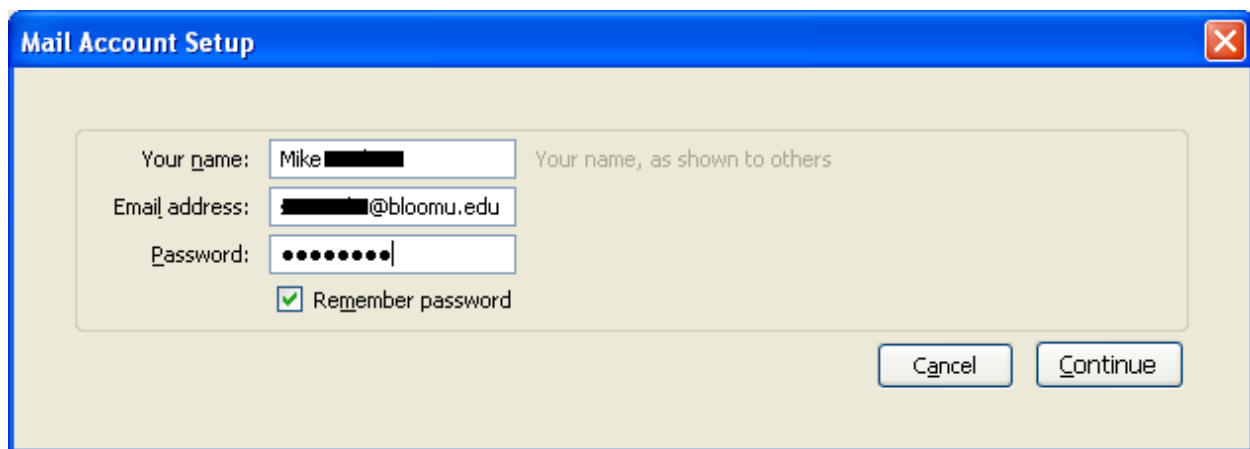


Thunderbird POP Instructions - For Faculty and Staff

This guide will assist you in setting up Thunderbird to work with your faculty or staff email account using POP.

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.



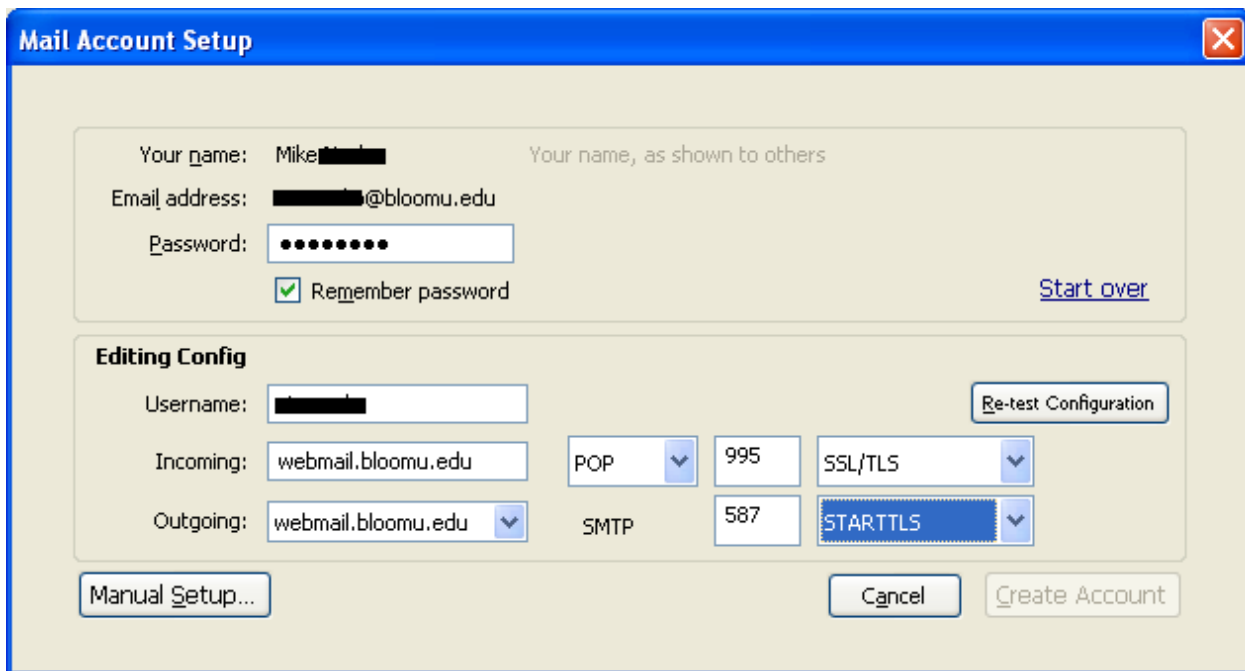
The screenshot shows a dialog box titled "Mail Account Setup" with a blue header and a red close button in the top right corner. The dialog contains the following fields and options:

- Your name:** A text input field containing "Mike [REDACTED]". To the right of the field is the text "Your name, as shown to others".
- Email address:** A text input field containing "[REDACTED]@bloomu.edu".
- Password:** A text input field containing ten black dots.
- Remember password:** A checked checkbox with the text "Remember password" next to it.
- Buttons:** Two buttons at the bottom right: "Cancel" and "Continue".

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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, you should enter jsmith. Change your settings to match the ones below.

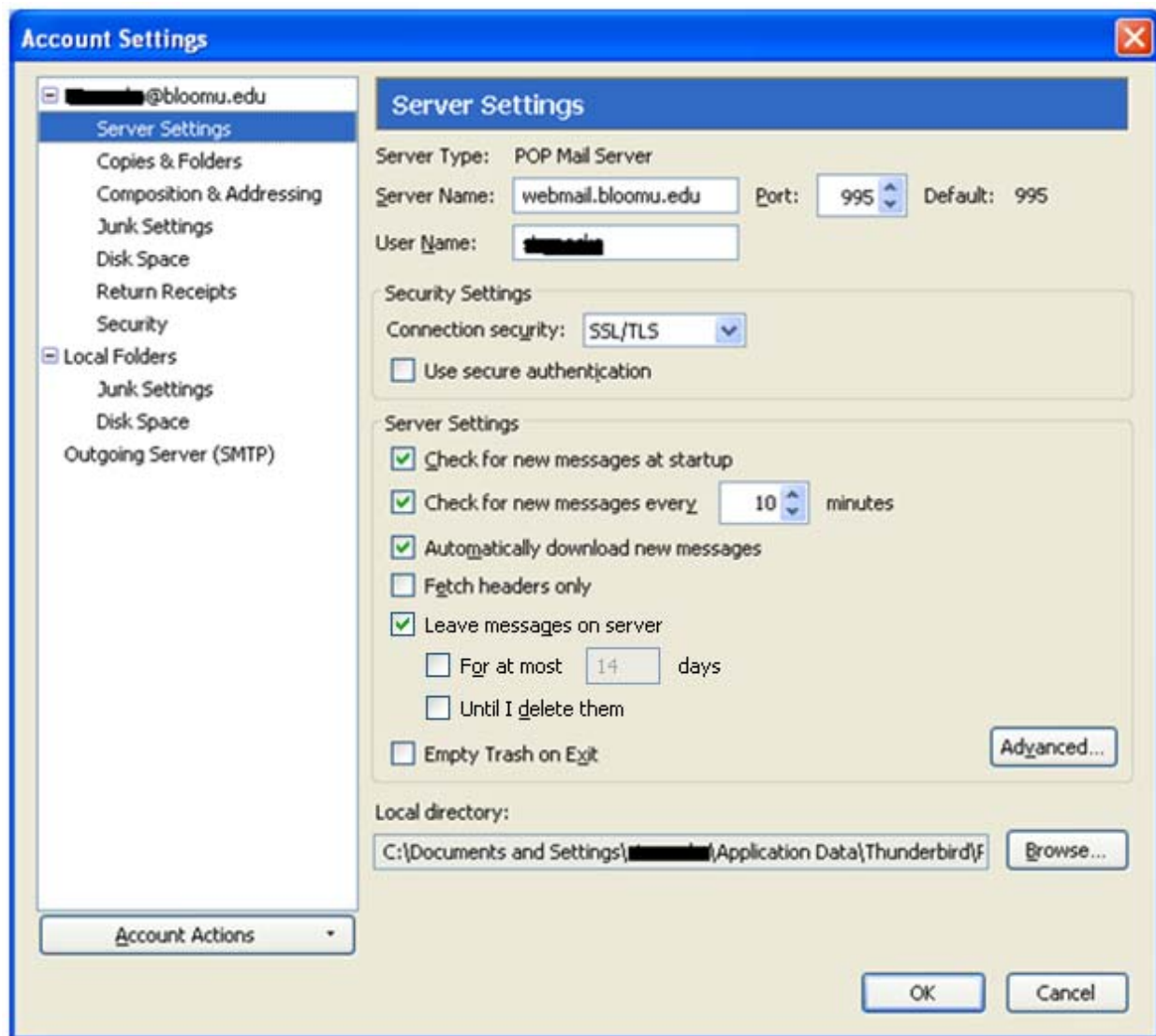
After double checking your settings, click the *Manual Setup* button.



