Thunderbird IMAP Instructions
For Faculty and Staff

1) Open Mozilla Thunderbird.

2) Go to tools>Account Settings.
3) Click on ‘Add Account…’
4) Check ‘email account’ and click next.
5) Enter your name and your email address. Click next.
6) On this screen enter ‘webmail.bloomu.edu’ as the incoming mail server. Make sure the ‘IMAP’ button is selected. Click next.
7) On the next screen your userID should automatically be placed in the field. If it is not there enter your userID in the space provided. Click next.
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.

![Account Name Input](image)
9) You should be back to a screen that looks like this after clicking finish. Click on ‘Server settings’ and select ‘SSL’ under ‘Security Settings’. Verify that the port number is ‘993’. “Check for new messages at startup” is optional.
10) Click on ‘Outgoing Server (SMTP)’ then click ‘Edit’. Change the port number to 587 and verify that the ‘TLS’ option is selected, and the Server Name reads ‘webmail.bloomu.edu’. Click OK.

11) Click on Get mail to get your messages. You will be prompted for your password. Enter your BUAD password. It is recommended that you **don’t** check ‘Use Password Manager to remember this password’ for security reasons when using a shared computer. Click OK.