

# Important, Action Required by August 25, 2016

## Update Email Settings

You are receiving this message because the settings in your email account must be updated to continue working. **Please be aware that effective August 26, 2016 you will no longer be able to login using your @winco.net email.**

Below you will find information and instructions to assist you with updating your settings.

To keep all your winco.net emails from the past and start using your mymctc.net email, setup your account as follows:

1. Open your email client and add the email client account for your mymctc.net account using the following information **DO NOT DELETE THE winco.net ACCOUNT, leave this in place to retain your old emails.**

If you have questions about adding the email account to a specific client, go to [mymctc guides online](#) and click on the link for your email client.

You only need to use POP or IMAP, not both. POP pulls the email and stores it on your PC, IMAP synchronizes the email with multiple devices (when deleted on one device, it removes it on all).

### Incoming Servers

#### POP Server Settings:

- Server: **mail.mymctc.net**
- Port: **995**
- SSL: **Enabled**
- Username: **user@mymctc.net**

#### IMAP Server Settings:

- Server: **mail.mymctc.net**
- Port: **993**
- SSL: **Enabled**
- Username: **user@mymctc.net**

### Outgoing Server

#### SMTP Server Settings:

- Server: **smtp.mymctc.net**
  - Port: **465**
  - SSL: **Enabled**
  - Username: **user@mymctc.net**
- User/Pass Authentication Required*

2. Log into the web portal for your mymctc.net account by going to <https://login.mymctc.net>.

Enter your username and password. Username is your email address without the @winco.net or @mymctc.net.



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COMMUNICATIONS

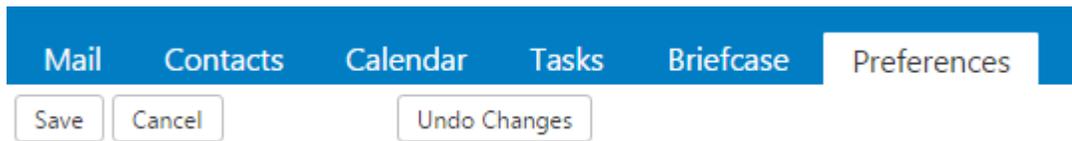
Username:

Password:

Stay signed in

Version:  [What's This?](#)

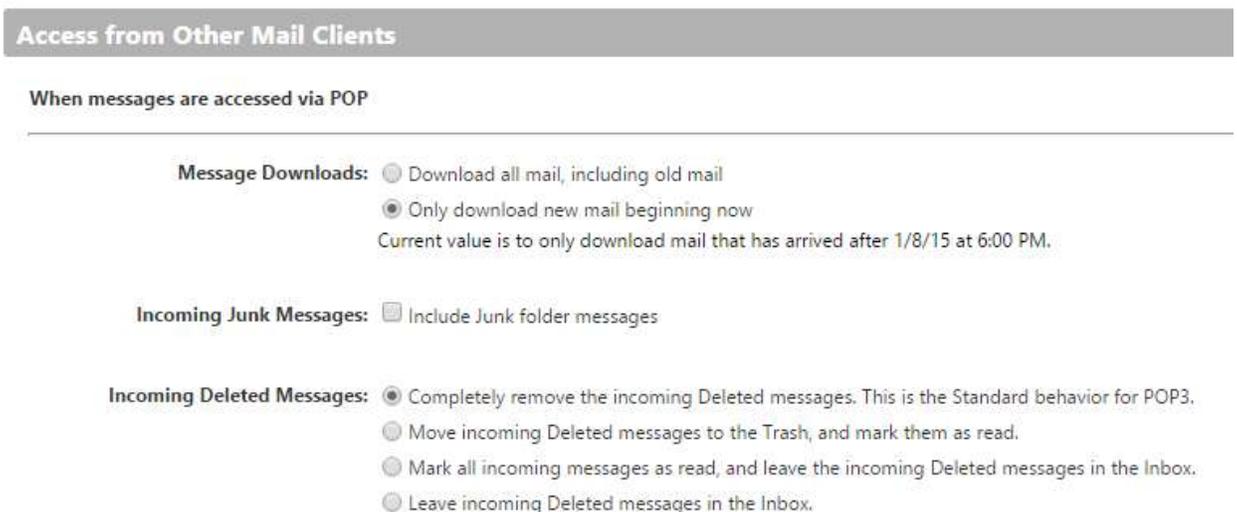
3. Select Preferences from the top menu and scroll all the way down to **Access from Other Mail Clients**



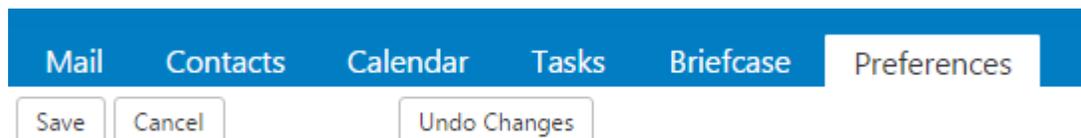
4. **Important next step:**

## Avoid Duplicate Emails

The purpose of these steps is to avoid pulling in duplicate emails when updating your settings. When a new email client is setup on an existing account, it will re-download all your previous emails unless the features illustrated below are turned on. This is because the new client may not know it has already read these emails. Mail sent to your winco.net account is automatically forwarded to the mymctc.net email system creating a duplicate. So when you change your winco.net email client to use the mymctc.net email server, the email client will see all the old emails as new ones and load them into your mymctc.net inbox.



**Select** Only download new mail beginning now.



**Click on Save to return to your inbox.**

5. As a maintenance note, log into your webmail and delete any old emails that are no longer needed. You will see all emails previously deleted on your winco.net email client in the mymctc.net webmail.

Congratulations, you have completed setting up your mymctc.net account! Please feel free to contact us if you have any questions.

Sincerely,

Mid Century Communications