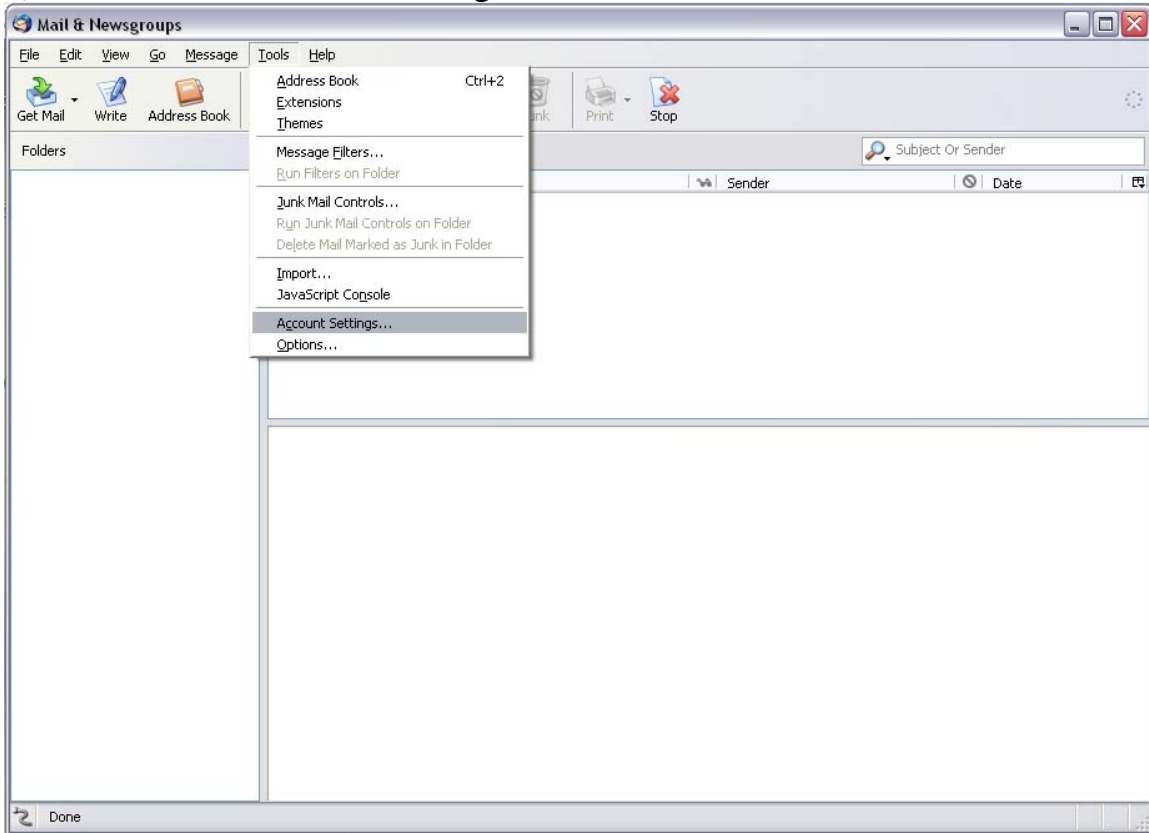


Thunderbird IMAP Instructions For Faculty and Staff

1) Open Mozilla Thunderbird.



2) Go to tools>Account Settings.



Thunderbird IMAP Instructions For Faculty and Staff

3) Click on 'Add Account...'

