

Thunderbird IMAP Instructions - For Faculty and Staff

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.

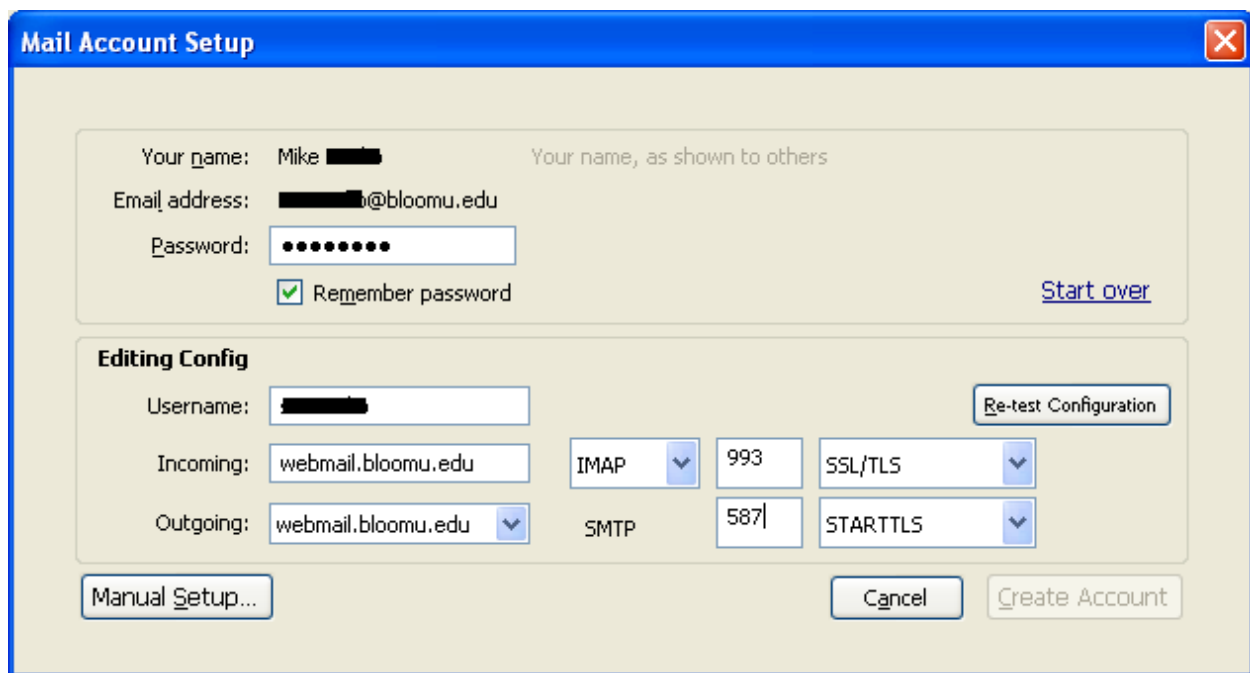
The screenshot shows a 'Mail Account Setup' dialog box. It contains the following fields and options:

- Your name:** Mike [redacted] (with a tooltip: Your name, as shown to others)
- Email address:** [redacted]@bloomu.edu
- Password:** [redacted]
- Remember password
- Buttons:** Cancel, Continue

Thunderbird IMAP Instructions - For Faculty and Staff

2) 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.

