This guide will assist you in setting up Thunderbird to work with your faculty or staff email account using IMAP.

1) When you start Thunderbird for the first time, you will be prompted with a dialog box similar to the one below. Enter your first and last name, your full email address, and your password. You may click the *Remember Password* box if you would like to; however, this should not be done if you are using a shared computer. Click on *Continue* to move to the next step.
Next, Thunderbird will attempt to detect the settings on its own. This will not work. Click the Stop Button. For the username, just type the portion before the @ in your email address. If your email address is jsmith@bloomu.edu, you should enter jsmith. Change your settings to match the ones below.

After double checking your settings, click the Manual Setup button.
3) It will take you to a screen like the one below. Next, we need to setup the outgoing mail server. Click on the *Outgoing Server (SMTP)* option on the left.
4) Click the email address in the right then click the *Edit* button.
Thunderbird IMAP Instructions - For Faculty and Staff

5) Ensure your settings match the ones below. You will want to check the *Use name and password box*, as well as the *Use secure authentication* box. Click OK once you are finished, then click OK on the main dialog window.

![SMTP Server dialog window](image)

6) To check your mail, click the account name on the left, and click the *Get Mail* button. If this is your first time, it may take a few minutes depending on how many messages you have.

![Thunderbird UI](image)