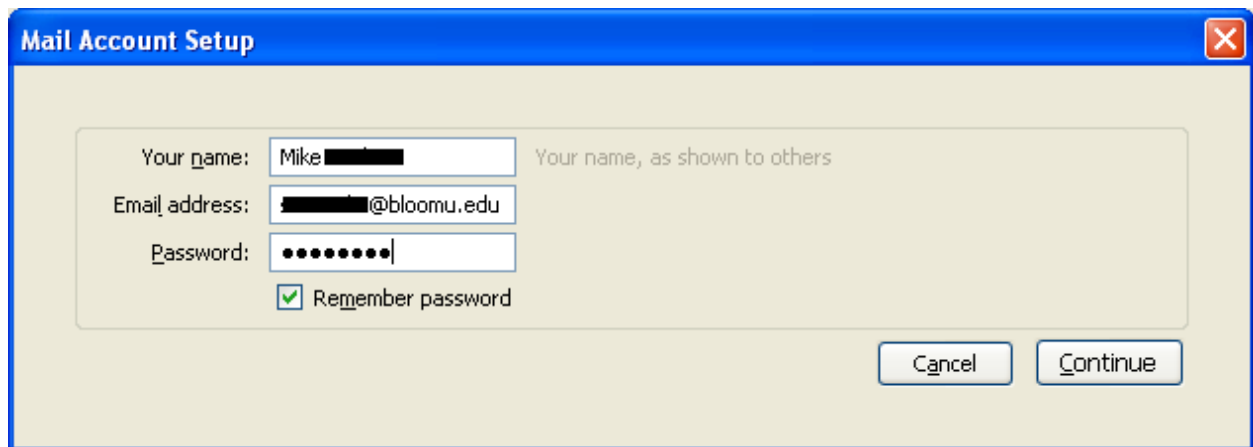


# Thunderbird IMAP Instructions - For Faculty and Staff

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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.



Mail Account Setup

Your name: Mike [redacted] Your name, as shown to others

Email address: [redacted]@bloomu.edu

Password: [redacted]

Remember password

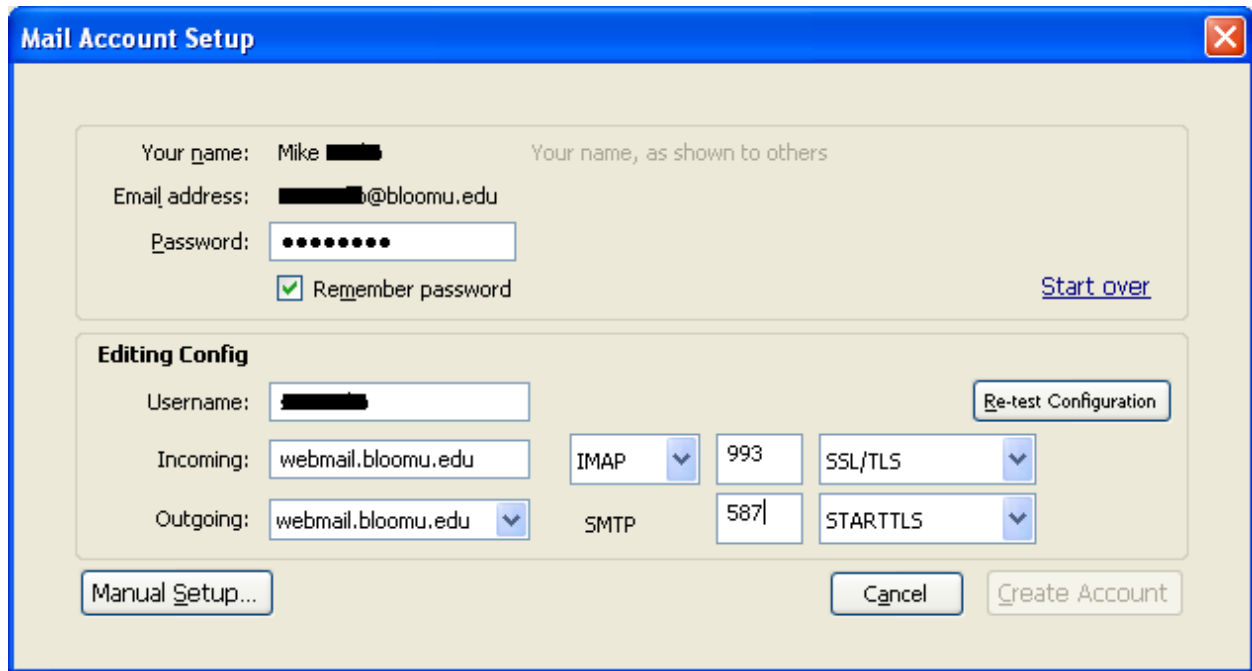
Cancel Continue

## Thunderbird IMAP Instructions - For Faculty and Staff

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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](mailto:jsmith@bloomu.edu), you should enter jsmith. Change your settings to match the ones below.

