Steps for POP (Post Office Protocol) and IMAP (Internet Message Access Protocol) setup on MAC Platforms

The following instructions offer options for POP and IMAP e-mail retrieval locally on your MAC. In order to use this service provided as part of Citymail, you need to configure your mail client on your MAC, follow the steps below:

**Username convention:** First initial of your first name + up to 6 characters of your last name + either a 2 or 3 digit number followed by your campus domain name: username000@citymail.cuny.edu.

**Example:** If your name is John Smith, then the user name is jsmith000@citymail.cuny.edu.

**Password convention:** For password to 'citymail' all users will need to use the OIT 'Password Reset' form and follow instructions for 'Students'. The 'Password Reset' will let you verify your username and supply you with your login password for your new 'citymail' email account. Please reset your password after your initial login. If you have a problem finding your password, please go to the OIT Service Desk in NA 1/301 or call 212.650.7878.

**Step 1.** Go to Macintosh Hard Drive > Applications> Mail.
You will be prompted a new **Welcome to Mail** to set up a new account screen as shown below then click **Continue**:

**Step 2.** The Continue tab will prompt a window to setup the **General Information** for either POP or IMAP as shown below.

A) **POP Configuration**:

- **Account Type**: POP
- **Account Description**: username@citymail.cuny.edu
- **Full Name**: First Last
- **Email Address**: username@citymail.cuny.edu

**POP**

Enter the information in the required fields as follows:
- Account Type: POP
- Account Description: username@citymail.cuny.edu
- Full Name: first and last name
- Email Address: username@citymail.cuny.edu
- Click Continue, proceed to Step 3, while leaving the Incoming Mail server screen open because information from Outlook Live will be rewire.
Step 3. Open an internet browser and type https://login.live.com and the Sign In screen will appear as shown below:

**a)**

Enter the information in the required fields as follows:
- Windows live ID: username@citymail.cuny.edu
- Password: Your password
- Click the Sign-in button, which takes you to your inbox as shown below:

**b)**
c) To complete the **Server Information** for either POP or IMAP setup, click the down arrow and select “About” tab.

To complete the **Incoming Server Information** for POP, use **POP setting** and for IMAP, use **IMAP setting**.

To complete the **Outgoing Server Information** for either POP or IMAP setup, use the **SMTP Settings**.

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**Step 4.** The continue tab on Step 2 prompts a window to setup the **Incoming Mail Server** Information for either **POP** or **IMAP** as shown below:

**POP or IMAP (Incoming Server):** Refer to the **About** tab in Outlook Live.
- **Incoming Mail Server:** Use IMAP or POP depending on your previous selection to fill in the required fields.
- **User Name:** username@ccny.cuny.edu
- **Password:** Your password
- **Click:** Continue
Step 5. Now you’ll see a window to setup the Outgoing Mail Server Information for either POP or IMAP as seen below:

SMTP (Outgoing Server): Refer to the About tab in Outlook Live.
- **Outgoing Mail Server:** select SMTP external server information
- **Use Authentication:** Enable the check box
- **User Name:** username@citymail.cuny.edu
- **Password:** Your password
- **Click:** Continue

Step 6. An **Account Summary** will be displayed as shown below:
Step 7. A **Conclusion** window will appear to confirm that you have successfully set up your POP3 or IMAP mail client,

![Conclusion Window](image)

Click: **Done**

**Disadvantages of POP:**

- You will not get a virus check/scan on your computer (unless your computer has an antivirus tool installed).
- The attachments on your hard drive, which are not properly scanned, can make your computer susceptible for a virus.
- All messages get stored taking up your computer's hard drive space.
- Since all messages are stored on your hard drive, it is accessible by anyone who uses your computer, even if your email client is password protected. It is also possible for someone to read your messages by using another application.
- When configuring your mail client, make sure you check mark the box stating "Leave a copy of messages on server". Otherwise, all messages will be stored on your hard drive and subject to loss if email folders or hard drives become corrupted.

**Disadvantages of IMAP:**

- You will not have access to your e-mail when off-line, since your mail is not stored locally.

**Note:**

- Instructions are based on using the Mail client on operating system OS X Version 10.1.11.
- Configuring a mail client does not remove your mailbox or change your email address and you can still access your e-mail via http://mail.live.com.

**Disadvantages of IMAP:**

- You will not have access to your e-mail when off-line, since your mail is not stored locally.