Thunderbird IMAP Instructions
For Students

1) Open Mozilla Thunderbird.

2) Go to tools>Account Settings.
3) Click on ‘Add Account…’
4) Check ‘email account’ and click next.

In order to receive messages, you first need to set up a Mail or News group account. This Wizard will collect the information necessary to set up a Mail or News group account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

- [ ] Email account
- [ ] RSS News & Blogs
- [x] News group account
5) Enter your name and your email address (HuskyID). Click next.

Account Wizard

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name: [Your Name]

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address: [abc1234@huskies.bloom.edu]
6) On this screen enter ‘outlook.com’ as the incoming mail server. Make sure the ‘IMAP’ button is selected. For the SMTP (outgoing) server, enter “pod51000.outlook.com”. Click next.
7) On the next screen enter your full email address (HuskyID) in both the ‘Incoming User Name’ and ‘Outgoing User Name’ boxes.

Click next.

<table>
<thead>
<tr>
<th>Account Wizard</th>
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<tbody>
<tr>
<td><strong>User Names</strong></td>
<td></td>
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<tr>
<td>Enter the incoming user name given to you by your email provider (for example, &quot;smith&quot;).</td>
<td></td>
</tr>
<tr>
<td><strong>Incoming User Name:</strong> <a href="mailto:abc1234@huskies.bloomu.edu">abc1234@huskies.bloomu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).</td>
<td></td>
</tr>
<tr>
<td><strong>Outgoing User Name:</strong> <a href="mailto:abc1234@huskies.bloomu.edu">abc1234@huskies.bloomu.edu</a></td>
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8) The next screen will ask you for an account name. You can use the default which is entered for you or choose whatever you like. Click next and then finish.
9) You should be back to a screen that looks like this after clicking finish. Click on ‘Server settings’ and check ‘Use Secure Connection (SSL)’. Verify that the port number is ‘993’.
10) Click on “Outgoing Server (SMTP)” then click “Edit”.

Change the port number to ‘587’, and verify that ‘Use name and password’ is checked. Also verify that ‘TLS’ is selected. Click OK.

11) Click on Get mail to get your messages. You will be prompted for your password. Enter your email password. Click OK.