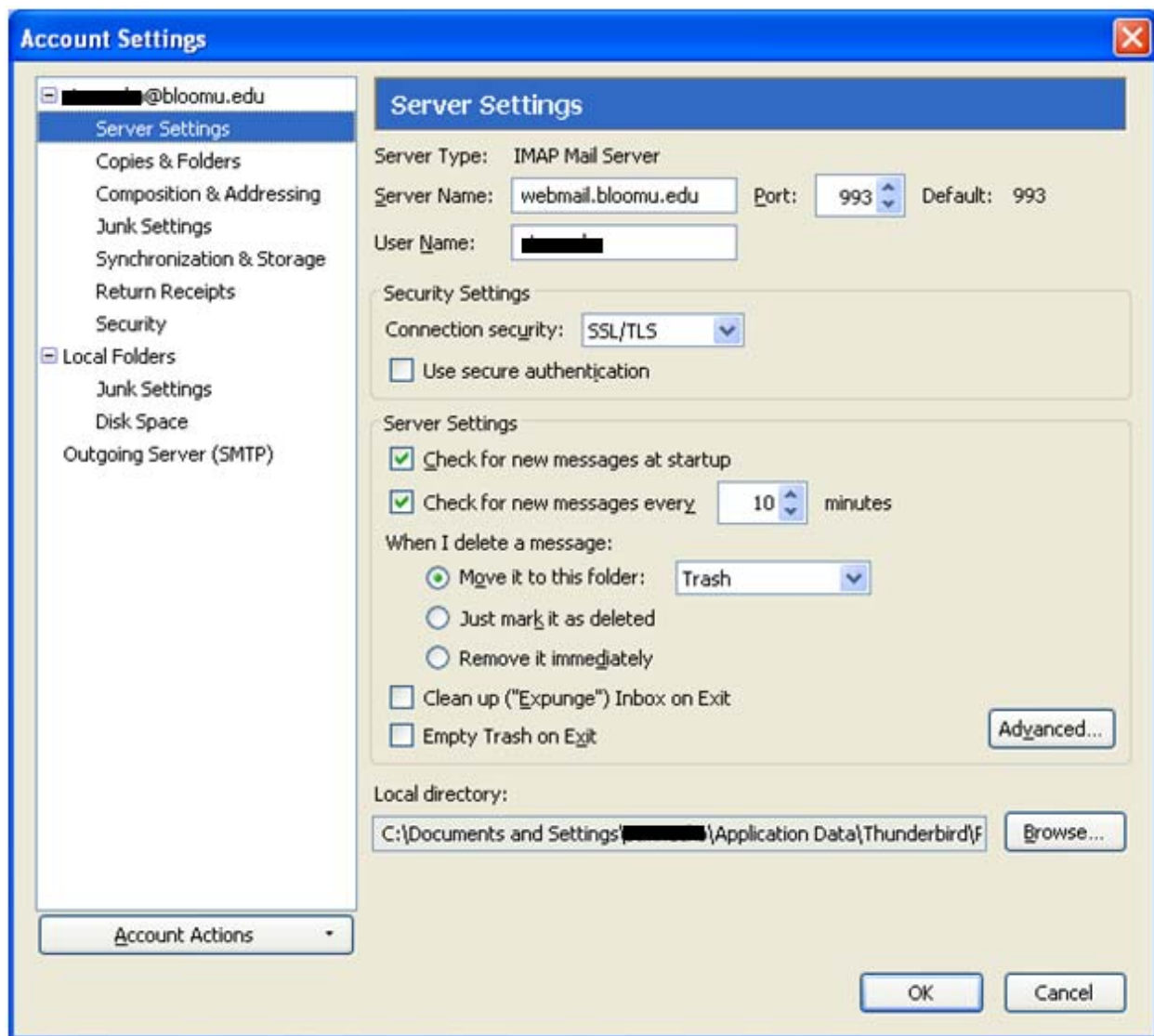
After double checking your settings, click the *Manual Setup* button.



The screenshot shows the "Mail Account Setup" dialog box in Thunderbird. The window title is "Mail Account Setup" with a close button in the top right corner. The dialog is divided into two main sections. The top section contains fields for "Your name" (set to "Mike [redacted]"), "Email address" (set to "[redacted]@bloomu.edu"), and "Password" (masked with dots). There is a "Remember password" checkbox which is checked, and a "Start over" link. The bottom section is titled "Editing Config" and contains fields for "Username" (set to "[redacted]"), "Incoming" (set to "webmail.bloomu.edu"), and "Outgoing" (set to "webmail.bloomu.edu"). The "Incoming" section has a dropdown menu set to "IMAP", a port field set to "993", and a dropdown menu set to "SSL/TLS". The "Outgoing" section has a dropdown menu set to "SMTP", a port field set to "587", and a dropdown menu set to "STARTTLS". There is a "Re-test Configuration" button to the right of the "Username" field. At the bottom of the dialog, there are three buttons: "Manual Setup...", "Cancel", and "Create Account".

