

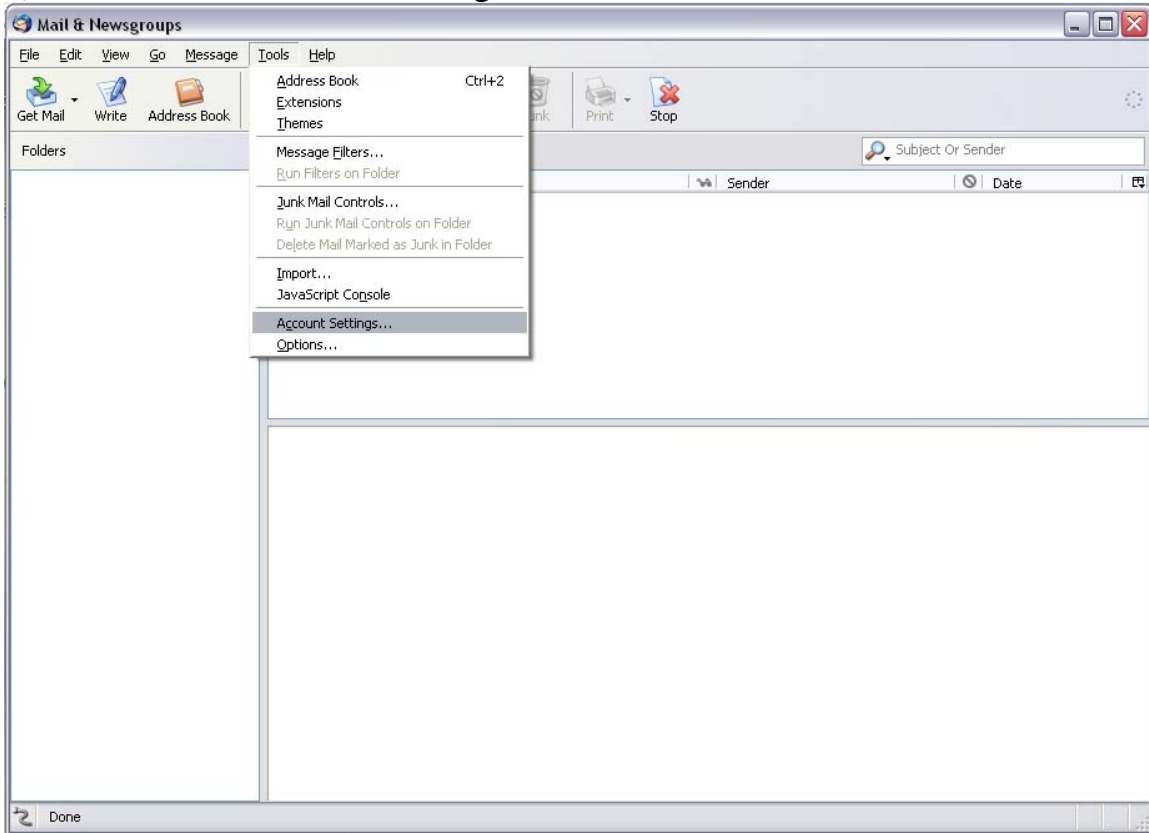
# Thunderbird POP Instructions For Faculty and Staff

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1) Open Mozilla Thunderbird.



