UAlbany Mail Access and Settings
Initializing and configuring your new mail account

To start using your UAlbany Mail account:

First check MyUAlbany at http://www.albany.edu/myualbany

Log in and in the center of the screen there will be a section called UAlbany Mail Initialization.

If you have initialized your email account it will look similar to the screen below. If you have not initialized the account it will ask you enter your password and click Initialize.

Using the web interface (mail.albany.edu) and the MS Outlook program are the preferred ways of using your email account. However you are able to set up most email clients with the following IMAP information:

Server settings for most programs:

**IMAP server**: pod51009.outlook.com
**Port number**: 992
**Username**: Your email address as you have been notified or as it shows in MyUAlbany.
**Security**: SSL
**Authentication**: Normal Password

**SMTP Server**: pod51009.outlook.com
**Port Number**: 587
**Username**: Your email address as you have been notified or as it shows in MyUAlbany.
**Security**: TLS or STARTTLS
**Authentication**: Normal Password
Please take note of the email address in bold on your MyUAlbany screen, and open Mozilla Thunderbird.

Click to cancel or ignore any account errors that may pop up.

Click click on Tools > Account Settings

Select your account and change your account name and email address to the email address you saw in MyUAlbany.

Next click on Server settings.

For server name and Port type:
Server Name: pod51009.outlook.com
Port: 993
For Connection security under Security settings, choose SSL/TLS.
You will also need to change your Outgoing Server – SMTP settings.

Click on Outgoing Server (SMTP) while in Account Settings and click Add.

Description: Enter your email address as you saw it in MyUAlbany
Server Name: pod51009.outlook.com
Port: 587
For Security and Authentication, choose STARTTLS for Connection security.
User Name: Enter your email address as you saw it in MyUAlbany

Click OK when done.

Next click on the new pod51009.outlook.com address line and click the Set Default button.

Then click on the old smtp.albany.edu address line and select Remove. You should have only one SMTP address listed.

Click OK and restart Thunderbird.