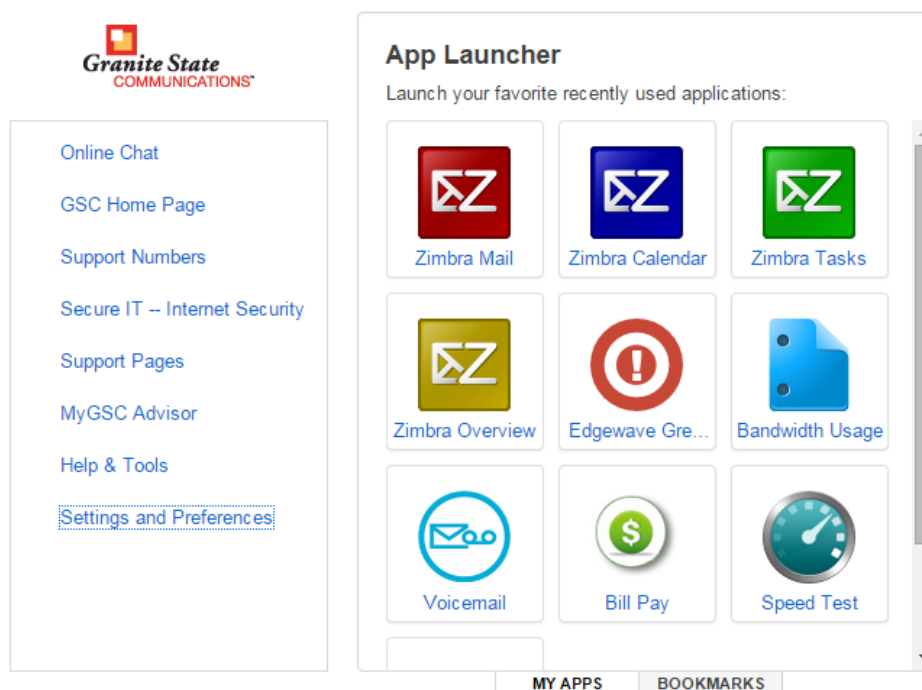




Thanks for choosing GSC for your Internet and email services. This guide provides instructions for managing your email account(s) including how to add email accounts for additional members of your household, set up an email alias, or change your password.

You can start managing your email account right now by visiting the “myGSC” tab of our website.

1. **Log in to your myGSC portal account using your @gsinet.net or @mygsc.com email address and the password associated with that account.** (PLEASE NOTE - If you have not already done so, you’ll need to take a few minutes to register a portal account in the myGSC Account section of our website.)
2. **Then click the "Manage Your Internet Account" link, and you will see a home page that shows quick links to tools such as Webmail (Zimbra mail) and Calendars. Along the left side of the screen you’ll see a link to “Settings and Preferences.”**



3. Use the “Settings and Preferences” link to do any of the following:

- **Add email accounts for additional members of your household.**

You can add up to 5 email accounts with up to 15GB of storage per mailbox. From the “Settings and Preferences” screen, click “Additional Users” and follow the prompts.

- **Set up an email alias — an alternative address for your account.**

Any email messages sent to an email alias will be delivered to your inbox. From the “Settings and Preferences” screen, click on “Email Alias” and follow the prompts.

- **Change email account passwords.**

Click the “Settings and Preferences” link and then click on “Change Password.” Remember that passwords are case sensitive. You must input your existing password and then a new password; you will then need to verify your new password. Remember to click the blue “change password” button after you have entered in your new information. It is important to remember that it could take up to 30 minutes after you click “change password” for this change to take effect.

Forgot your password? Contact 888-896-7824.

Please note: Changing your Internet/email password in the Internet account tool will NOT change the password for your portal account on our myGSC.com website. To change your myGSC portal account password, return to the welcome screen at <http://mygsc.com/mygsc> and click the “Change Password” link.

4. Use other popular tools such as our Speed Test to test your Internet connection speed OR our Edgewave GreyMail tool to access Spam/Virus Filtering for your email account. To learn more about managing your Spam & Virus Filter settings, visit the “Help & Support” section of our website and click on “Email Help & Tools.”

If you have any questions, please contact our Customer Care Department at 603-529-9931, Monday – Friday, 8:00am to 6:00pm and Saturdays 8:00am – 4:00pm. Or you can reach us 24/7 at 1-888-896-7824.