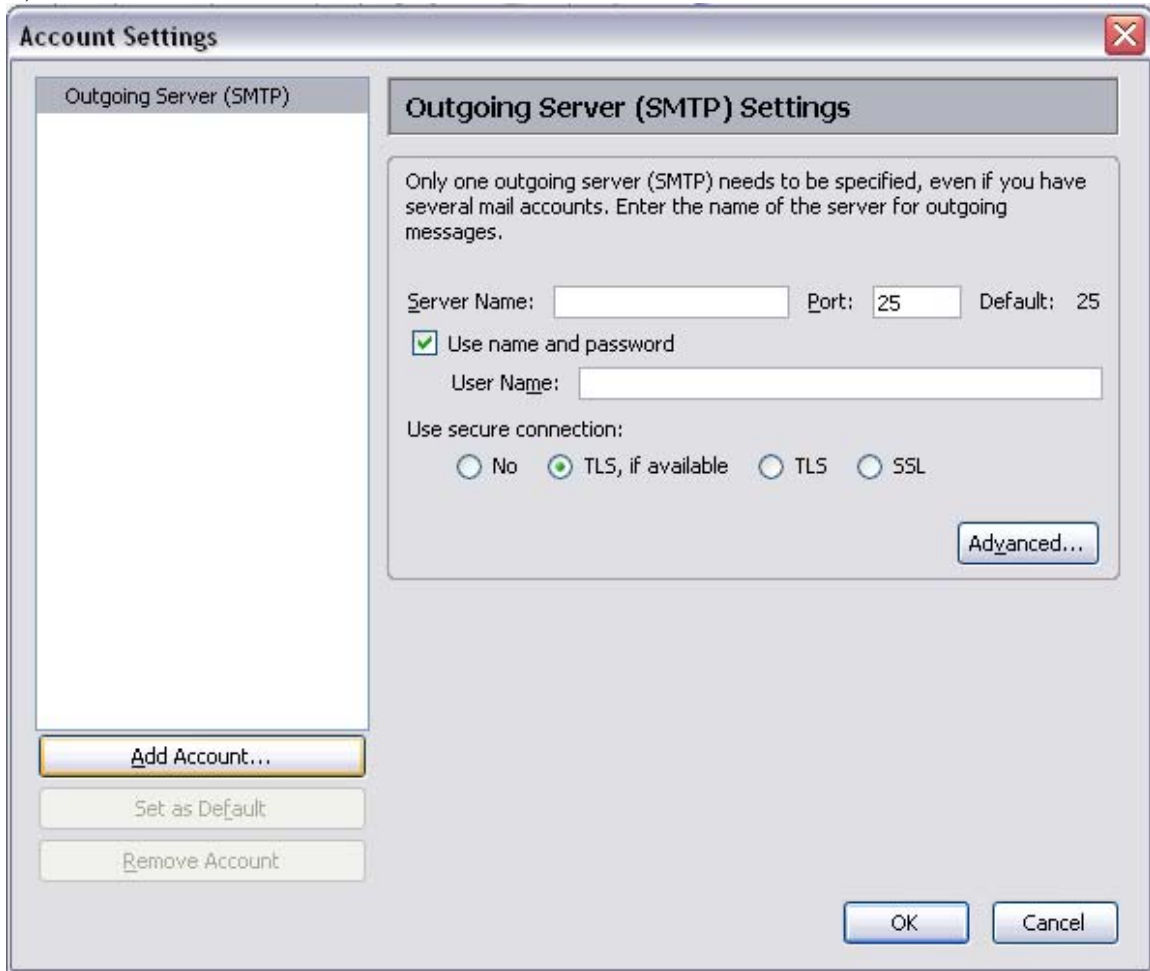
2) Go to tools>Account Settings.



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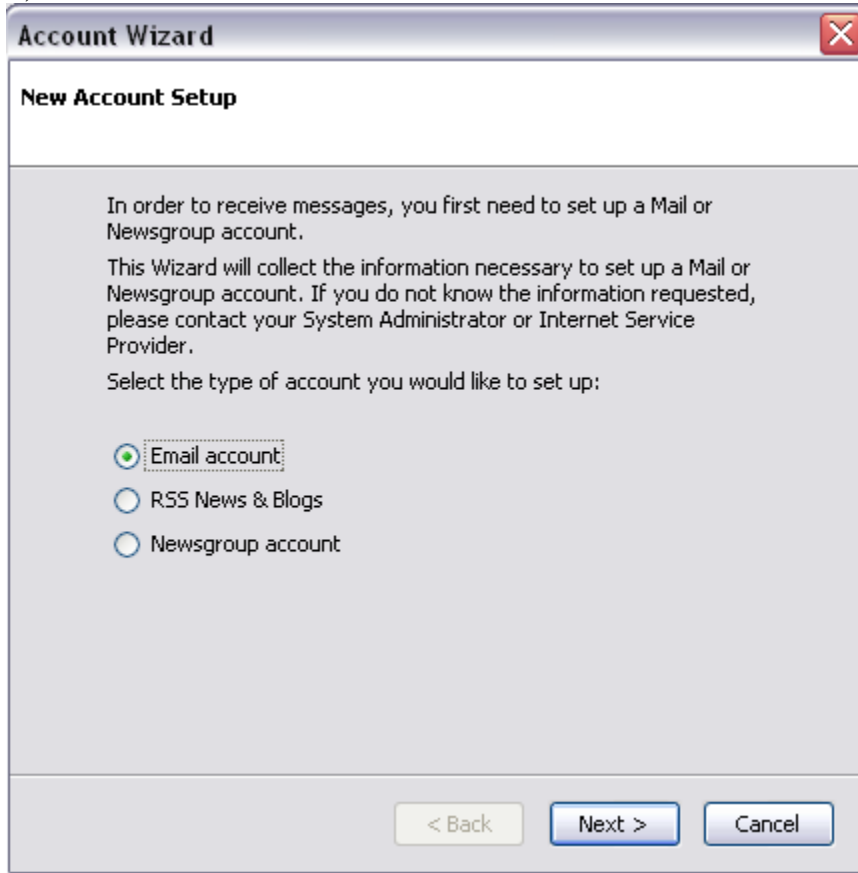
3) Click on 'Add Account...'