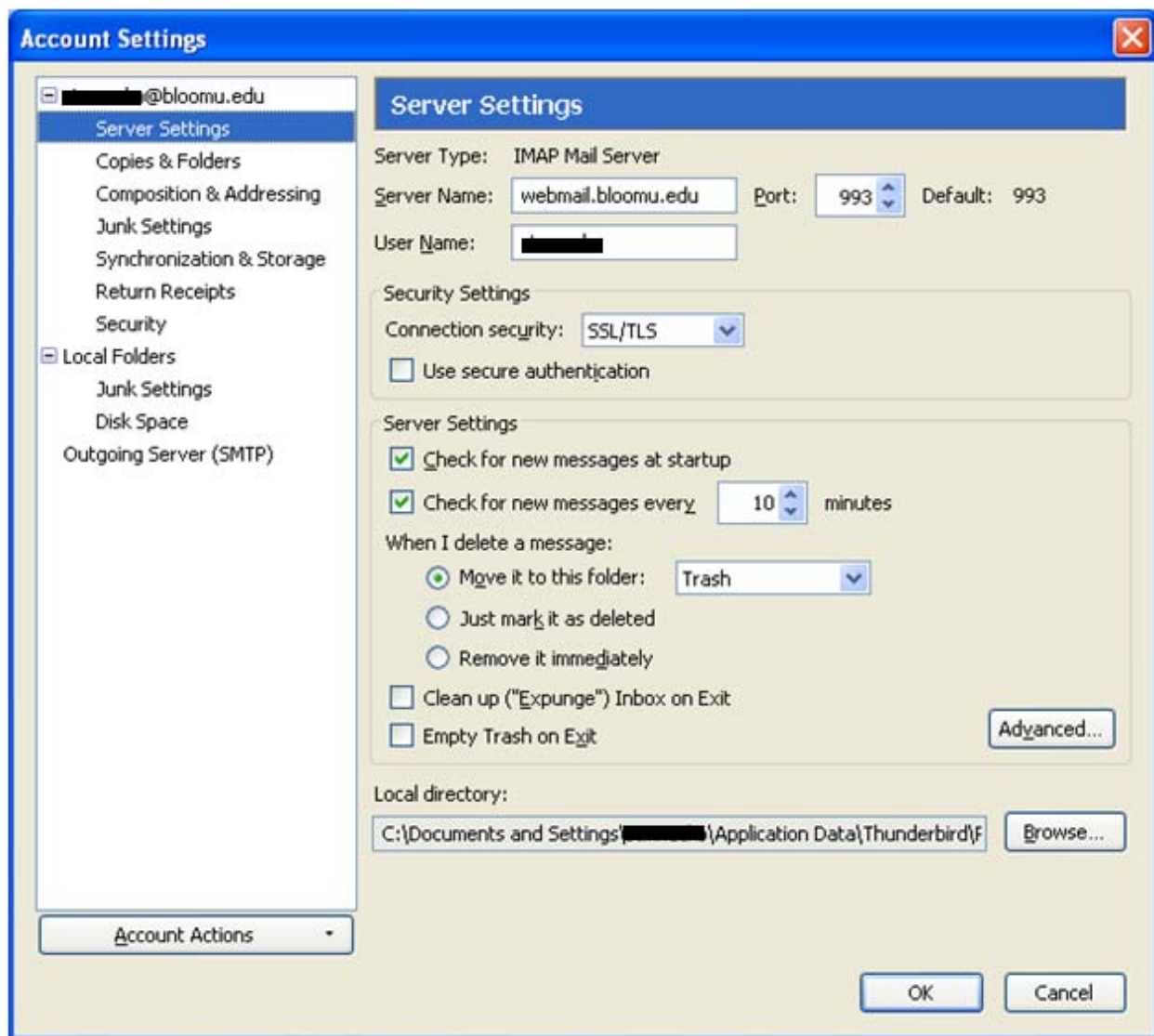
After double checking your settings, click the *Manual Setup* button.



The screenshot shows the 'Mail Account Setup' dialog box. The top section contains fields for 'Your name' (Mike [redacted]), 'Email address' ([redacted]@bloomu.edu), and 'Password' (masked with dots). There is a 'Remember password' checkbox which is checked, and a 'Start over' link. The 'Editing Config' section includes a 'Username' field ([redacted]), an 'Incoming' field (webmail.bloomu.edu), an 'Outgoing' field (webmail.bloomu.edu), and protocol/port settings: IMAP (993) and STARTTLS (SSL/TLS), and SMTP (587) and STARTTLS (STARTTLS). A 'Re-test Configuration' button is next to the Username field. At the bottom, there are buttons for 'Manual Setup...', 'Cancel', and 'Create Account'.

