

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 **Citymail**, 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*.

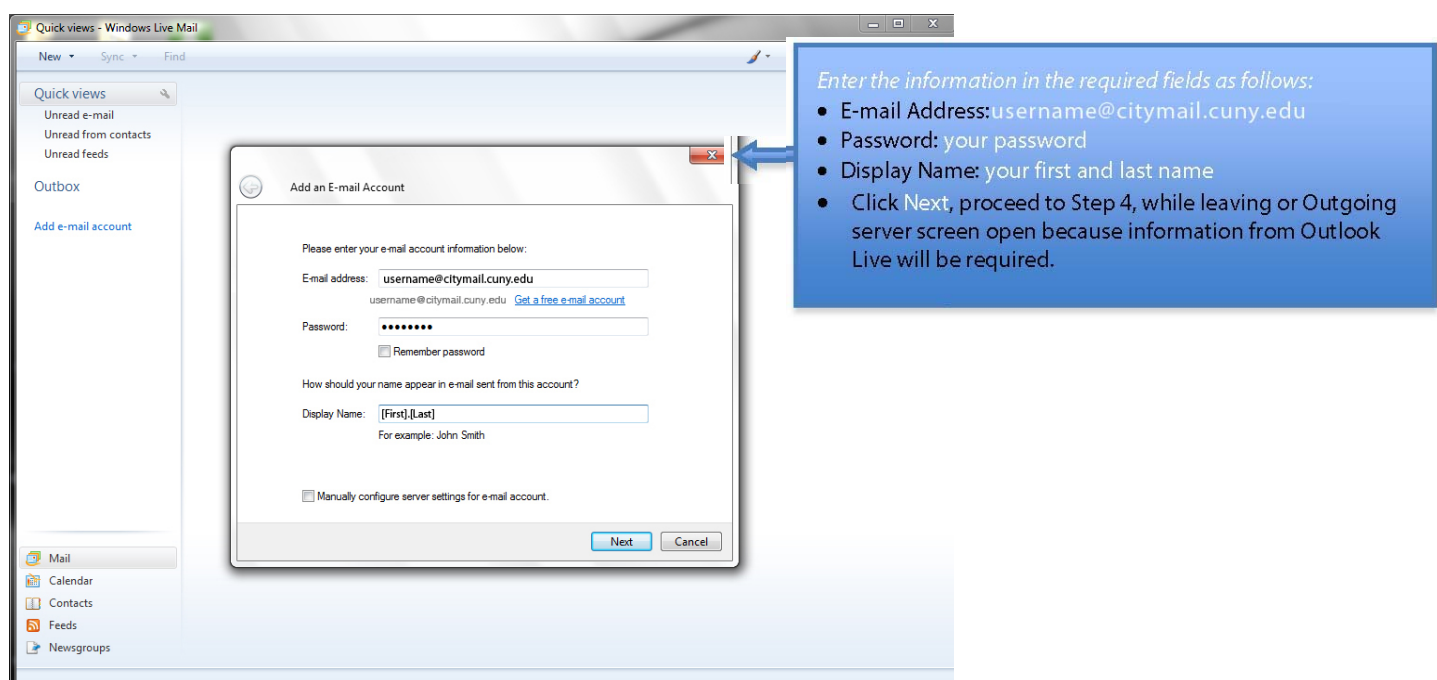
Example: If your name is John Smith, then the user name is jsmith000@citymail.cuny.edu.

Password convention: For password to 'citymail' all users will need to use the '[Password Reset](#)' website 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 <http://download.live.com/wlmail>, download the Windows Live client onto your desktop.

