

LIVE@GUNY

are you on it?



For technical Support please contact your campus helpdesk.

www.cuny.edu

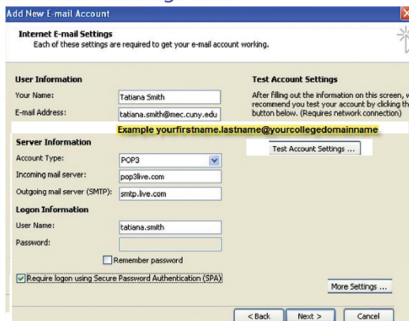
PC PLATFORM

Configuring POP3 Mail Client

Configuring POP3 Mail Client Settings for PC

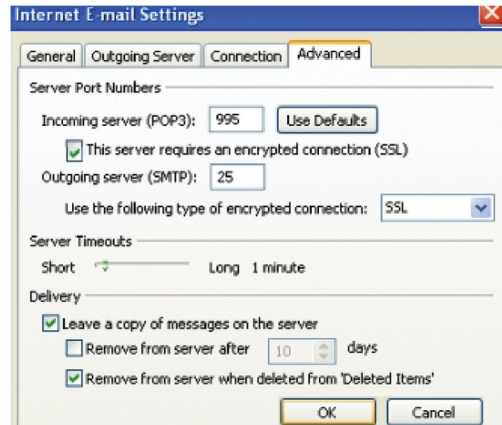
In order to use the POP3 Service provided as part of Live@CUNY, you will need to configure your mail client as follows:

1. Go to Start, Programs, Microsoft Office, Microsoft Office Outlook.
2. Click Next to configure your e-mail account.
3. Click "Yes" to configure Outlook to Internet E-mail.
4. Check the box that indicates "Manually configure server settings".
5. Choose Internet E-mail option.
6. Set the incoming mail (POP3) and Outgoing mail (SMTP) settings to:
 - a. Your name: Firstname.lastname@yourcollege'semaildomain
 - b. Email Address: Firstname.lastname@yourcollege'semaildomain
For example: (firstname.lastname@baruchmail.cuny.edu
 - c. Account type: Pop3.
 - d. Incoming Mail Server: pop3.live.com.
 - e. Outgoing Mail Server (SMTP): smtp.live.com: Firstname.Lastname
 - f. Username: firstname.lastname@yourcollege'semaildomain
 - g. Password: <Your password>.
 - h. Check the box that indicates "Require Login Using Password Authentication (SPA)".
- i. Click on "More Settings" tab.



7. On the Advanced Tab:
 - Check all the boxes that indicate "Enable this account, include when automatically checking for new mail and use SSL".
 - Set the port number for Incoming Mail (POP3) to 995.
 - Check the box that indicates "Use Secure Sockets Layer (SSL)".

- Set Outgoing Mail (SMTP) is set to 25.
- Check the box that indicates "Leave a copy of Messages on the server" (SSL).
- Remove from server when deleted from "Deleted Item".



8. Click Finish to complete your configuration

We highly discourage you to use POP3 due to certain drawbacks, such as:

- If you use POP, you will not get a virus check/scan because anti-virus tools are on the server side.
- All messages are stored on your hard drive eating up what is sometimes very valuable space.
- Since all attachments are stored on your computer, there is a potential danger of virus attack, if they are not properly scanned.
- 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 often possible for someone to read your messages by using another application to open them.
- 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. Recovering is often a painful exercise.

- * Screen shots are taken using Outlook Express Version 7, your mail client may differ.

Note: 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>.