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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' step 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 and input fields:

**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:

At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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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.



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. 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 text input field containing "webmail.bloomu.edu".
- Text: "Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account."
- Checkbox:  Use Global Inbox (store mail in Local Folders)
- Text: "Your existing outgoing server (SMTP), 'mymail.bloomu.edu', will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu."
- Buttons: "< Back", "Next >", and "Cancel".

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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.

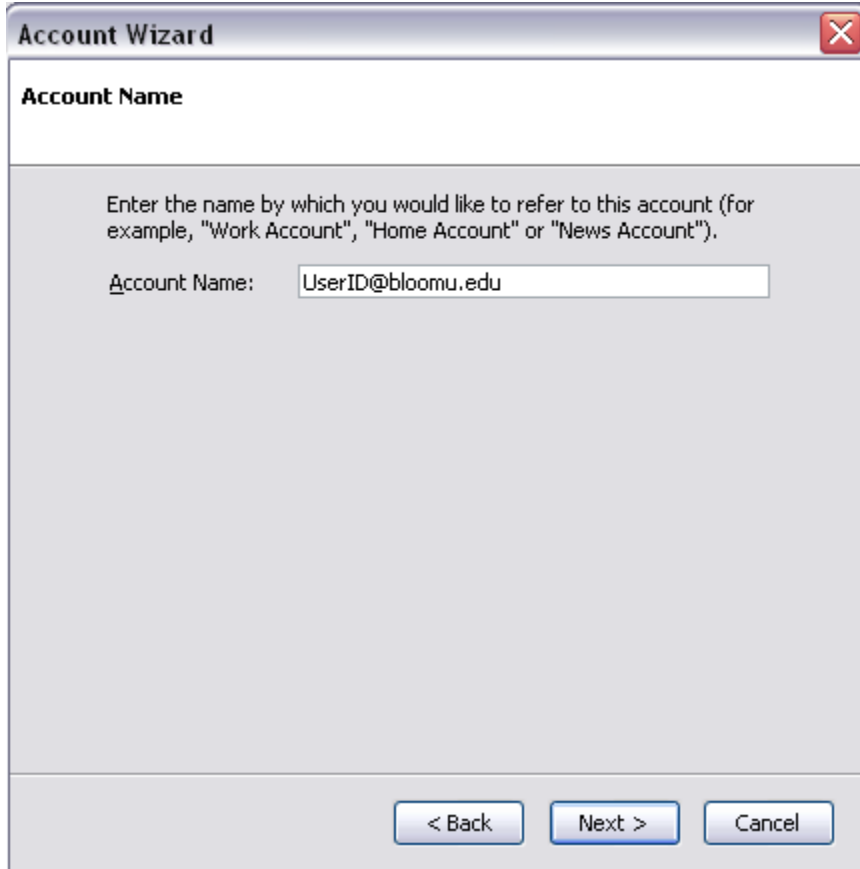


The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names". Below this, there is a text instruction: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." This is followed by a label "Incoming 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".