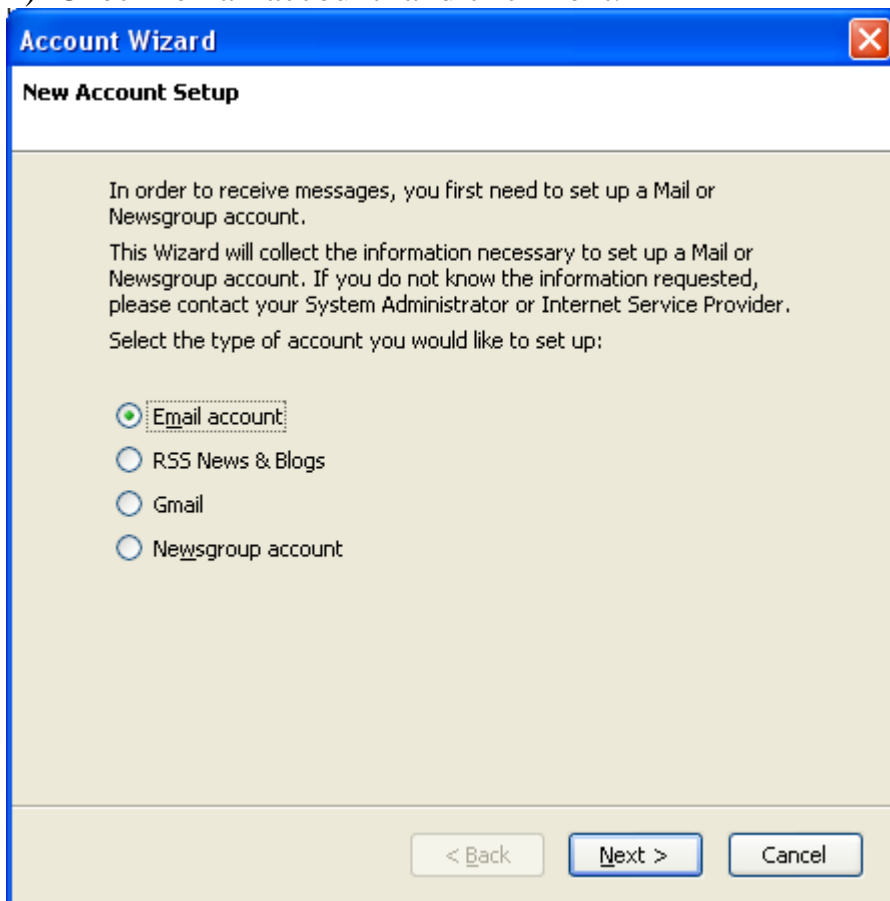


The screenshot shows the 'Account Settings' dialog box in Thunderbird. The 'Outgoing Server (SMTP)' tab is selected, and the 'Outgoing Server (SMTP) Settings' sub-tab is active. The dialog contains the following elements:

- Outgoing Server (SMTP) Settings** (sub-tab header)
- Instructional text: "Only one outgoing server (SMTP) needs to be specified, even if you have several mail accounts. Enter the name of the server for outgoing messages."
- Server Name: [text input field]
- Port: [text input field with value 25] Default: 25
- Use name and password
- User Name: [text input field]
- Use secure connection:
 - No
 - TLS, if available
 - TLS
 - SSL
- Advanced... button
- Buttons at the bottom left: Add Account... (highlighted), Set as Default, Remove Account
- Buttons at the bottom right: OK, Cancel

Thunderbird IMAP Instructions For Faculty and Staff

4) Check 'email account' and click next.



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5) Enter your name and your email address. Click next.



The screenshot shows the 'Account Wizard' dialog box with the 'Identity' tab selected. The window title is 'Account Wizard' and it has a close button in the top right corner. The 'Identity' section contains the following text: 'Each account has an identity, which is the information that identifies you to others when they receive your messages.' Below this, it says: 'Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").' There is a text input field labeled 'Your Name:' with the placeholder text 'Your Name Here'. Below that, it says: 'Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").' There is a text input field labeled 'Email Address:' with the placeholder text 'userID@bloomu.edu'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Account Wizard

