

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@CUNY**, you need to configure your mail client on your PC, follow the steps below.

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:

Quick views - Windows Live Mail

New Sync Find Sign in

Quick views

- Unread e-mail
- Unread from contacts
- Unread feeds

Outbox

Add e-mail account

Mail

Calendar

Contacts

Feeds

Newsgroups

Add an E-mail Account

Please enter your e-mail account information below:

E-mail address:
example555@hotmail.com [Get a free e-mail account](#)

Password:
 Remember password

How should your name appear in e-mail sent from this account?

Display Name:
For example: John Smith

Manually configure server settings for e-mail account.

Next Cancel

Enter the information in the required fields as follows:

- E-mail Address: **firstname.lastname@campusdomain**
- Password: **your password**
- Display Name: **your first and last name**
- Click **Next**, proceed to Step 4, while leaving or Outgoing server screen open because information from Outlook Live will be required.

Step 4. The next tab requires information from Outlook Live. Open an internet browser and type <https://login.live.com> and the Sign In screen will appear as shown below:

(a)

Microsoft® Outlook Live Beta

Outlook Live

[More about Windows Live ID](#)

[Privacy Policy](#)

Sign in

Windows Live ID:
(example555@hotmail.com)

Password:

[Forgot your password?](#)

Remember me on this computer (?)

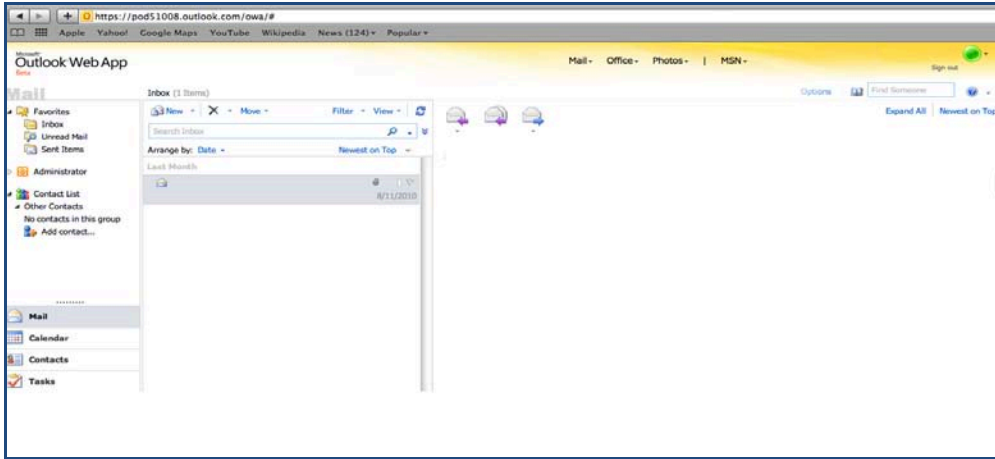
Remember my password (?)

Sign in

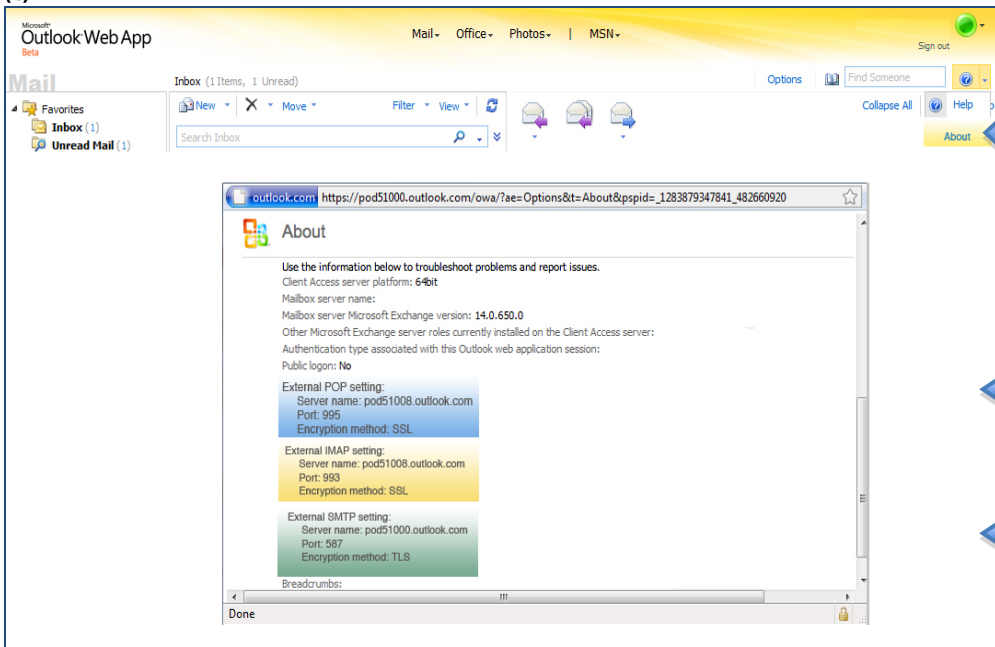
Enter the information in the required fields as follows:

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

(b)



(c)



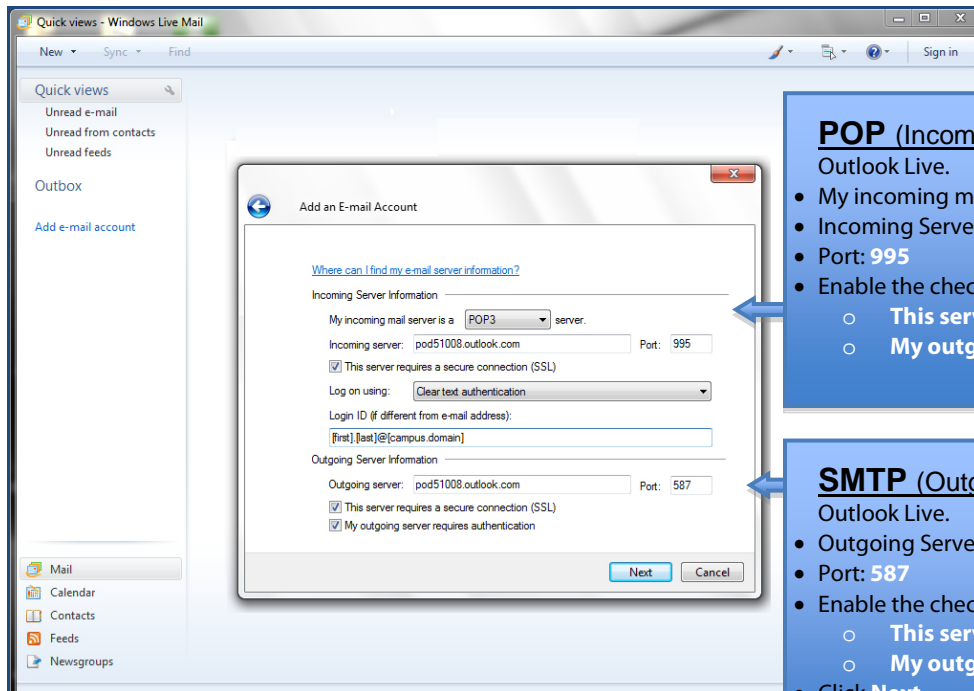
To complete the **Server Information** for either POP or IMAP setup, click the down arrow and select "About" tab.

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 setting**.

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:



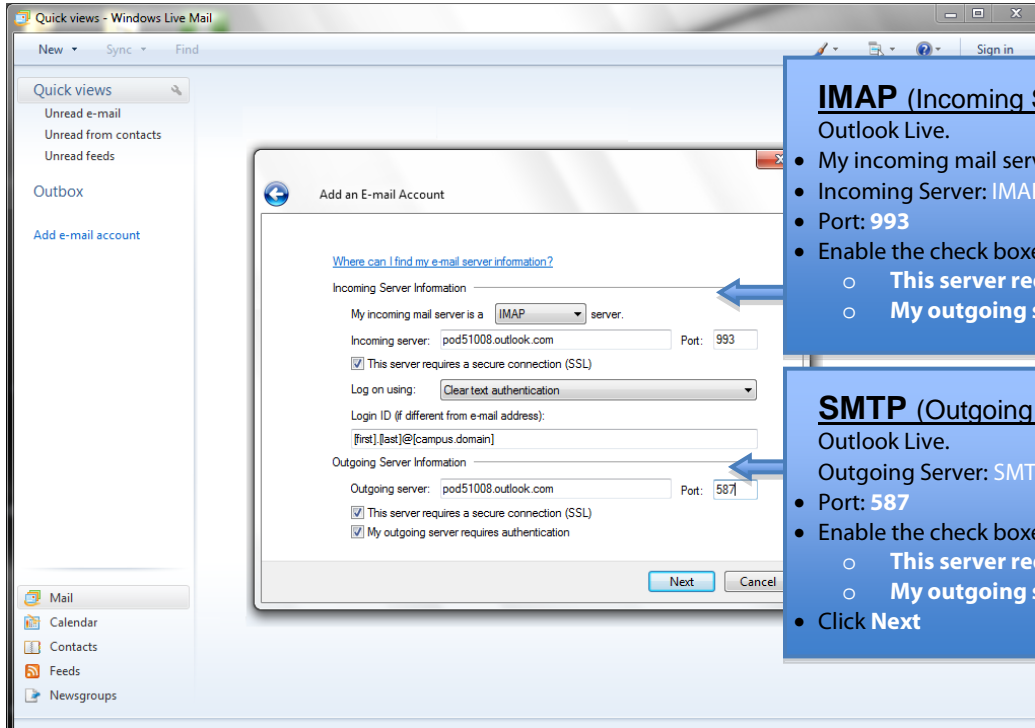
POP (Incoming Server): Refer to the About tab in Outlook Live.

- 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:



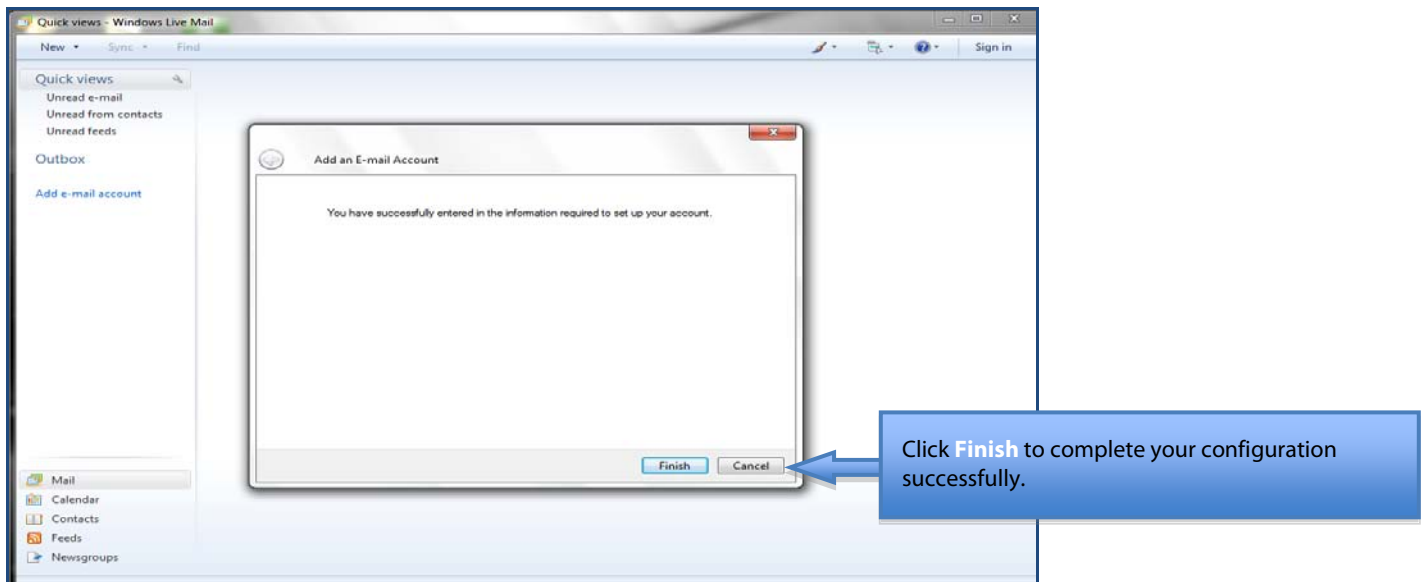
IMAP (Incoming Server): Refer to the About tab in Outlook Live.

- 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 you 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>.*