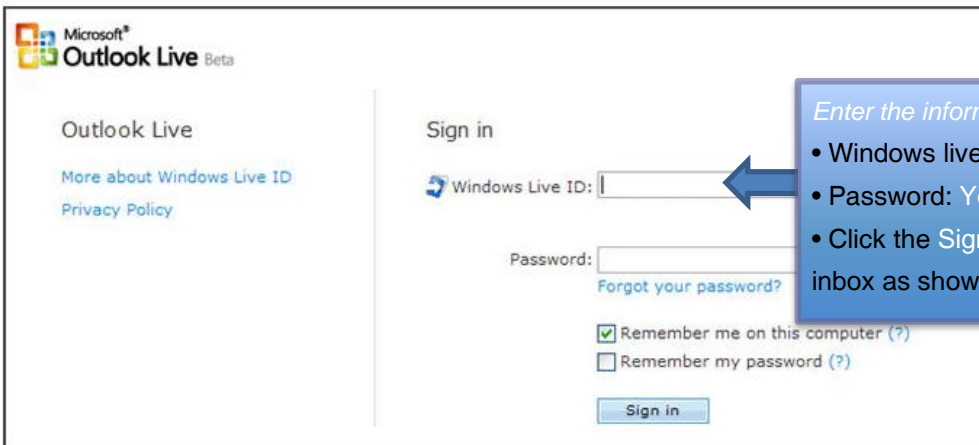
Step 2. Once the download is completed, on your computer, go to **Start Menu>Programs>Windows-live> Windows-live mail**.

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:

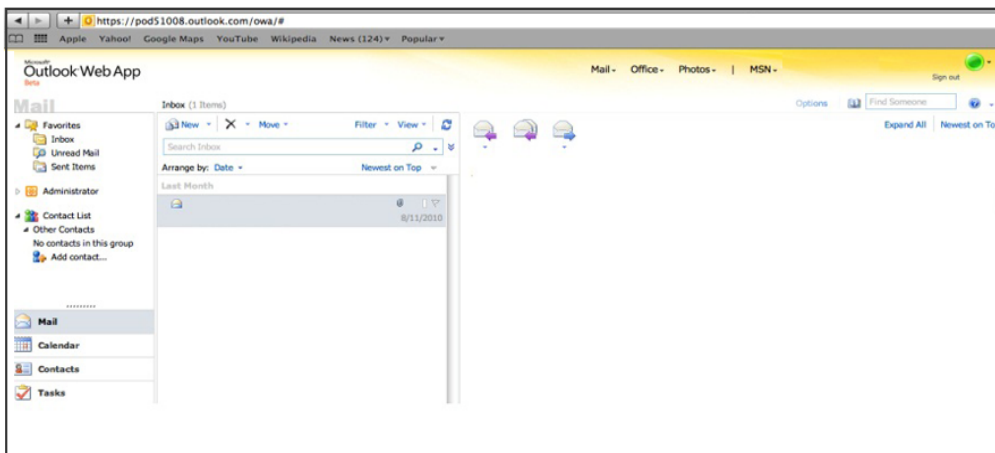
a)



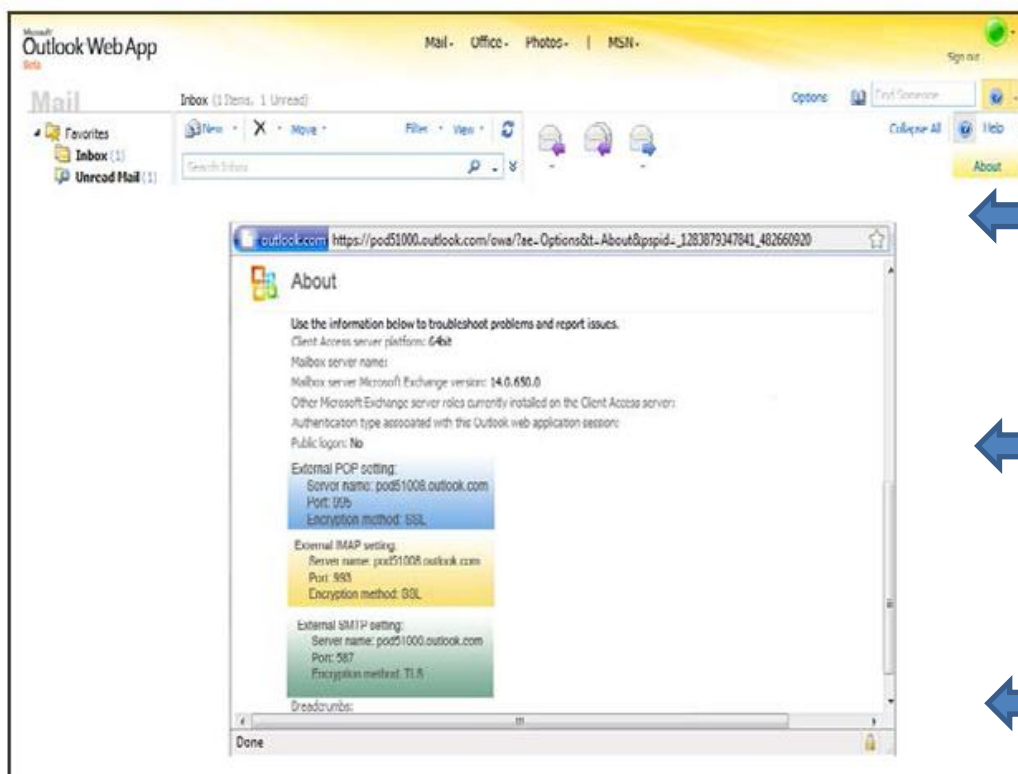
Enter the information in the required fields as follows:

- 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)



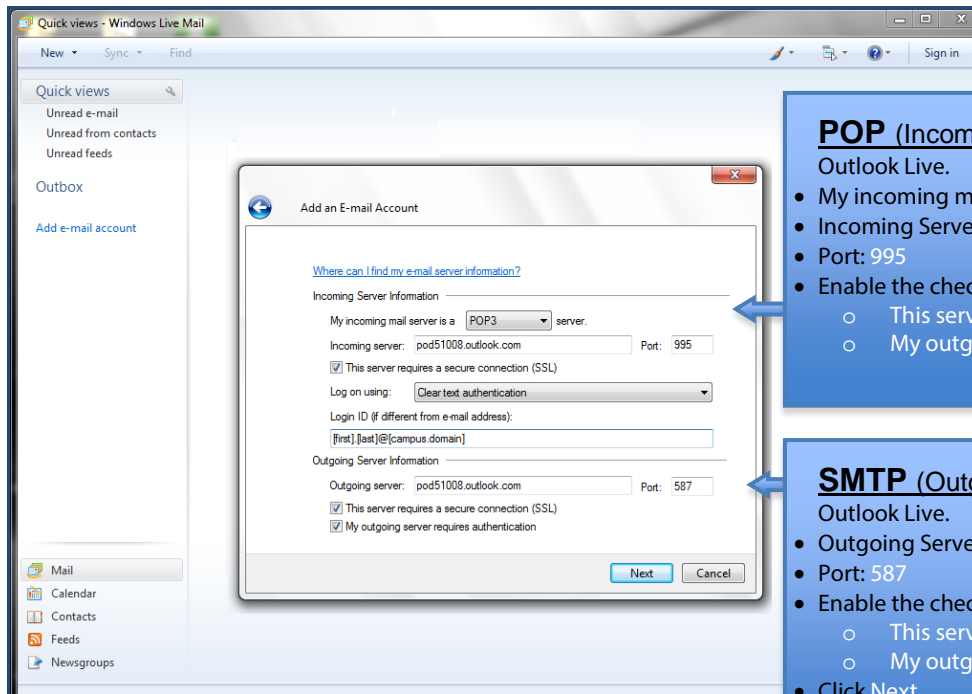
To complete the **Server Information** for either POP or IMAP setup, click the down arrow and select **"About"** tab.

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:



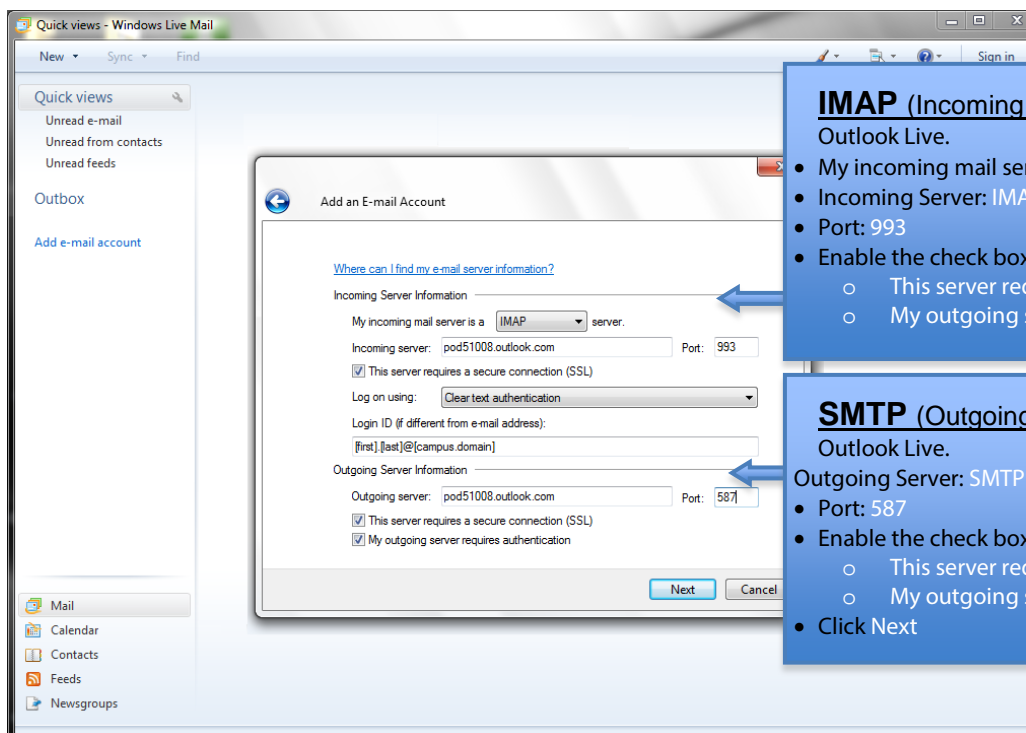
POP (Incoming Server): Refer to the About tab in Outlook Live.

- 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:



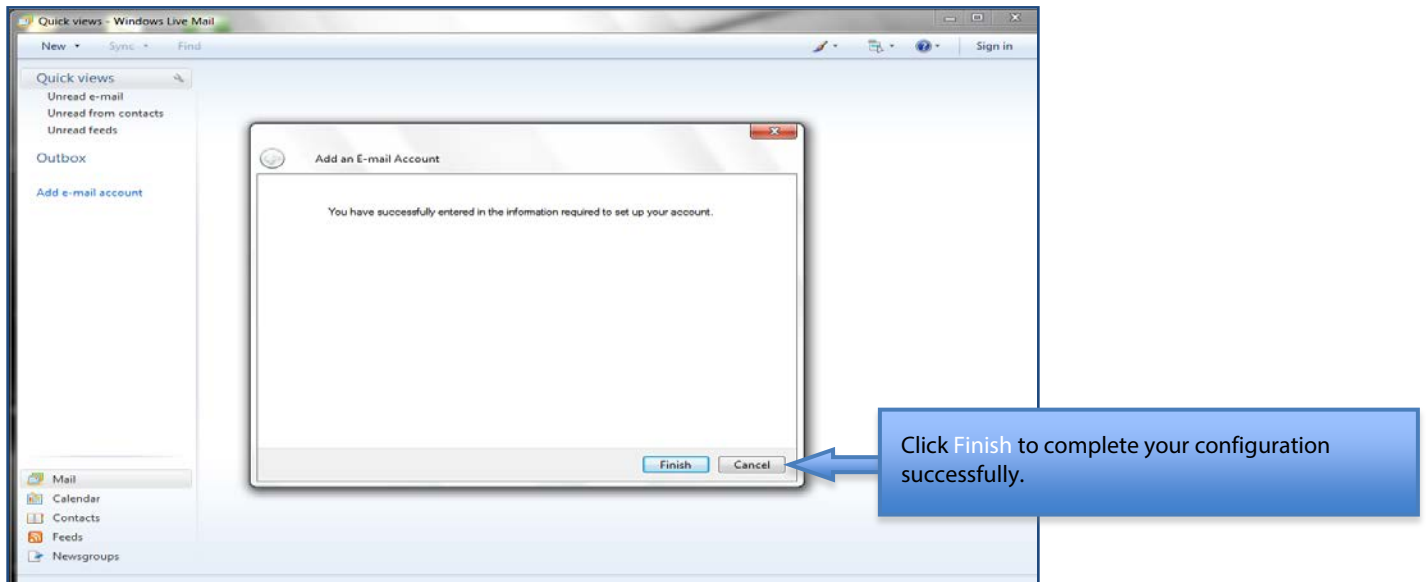
IMAP (Incoming Server): Refer to the About tab in Outlook Live.

- 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 display 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 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 e-mail 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 e-mail 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 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 e-mail via <http://mail.live.com>.