

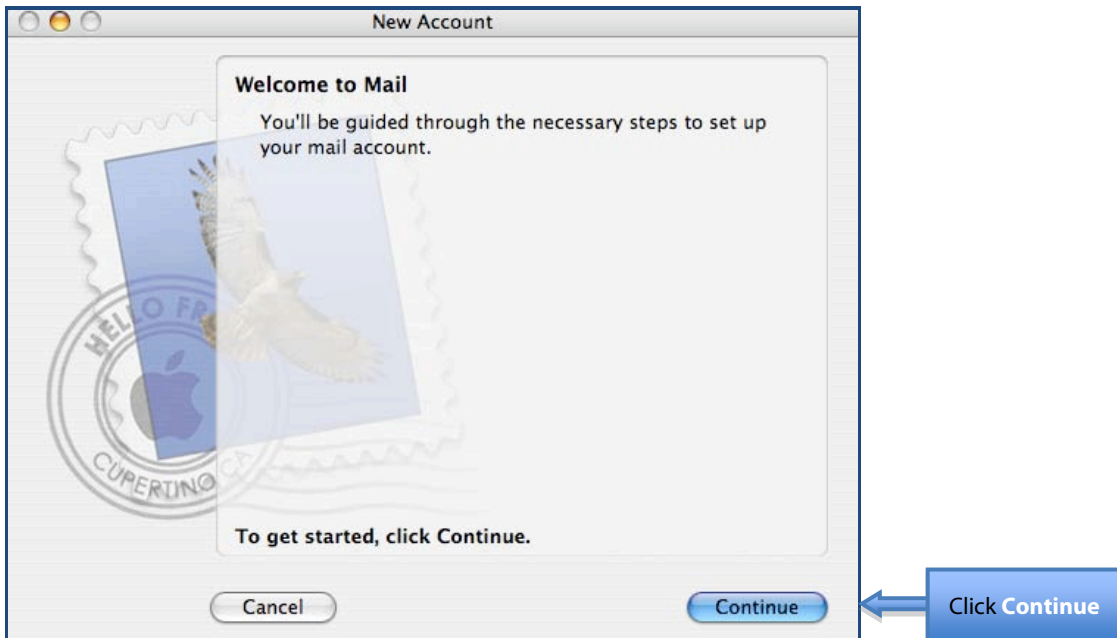
Steps for POP (Post Office Protocol) and IMAP (Internet Message Access Protocol) setup on Mac Platforms

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 **Live@CUNY**, you need to configure your mail client on your Mac, follow the steps below:

Step 1. Go to **Macintosh Hard Drive > Applications > Mail**.

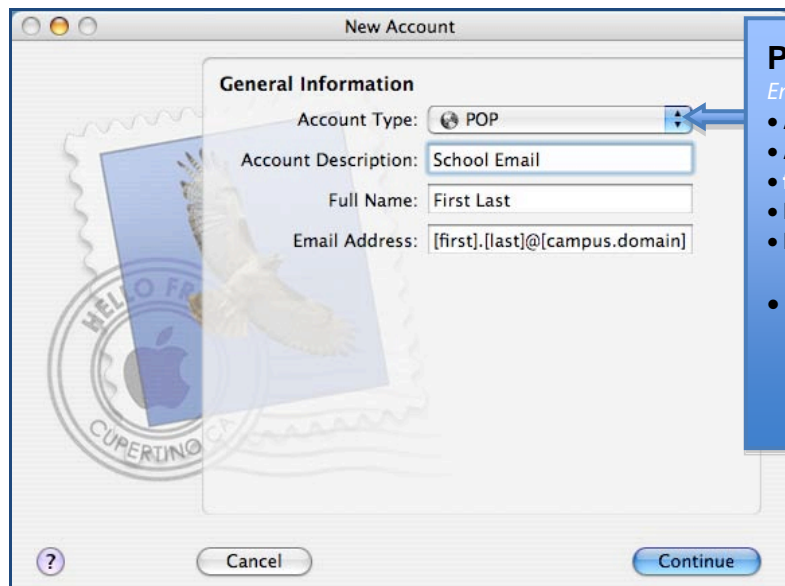


You will be prompted a new **Welcome to Mail** to set up a new account screen as shown below then click **Continue**:



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:

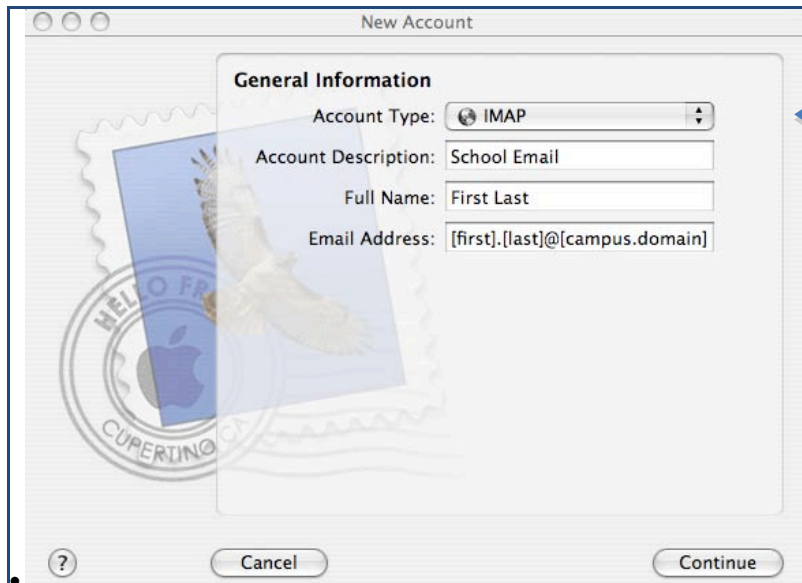


POP

Enter the information in the required fields as follows:

- Account Type: POP
- Account Description: **firstname.lastname@campusdomain**
- **firstname.lastname@campusdomain**
- Full Name: **first and last name**
- Email Address: **firstname.lastname@campusdomain**
- Click **Continue**, proceed to Step 3, while leaving the Incoming Mail server screen open because information from Outlook Live will be rewired.

B)IMAP Configuration:

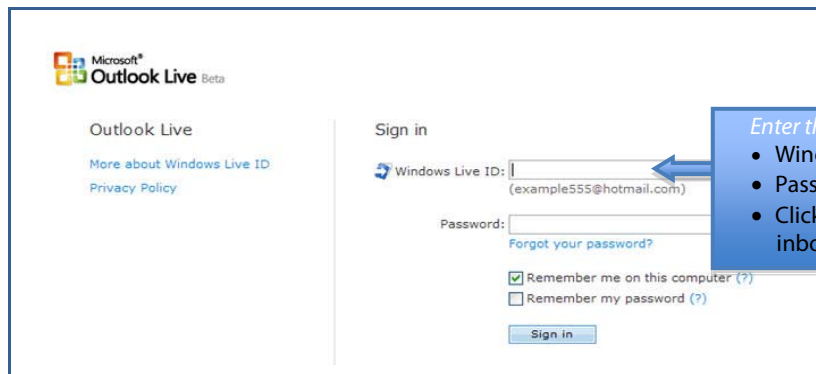


IMAP

- Account Type: IMAP
- Account Description: **firstname.lastname@campusdomain**
- Full Name: **first and last name**
- Email Address: **firstname.lastname@campusdomain**
- Click **Continue**, proceed to step 3 while leaving the Incoming Mail server screen open because this will require information from Outlook Live

Step 3. Open an internet browser and type <https://login.live.com> and the Sign In screen will appear as shown below:

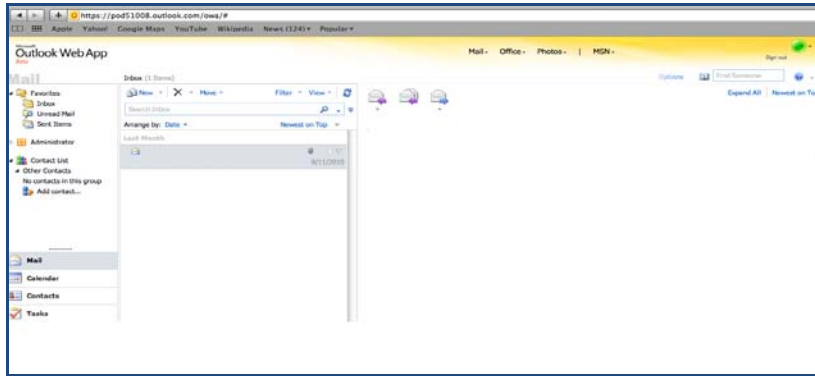
a)



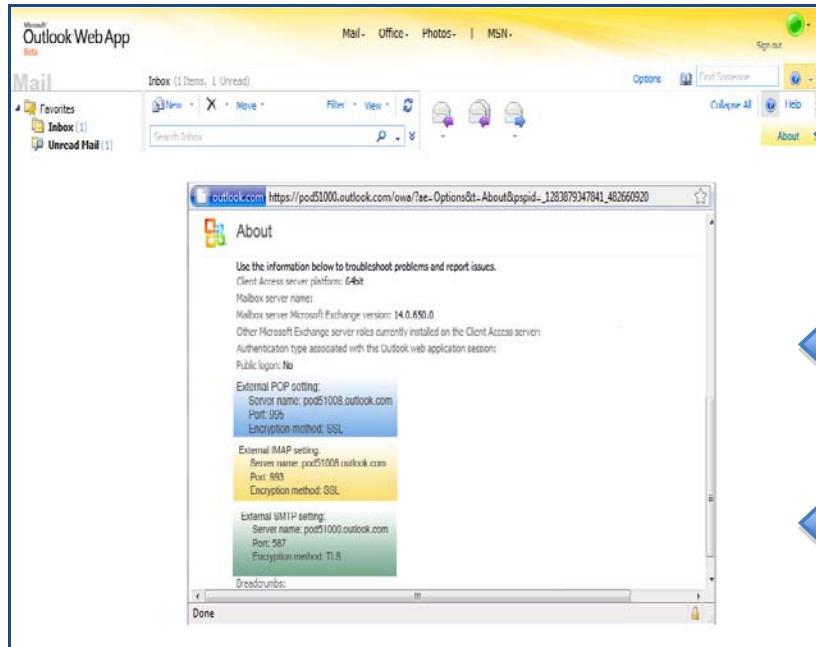
Enter the information in the required fields as follows:

- Windows live ID: **firstname.lastname@campusdomain**
- Password: **Your password**
- Click the **Sign-in** button, which takes you to your inbox as shown below:

b)



c)

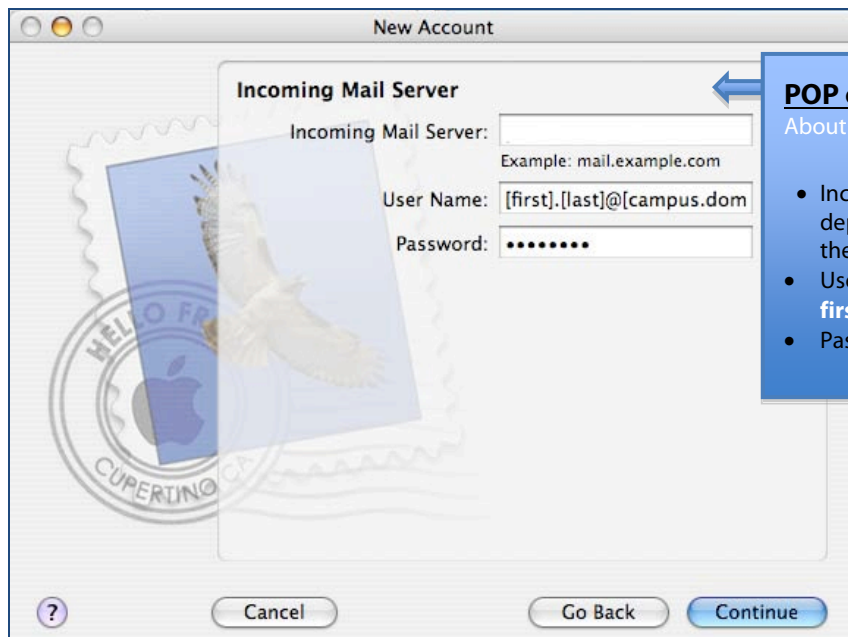


To complete the **Server Information** for either POP or IMAP setup, click the down arrow and select **"About"** tab.

