1) Open Mozilla Thunderbird.

2) Go to tools>Account Settings.
3) Click on ‘Add Account…’
4) Check ‘email account’ and click next.
Thunderbird POP Instructions
For Faculty and Staff

5) Enter your name and your email address. Click next.
6) On this screen enter ‘webmail.bloomu.edu’ as the incoming mail. Make sure the ‘POP’ and ‘Use Global Inbox’ buttons are 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.
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 ‘995’. The “Leave messages on server” options are optional. If you do not check “Leave messages on server and until I delete them”, they will not be available when you log into Outlook Web Access or Outlook. It is recommended that you check both. (Note that this will not affect Mimosa, messages will be copied there regardless).

SPECIAL NOTE:
If you use the POP setting to get your email the default setting is to REMOVE the email messages from the server when they are downloaded into your email client.

If you wish to use your email client in ADDITION to another means (the web, or Outlook on campus) to read your message you MUST place a check in the box next to "leave a copy of the message on the server" when you setup your mail client

If you are ONLY using your email client to get your messages this is not necessary.
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.