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

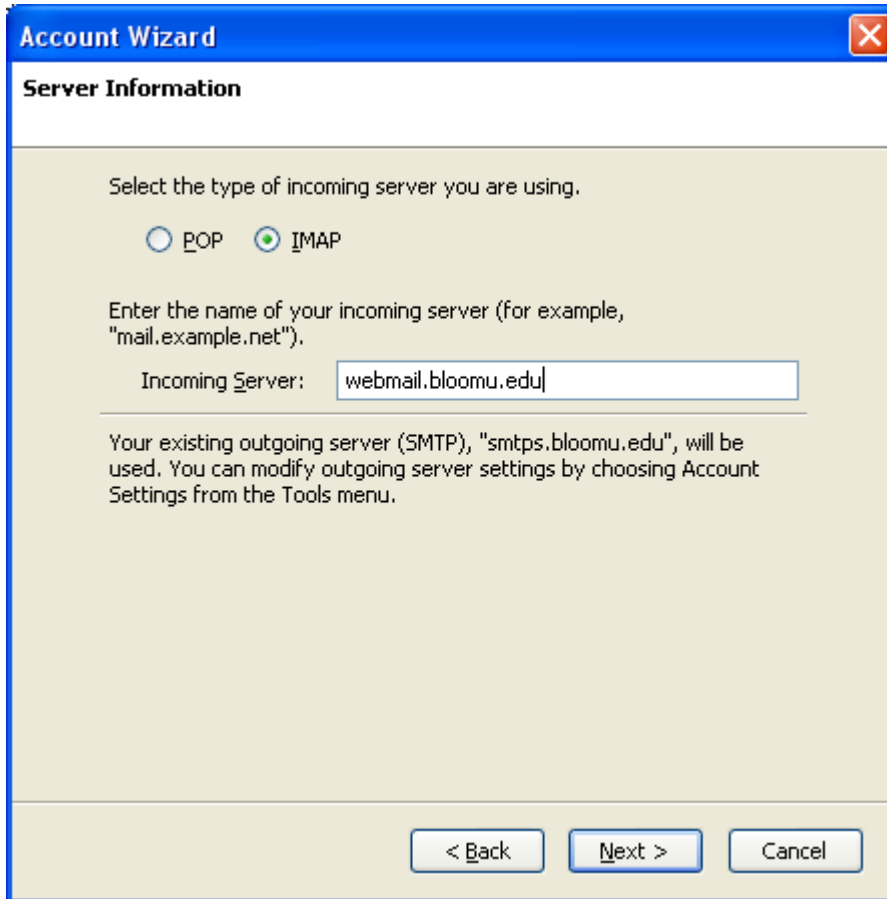
Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

Thunderbird IMAP Instructions For Faculty and Staff

6) On this screen enter 'webmail.bloomu.edu' as the incoming mail server. Make sure the 'IMAP' button is selected. Click next.



The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' tab selected. The dialog has a blue title bar with a close button in the top right corner. The main content area is light beige and contains the following text and controls:

- Text: "Select the type of incoming server you are using."
- Radio buttons: POP and IMAP
- Text: "Enter the name of your incoming server (for example, 'mail.example.net')." followed by a horizontal line.
- Text: "Incoming Server:" followed by a text input field containing "webmail.bloomu.edu".
- Text: "Your existing outgoing server (SMTP), 'smtps.bloomu.edu', will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu."
- Buttons: "< Back", "Next >", and "Cancel" are located at the bottom of the dialog.