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**:

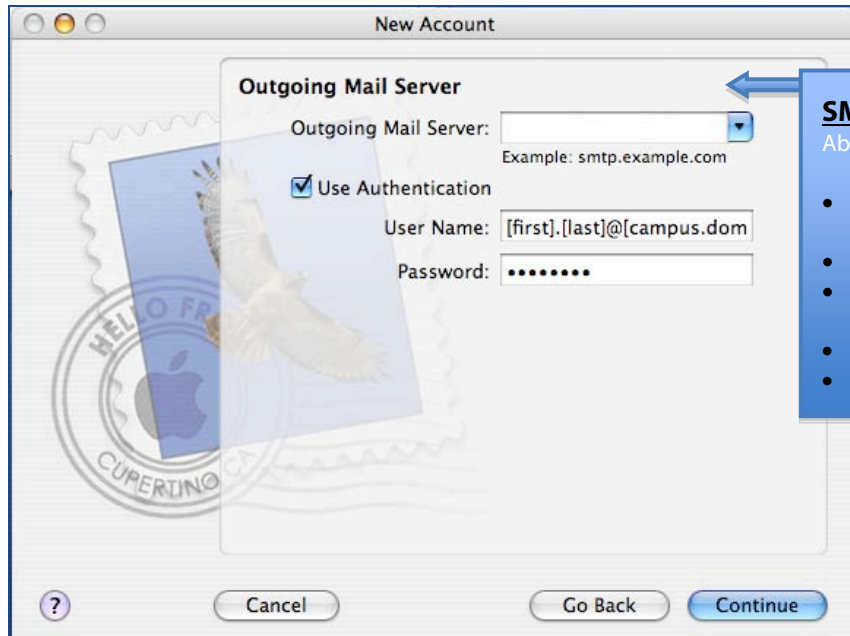
Step 4. The continue tab on Step 2 prompts a window to setup the **Incoming Mail Server** Information for either **POP** or **IMAP** as shown below:



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: **firstname.lastname@campusdomain**
- Password: **Your password**

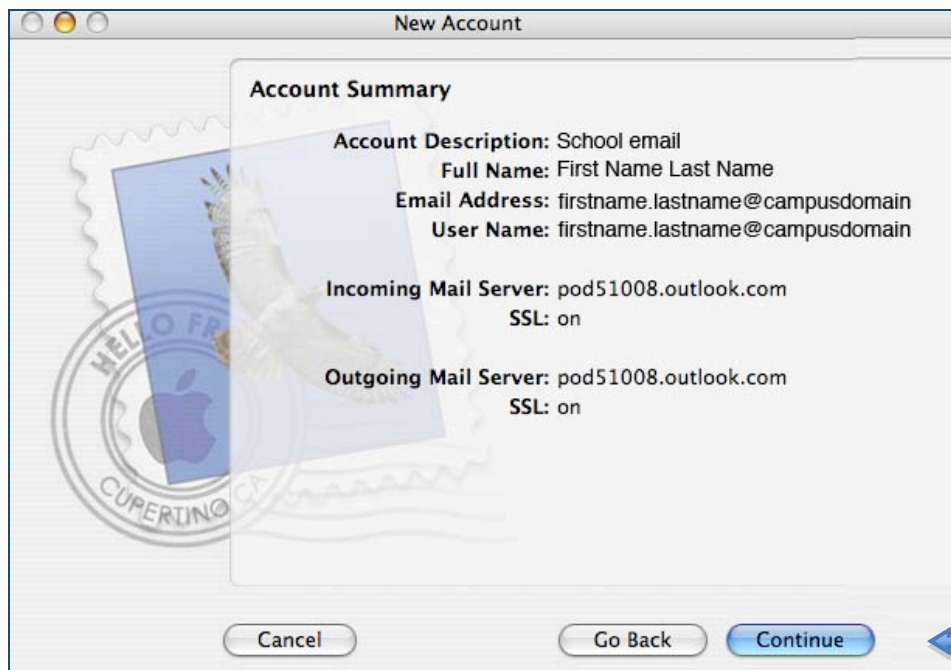
Step 5. Now you'll see a window to setup the **Outgoing Mail Server** Information for either **POP** or **IMAP** as seen below:



SMTP (Outgoing Server): Refer to the About tab in Outlook Live.

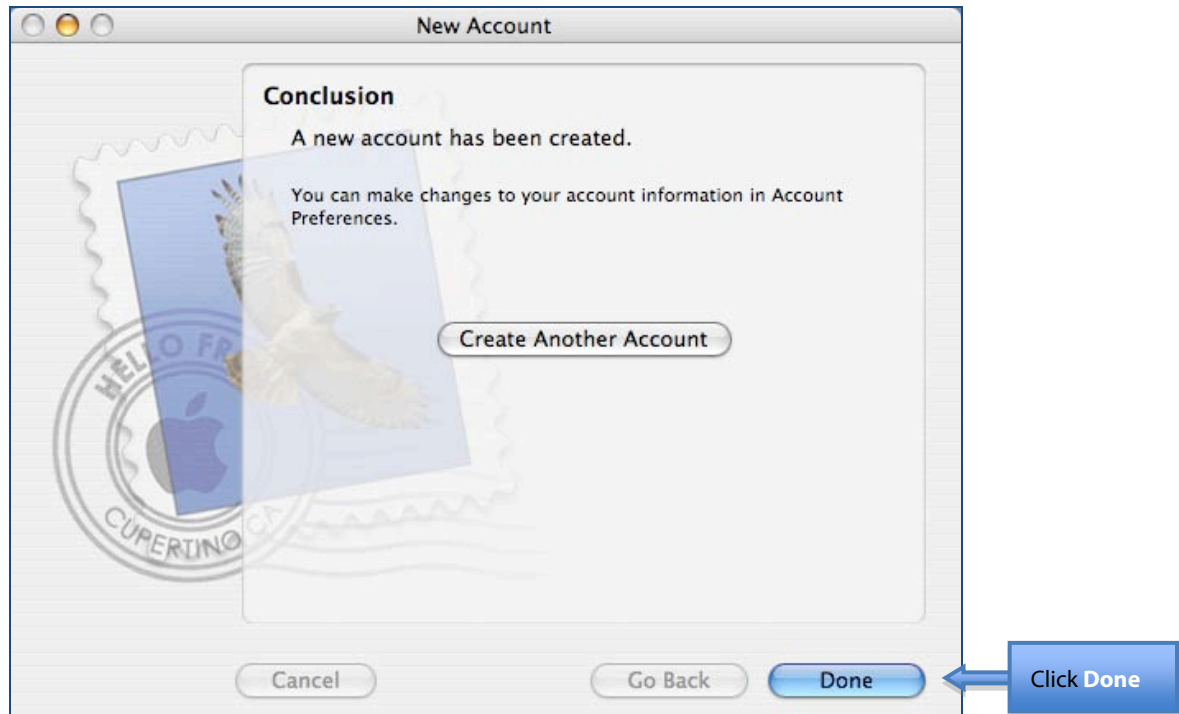
- Outgoing Mail Server: select SMTP external server information
- Use Authentication: Enable the check box
- User Name: firstname.lastname@campusdomain
- Password: Your password
- Click: Continue

Step 6. An **Account Summary** will be displayed as shown below:



Click Continue

Step 7. A **Conclusion** window will appear to confirm that you have successfully set up your POP3 or IMAP mail client,



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 you mail is not stored locally.

Note:



- Instructions are based 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>.