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 main area is divided into two sections. The top section contains the following fields: "Your name:" with the value "Mike [redacted]" and a subtitle "Your name, as shown to others"; "Email address:" with the value "[redacted]@bloomu.edu"; "Password:" with a masked input field containing ten dots; and a checked checkbox labeled "Remember password". A "Start over" link is located to the right of the password field. The bottom section is titled "Editing Config" and contains: "Username:" with a masked input field and a "Re-test Configuration" button to its right; "Incoming:" with a text field containing "webmail.bloomu.edu", a "POP" dropdown menu, a text field containing "995", and an "SSL/TLS" dropdown menu; "Outgoing:" with a dropdown menu containing "webmail.bloomu.edu", an "SMTP" label, a text field containing "587", and a "STARTTLS" dropdown menu. At the bottom of the dialog are three buttons: "Manual Setup...", "Cancel", and "Create Account".

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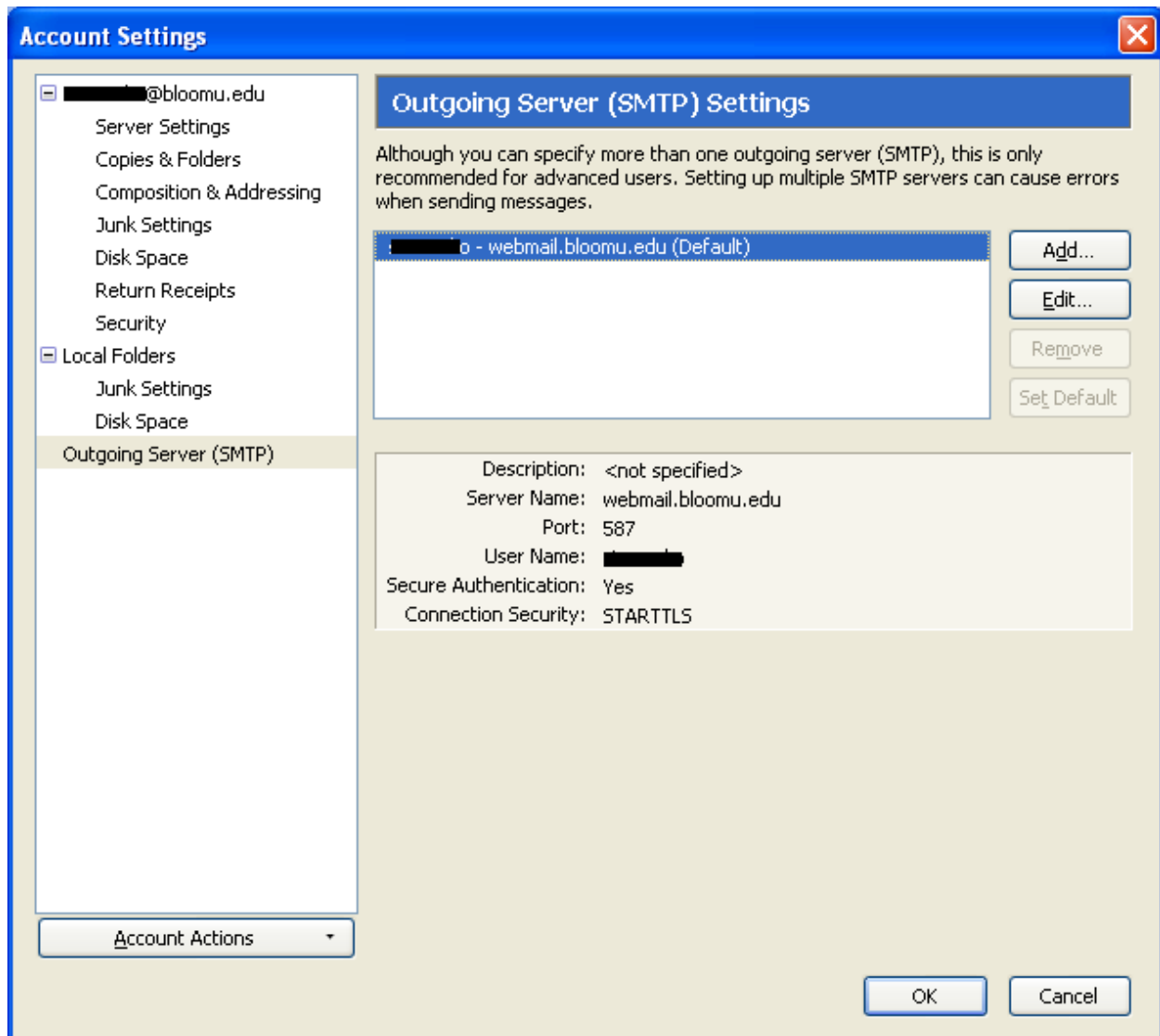