Thunderbird IMAP Instructions For Faculty and Staff

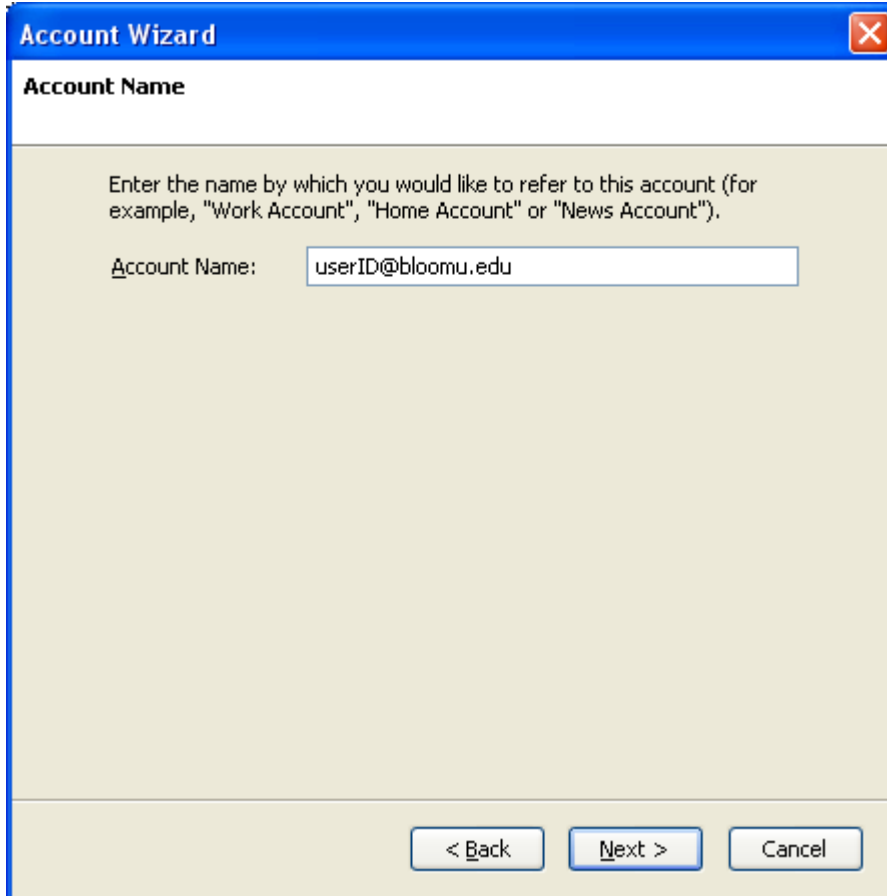
7) On the next screen your userID should automatically be placed in the field. If it is not there enter your userID in the space provided. Click next.



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names". Below this, there is a text instruction: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." This is followed by a label "Incoming User Name:" and a text input field containing the text "UserID". Below the input field, there is another text instruction: "Your existing outgoing (SMTP) username, 'userid', will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu." At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

