server:

- 2a. If you are using a computer at FUMC, the internet connection is provided by a Business Account with Cox Communications, use: [smarthost.coxmail.com](mailto:smarthost.coxmail.com) (Use Port 25, Do not use the SSL option.)
- 2b. If you are at home and your internet service provider is Cox Communications (a residential account) use: [smtp.east.cox.net](mailto:smtp.east.cox.net) (Use Port 25, Do not use the SSL option.)
- 2c. If you have DSL internet service provided by AT&T, contact AT&T to get the correct server (they have several).
- 2d. If you cannot find the correct information to connect to an outgoing server, a solution is to create a Google email account (free), and send the email out using the Google server. The Google server is located at the Host Name: [smtp.gmail.com](mailto:smtp.gmail.com) It uses Port 465 via Direct SSL Connect with login to the server using your complete Gmail email address and your Gmail account password. **With this Gmail solution, you can send email from anywhere** that you have an internet connection (e.g. using your laptop in a motel).

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

Leon Couch Email: [couch@ufl.edu](mailto:couch@ufl.edu) Phone: 352-376-0108