3) It will take you to a screen like the one below. Next, we need to setup the outgoing mail server. Click on the *Outgoing Server (SMTP)* option on the left.



Special Note: The “Leave messages on server” option is optional. If you do not check “Leave messages on server”, they will **not** be available when you check your messages via another method such as over the web (<http://webmail.bloomu.edu/>), through on-campus Outlook, or on your ActiveSync/IMAP smartphone. It is recommended that you check “Leave messages on server” unless the POP client you are setting up is positively the only way you are ever going to check your email. If this is true, you should log into the web client (<http://webmail.bloomu.edu/>) and go into Options to turn off junk e-mail filtering and make sure there are no other inbox rules set. POP will only download messages that are in your Inbox folder.

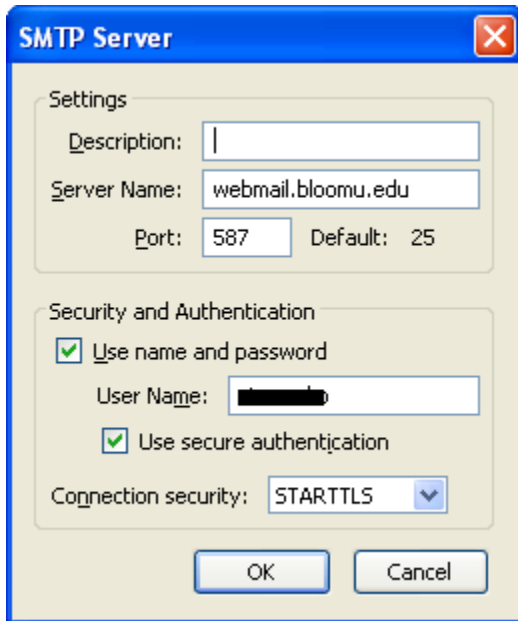
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- 4) Click the email address in the right then click the *Edit* button.



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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.