Thunderbird IMAP Instructions For Faculty and Staff

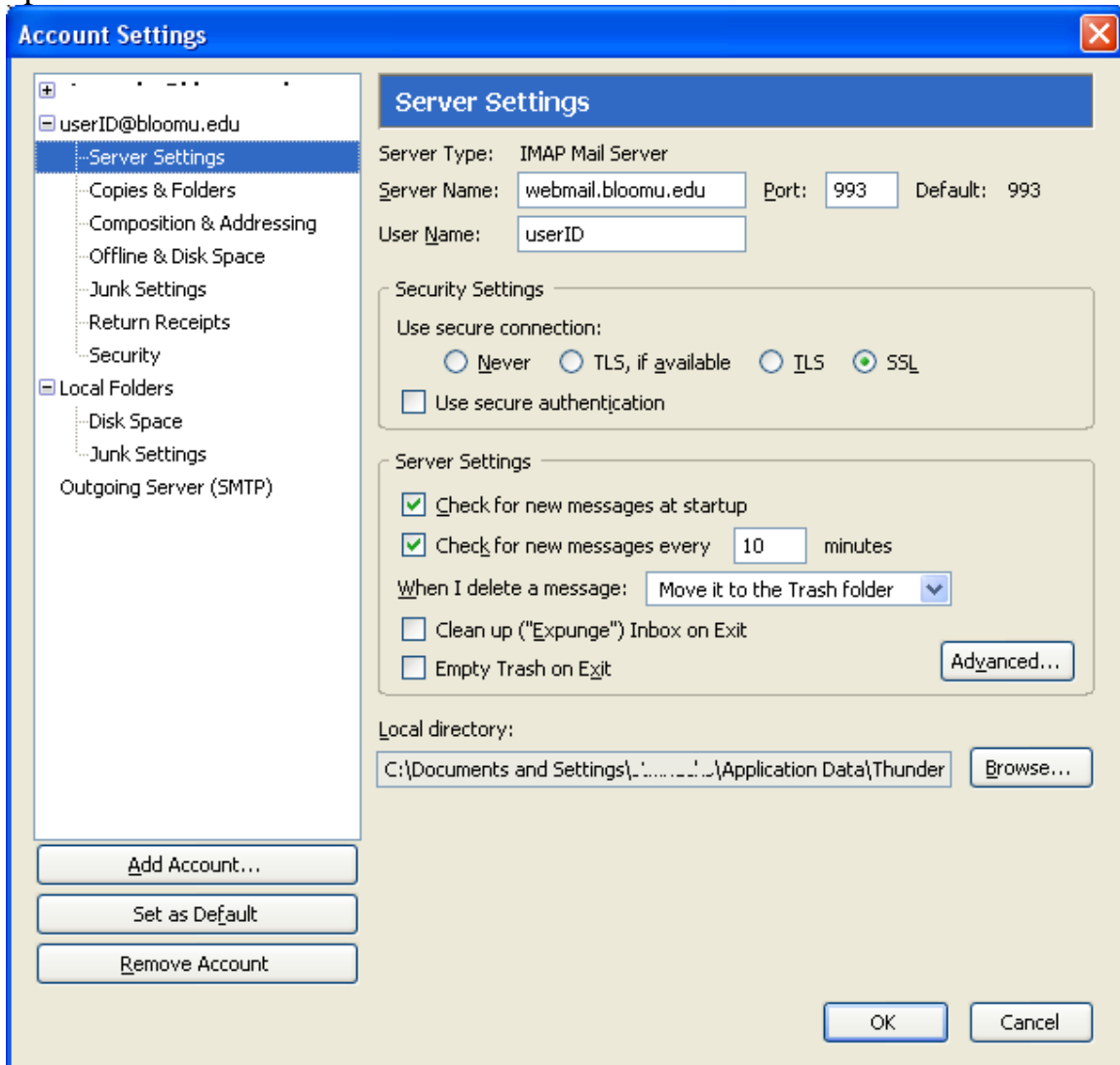
8) The next screen will ask you for an account name. You can use the default which is entered for you or choose whatever you like. Click next and then finish.



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "Account Name". Below this, there is a text instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Underneath the instruction is a text input field labeled "Account Name:" containing the text "userID@bloomu.edu". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

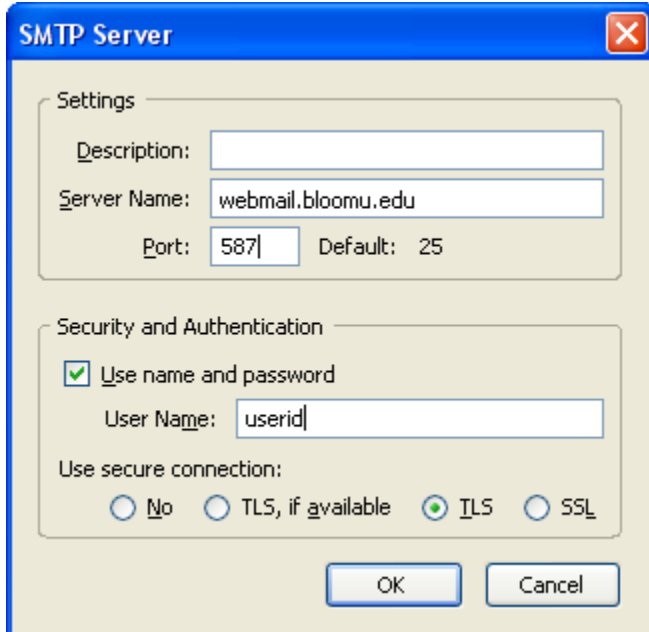
Thunderbird IMAP Instructions For Faculty and Staff

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.



Thunderbird IMAP Instructions For Faculty and Staff

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.