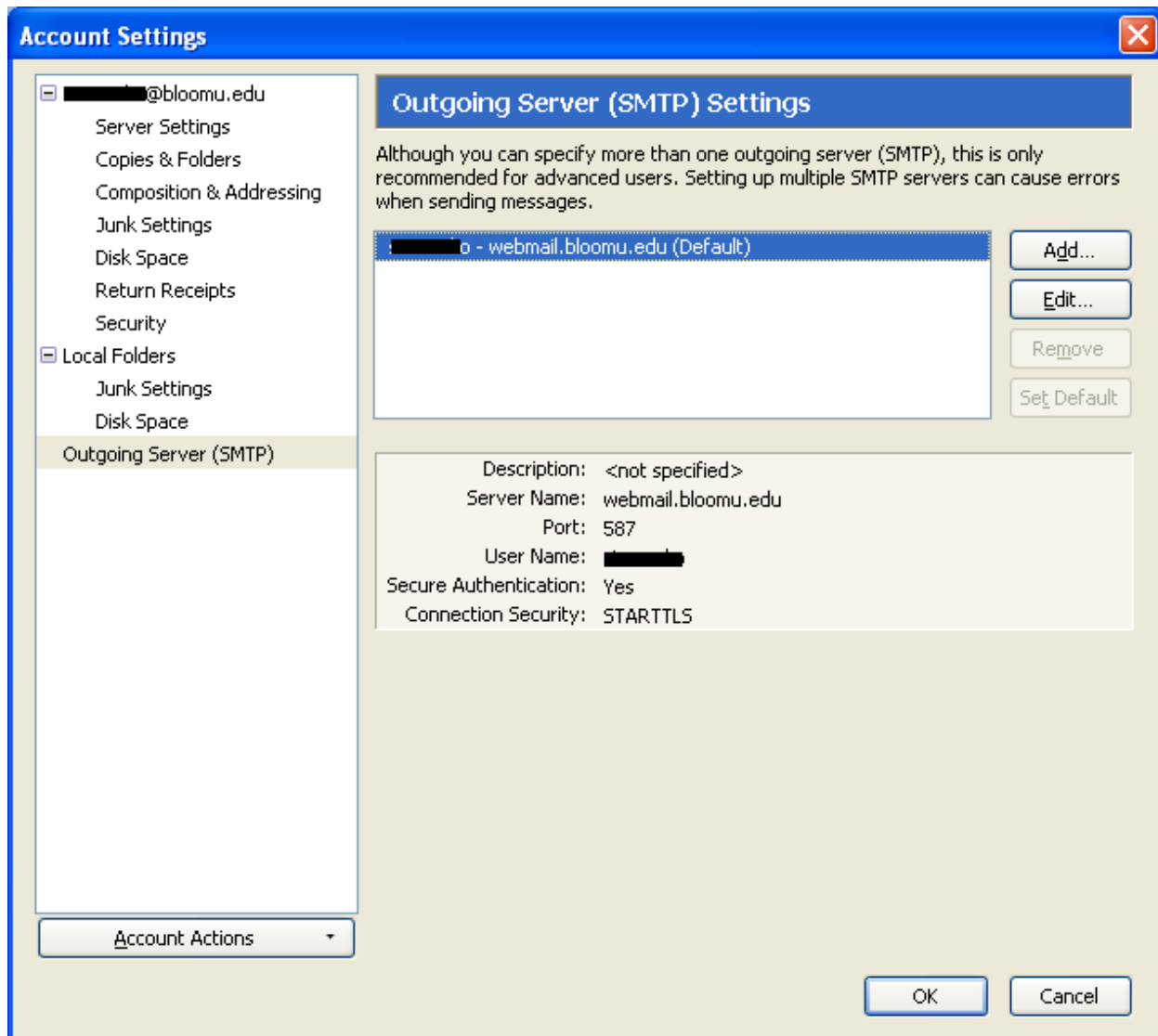
## Thunderbird IMAP Instructions - For Faculty and Staff

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

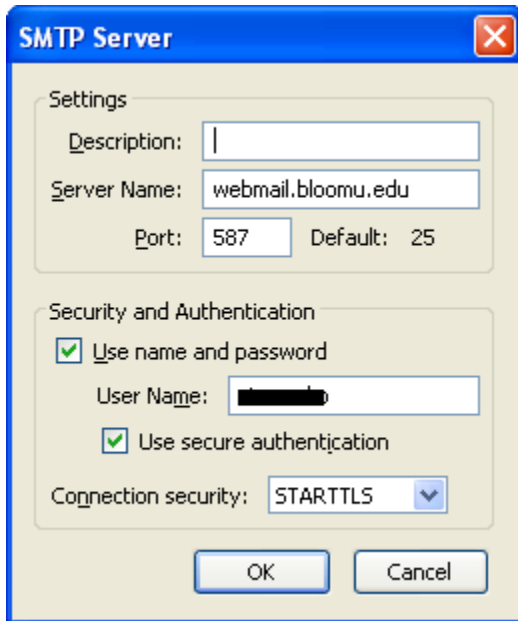
- 4) Click the email address in the right then click the *Edit* button.



## Thunderbird IMAP Instructions - For Faculty and Staff

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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.

