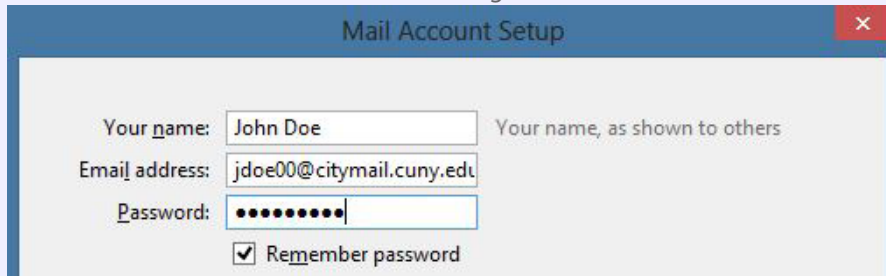## Setting up LIVE@CCNY for Thunderbird

- Open Thunderbird
- Click "Create a new account"
- Choose "Skip this and use my existing email"

Enter the following information:

- Click **Continue** then quickly click **Manual config**

Enter the following information:

- Click **Re-test**
- Click **Done**

- The new email account will display on the left panel in Thunderbird

Setting up LIVE@CCNY for iPhone & iPad

- Please access the Settings on the apple device
- Select 📧 **Mail, Contacts, Calendars**
- Then choose "Add Account"
- From the list choose: **Microsoft® Exchange**

- Enter your email (i.e. username@citymail.cuny.edu)
  Along with your password
- Assign a Description for the email, if desired
- Press Next
- Enter the following:

** Please make sure you have 3G or Wifi connection before attempting to add your email account.

** Please note: recent iOS updates may not require entering the server information, they will auto-detect the required settings. Press Save to add the email to your device.

** If you do not see your emails in your mailbox please check the settings under Mail Days to Sync

Server: pod51009.outlook.com

Domain: citymail.cuny.edu

Username: username@citymail.cuny.edu

Password: Enter your password for this account

- Press Next, all information shall be verified and configured on your phone

The City College of New York
Office of Information Technology (OIT)

212.650.7878   servicedesk@ccny.cuny.edu

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- Open the application menu

- Tap the email icon

- Go to settings and click + to set up a new email

- Enter your full email username@citymail.cuny.edu

  and account password and tap Manual Setup

- Choose

- Incoming Server Settings:

Username: Username@citymail.cuny.edu

IMAP server: pod51009.outlook.com Security Type: SSL

Port 993 and press Next

- Outgoing Server Settings:

SMTP server: pod51009.outlook.com Security Type: TLS

Port 587 and press Next

Incoming server settings	Outgoing server settings
User name	**SMTP server**
username@citymail.cuny.edu	pod51009.outlook.com
Password	**Security type**
••••••••	TLS (Accept all certificates)
IMAP server	**Port**
pod51009.outlook.com	587
Security type	✓ Require sign-in
SSL (Accept all certificates)	**User name**
Port	username@citymail.cuny.edu
993	**Password**
IMAP path prefix	••••••••
Optional	
Next	Next

- Assign an account name, if desired
- Assign a display name for the email account, if desired
- Tap Done and your email will be configured for your phone

- Open MS Outlook
- Click "File" under Info select "Add Account"
- Select "Manually configure server settings or additional server types"
- Click "Next"
- Select "Internet Email" ; Click "Next" **

Enter the following information:

User Information

Your Name: John Doe

E-mail Address: jdoe00@citymail.cuny.edu

Server Information

Account Type: IMAP

Incoming mail server: ** pod51009.outlook.com

Outgoing mail server (SMTP): pod51009.outlook.com

Logon Information

User Name: ** jdoe00@citymail.cuny.edu

Password: ** ********

✓ Remember password

☐ Require logon using Secure Password Authentication (SPA)

- Click "More settings" (bottom right)
- Under "Outgoing Server" tab, select "My outgoing server (SMTP)
      requires authentication"
- Select "Use same settings as my incoming mail server"
- Under the "Advanced" tab enter the following Server Port Numbers:
  - Incoming server (IMAP): 993 Type of Security: SSL
  - Outgoing server (SMTP): 587 Type of Security: TLS
- Verify that the Outgoing server (SMTP): 587
- Outlook will test the information you enter and send a test email
- Click "Close" once youu have received the test email

** For Mac Users: You need the following only: Username, Password and the server which is pod51009.outlook.com. Make sure to uncheck configure automatically.