Setting up LIVE@CCNY for Thunderbird

- Open Thunderbird
- Click “Create a new account”
- Choose “Skip this and use my existing email”

Enter the following information:

Mail Account Setup

- Your name: John Doe
- Email address: jdoc00@citymail.cuny.edu
- Password: ********
- Check Remember password

- Click Continue then quickly click Manual config

Enter the following information:

- Server hostname: pod51009.outlook.com
- Port: 993
- SSL/TLS: AUTODETECT
- Authentication: AUTODETECT
- Username: jdoc00@citymail.cuny.edu

- Click Re-test
- Click Done

- The new email account will display on the left panel in Thunderbird

Setting up LIVE@CCNY for iPhone & iPad

- Please access the Settings on the apple device
- Select  Mail, Contacts, Calendars
- Then choose “Add Account”
- From the list choose: Exchange

- Enter your email (i.e. username@citymail.cuny.edu)
- Along with your password
- Assign a Description for the email, if desired
- Press Next
- Enter the following:

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:username@citymail.cuny.edu">username@citymail.cuny.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Server</td>
<td>pod51009.outlook.com</td>
</tr>
<tr>
<td>Domain</td>
<td>citymail.cuny.edu</td>
</tr>
<tr>
<td>Username</td>
<td><a href="mailto:username@citymail.cuny.edu">username@citymail.cuny.edu</a></td>
</tr>
<tr>
<td>Password</td>
<td>********</td>
</tr>
<tr>
<td>Description</td>
<td>Exchange</td>
</tr>
</tbody>
</table>

- Press Next, all information shall be verified and configured on your phone
Setting up LIVE@CCNY for Android

- Open the application menu
- Tap the email icon
- Go to settings and click + to set up a new email
- Enter your full email username@citymail.cuny.edu and account password and tap Manual Setup

Choose

- **Incoming Server Settings:**
  
  **Username:** Username@citymail.cuny.edu

  **IMAP server:** pod51009.outlook.com **Security Type:** SSL

  **Port 993** and press Next

- **Outgoing Server Settings:**

  **SMTP server:** pod51009.outlook.com **Security Type:** TLS

  **Port 587** and press Next

- Assign an account name, if desired
- Assign a display name for the email account, if desired
- Tap Done and your email will be configured for your phone

Setting up LIVE@CCNY for Outlook

- Open MS Outlook
- Click “File” under Info select “Add Account”
- Select “Manually configure server settings or additional server types”
- Click “Next”
- Select “Internet Email” ; Click “Next”

Enter the following information:

**User Information**

- **Your Name:**
- **E-mail Address:**

**Server Information**

- **Account Type:**
- **Incoming mail server:**
- **Outgoing mail server (SMTP):**

**Logon Information**

- **User Name:**
- **Password:**

- Click “More settings” (bottom right)
- Under “Outgoing Server” tab, select “My outgoing server (SMTP) requires authentication”
- Select “Use same settings as my incoming mail server”
- Under the “Advanced” tab enter the following Server Port Numbers:
  - **Incoming server (IMAP): 993** **Type of Security:** SSL
  - **Outgoing server (SMTP): 587** **Type of Security:** TLS

- Verify that the Outgoing server (SMTP): 587
- Outlook will test the information you enter and send a test email
- Click “Close” once you have received the test email

**For Mac Users:** You need the following only: Username, Password and the server which is pod51009.outlook.com. Make sure to uncheck configure automatically.