Thunderbird POP Instructions - Bloomsburg University Students

This guide will assist you in setting up Thunderbird to work with your student email account using POP. Thunderbird is a free multi-platform email client available from Mozilla at [http://www.mozillamessaging.com/](http://www.mozillamessaging.com/). The guide was created with the latest version available at time of publish, which was version 17.0.5.

1. When you start Thunderbird, you may receive a “System Integration” dialog box. If you do not receive this dialog box, skip to step 2.

   ![System Integration Dialog]

   • If you want Thunderbird to be this computer’s default email software, click “OK”.
   • If you do not want Thunderbird to be this computer’s default email software and you don’t want it to ask again, Uncheck “Always perform this check when starting Thunderbird” and click “Cancel”.

2. If you have never used Thunderbird before and therefore do not have another email account in this installation of Thunderbird, skip to step 3. If you already have a different email account configured in Thunderbird, click on “Local Folders” in the left pane, then click on “Create a new account” in the right pane.

   ![Local Folders Dialog]
3. When Thunderbird asks if you’d like a new email address, click “Skip this and use my existing email”.

4. In the Mail Account Setup window, type in your name, full email address, and current password. You may check the “Remember Password” box if you would like to; however, this should not be done if you are using a computer with a shared logon. Click on Continue to move to the next step.
5. Select “POP3” and then click on “Manual Config”.

![Thunderbird POP Instructions](image)

6. For Incoming server, use pod51000.outlook.com 995 SSL/TLS Normal Password. For Outgoing server, use pod51000.outlook.com 587 STARTTLS Normal Password. Be sure to enter your full email address in the Username field. Then click “Done”.

![Thunderbird POP Instructions](image)
7. Your account is now configured. However, there is a setting in Thunderbird you should set and a setting in your mailbox that you should set. First, click on “View settings for this account” in the right pane.

8. It is highly recommended that you select the “Leave messages on server” option, uncheck the “For at most” box, and select the “Until I delete them” option.
9. Log in to your mailbox in your web browser through Outlook Web App (webmail) at http://mail.huskies.bloomu.edu/ and click on “Options”, and then click on “See All Options”. On the left side, click on “Block or Allow”. Select the “Don't move e-mail to my Junk E-Mail folder” option, then click on “Save” at the bottom right. You can log off Outlook Web App and close your web browser.

10. Congratulations, your account is now set up. Click on “Inbox” to see your email. Please see below for more information.

Additional Information:

- The POP protocol only supports retrieving messages from the “Inbox” folder, so you will not be able to retrieve messages from any other folders, including your Junk E-Mail folder. That is why you are instructed to disable server-side junk e-mail filtering. If you only use POP to read your email messages, you would never see any messages that are moved into the Junk E-Mail folder by server-side junk filtering. You should also be careful if you have previously set mailbox rules within the options of your email account to automatically move certain messages to other folders in your mailbox, because you will not see these messages either.

- The reason it is recommended to set the option to “Leave messages on server” is because if you don’t, the copy of Thunderbird you set up on a particular computer will house the only copy of messages it has downloaded. If you leave a copy of the messages on the server, messages will be available if you access your email account another way, such as Outlook Web App, Microsoft Outlook, and Mobile Device Exchange Activesync. The “Leave messages on server” setting is required if you want to get your messages on your mobile device and in the case of a hard drive crash or if you have to wipe and reinstall your operating system, you will be happy to have these messages still available and not lost forever.

- IMAP is an alternative to POP and IMAP does support all other message folders within your mailbox (IMAP does not support Calendar or Contacts). If you only chose POP because you wanted a downloaded copy of your messages, you should consider IMAP because you can use the “Message Archives” option to archive messages to a local folder when accessing your account through IMAP.

- If your Calendar and Contacts are important to you, you can just use Outlook Web App (webmail) available at http://mail.huskies.bloomu.edu/, or if you own Microsoft Outlook 2007 or later, you could configure it with an Exchange account using what is called “Outlook Anywhere”.