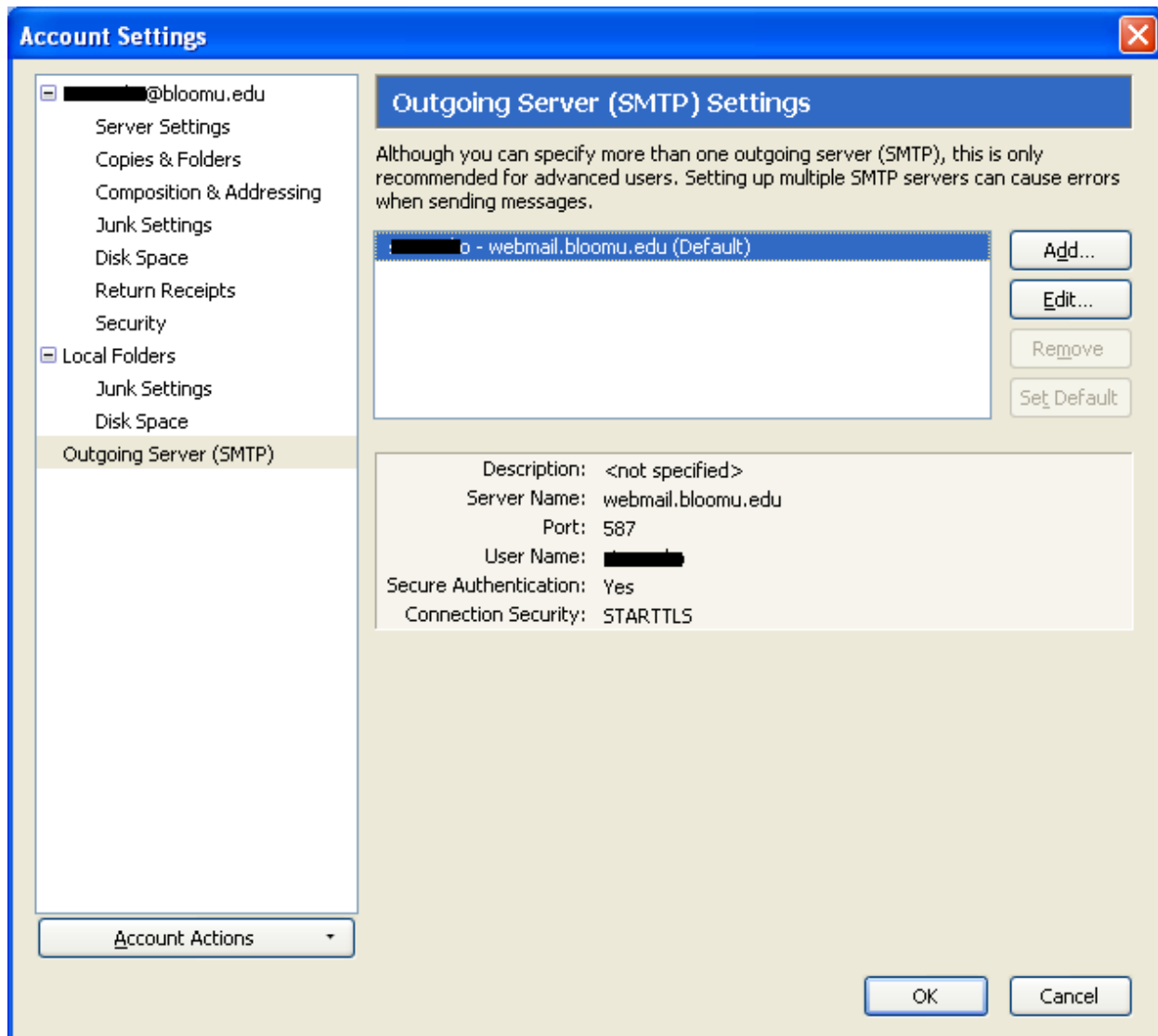
Thunderbird IMAP Instructions - For Faculty and Staff

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.



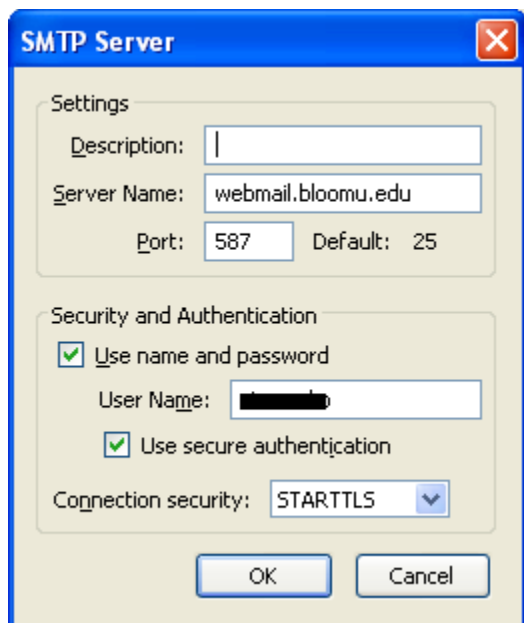
Thunderbird IMAP Instructions - For Faculty and Staff

- 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.



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.

