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

The following instructions offer options for POP and IMAP e-mail retrieval locally on your PC. In order to use this service provided as part of Live@CCNY, you need to configure your mail client on your PC, 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 'User Account Lookup Form' website and follow instructions for 'Students'. The User Account Lookup Form 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 2. Once the download is completed, on your computer, go to Start Menu>Programs>Windows-live> Windows-live mail.

Step 3. The Add an E-mail Account screen will appear as shown below:
Step 4. 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.
Step 5: Copy the **Incoming and Outgoing Server Information** from the About tab to complete the setup either **POP** or **IMAP** as seen below:

A) POP Configuration:

![Image of POP Configuration]

**POP (Incoming Server):** Refer to the About tab in Outlook Live.
- My incoming mail server: POP3
- Incoming Server: POP server name
- Port: 995
- Enable the check boxes that indicates:
  - This server requires a secure connection (SSL)
  - My outgoing server requires authentication

**SMTP (Outgoing Server):** Refer to the About tab in Outlook Live.
- Outgoing Server: SMTP server name
- Port: 587
- Enable the check boxes that indicates:
  - This server requires a secure connection (SSL)
  - My outgoing server requires authentication
- Click Next

B) IMAP Configuration:

![Image of IMAP Configuration]

**IMAP (Incoming Server):** Refer to the About tab in Outlook Live.
- My incoming mail server: IMAP
- Incoming Server: IMAP server name
- Port: 993
- Enable the check boxes that indicates:
  - This server requires a secure connection (SSL)
  - My outgoing server requires authentication

**SMTP (Outgoing Server):** Refer to the About tab in Outlook Live.
- Outgoing Server: SMTP server name
- Port: 587
- Enable the check boxes that indicates:
  - This server requires a secure connection (SSL)
  - My outgoing server requires authentication
- Click Next
Step 6. After clicking “Next”, your new account settings are completed as displayed below:

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 to 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 email when off-line, since your mail is not stored locally.

Note:
- Instructions are based on Windows 7 operating system using Windows Live Mail client, your client may differ.
- Configuring a mail client does not remove your mailbox or change your email address and you can still access your email via http://mail.live.com.

Click Finish to complete your configuration successfully.