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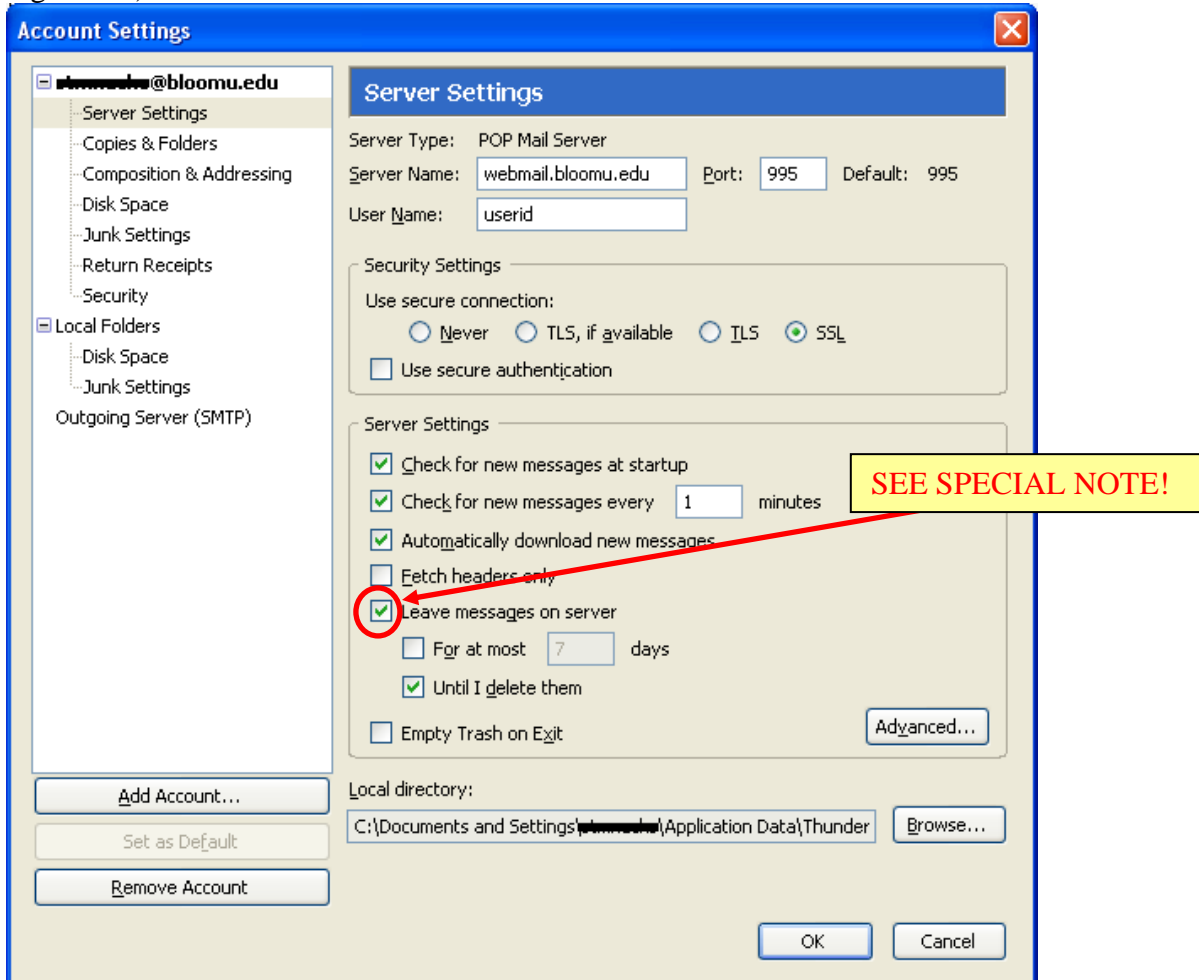
8) The next screen will ask you for an account name. You can use the default which is entered for you or choose whatever you like. Click next and then finish.



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

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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.

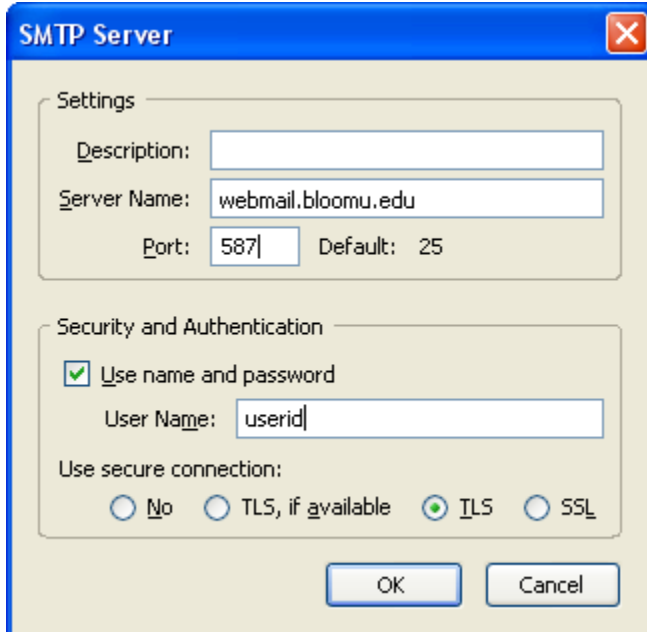
If you wish to use your email client in ADDITION to another means (the web, or Outlook on campus) to read your message you MUST place a check in the box next to "leave a copy of the message on the server" when you setup your mail client

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

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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.

