

Thunderbird E-mail for Windows

Using the Mozilla Thunderbird E-mail Client for Windows

Overview

This document provides instructions for configuring your e-mail account(s) to use the Mozilla Thunderbird e-mail client for Windows as well as an introduction to Thunderbird's most commonly-used functions. Specific information on configuring your e-mail for use with central e-mail systems at Ithaca College is provided. You may use these instructions to set up your e-mail accounts on other systems (e.g., gmail), but you will need to provide specific configuration information, such as the name of your incoming e-mail server, on your own.

Account Settings

Setting up an Account

The key IC e-mail account settings are summarized in the shaded box below. Thunderbird provides a **New Account Wizard** to help you set up your e-mail account(s). Unlike some other e-mail programs, Thunderbird allows you to set up and use multiple e-mail accounts (e.g., both IC e-mail and personal e-mail) at the same time. Each account and its associated folders will be listed in the left panel of the Thunderbird window. To add an e-mail account, follow the steps below. Repeat these steps to set up additional e-mail accounts.

1. In Thunderbird, go to **Tools** → **Account Settings**....
2. Click **Add Account**....
3. The **New Account Setup** wizard will launch. Select **E-mail Account** and click **Next**.
4. Enter your full name and e-mail address in the appropriate fields. Click **Next**.
5. Select the type of incoming e-mail server you are using. For IC Mail, select the **IMAP** radio button for the type of incoming server. Enter the address of your incoming e-mail server.
For IC Mail, enter icmail.ithaca.edu in the Incoming Server field. Uncheck the **Use Global Inbox** check box. (This appears for your first e-mail account setup only.) Click **Next**.
6. Enter your incoming user name, such as "jdoe" for John Doe. Click **Next**.
7. Leave your e-mail address in the Account Name field, which populates automatically. Click **Next**.
Alternatively, you may replace your e-mail address with a name for the type of e-mail account you are setting up, such as "work." What you enter into the Account Name field will not impact your e-mail access: it is simply a label. If you are setting up multiple e-mail accounts, make your Account Name labels descriptive and clear. Click **Next**.
8. Click **Finish**.
9. Verify the name that Thunderbird now displays for this account in the left side of the Account Settings window. If you are setting up multiple e-mail accounts, make your Account Names descriptive and clear.
10. In the Account Settings window, click **Server Settings** under the name of the newly-created account in the left side of the main Thunderbird window.
11. In the **Security Settings** section on the right side of the window, choose the appropriate security settings for your e-mail system. For IC Mail, check the radio button for **SSL**, then verify that the Port setting = 993 in the top right corner of the window.

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Related Guides

Webmail

IC E-mail Account Settings

Server Type: IMAP

Incoming Server (IMAP): icmail.ithaca.edu

Outgoing Server (SMTP): icmail.ithaca.edu, Port = 25

Outgoing (SMTP) Secure Connection Type: TLS

Incoming Username: IC e-mail username

Outgoing Username: IC e-mail username

Quick Guide

12. On the left side of the window, click **Outgoing Server** (SMTP) at the bottom of the list for this account. If you see the address of the outgoing e-mail server you need to use in the list on the right side of the window, select it and click **Edit...** For IC mail, select icmail.ithaca.edu and click **Edit...**

If you do not see the outgoing e-mail server needed for this e-mail account in the list, click **Add...**

13. Enter the appropriate settings for your outgoing e-mail server. For IC mail, verify that the **Server Name** is icmail.ithaca.edu in the Settings section at the top of the window. In the Security and Authentication section at the bottom of the window, verify that there is a check in the Use name and password checkbox, and that your user name (e.g., jdoe for John Doe) is in the User Name field, then select the radio button for **TLS**. Verify that the Port setting = **25** in the Settings section at the top of the window. Click Ok. If Port 25 does not work, try Port **587**.
14. Click **OK** to save your settings for this account and to close the Account Settings window.
15. To change Account Settings, go to **Tools → Account Settings...** To set up another e-mail account within the Account Settings window, click **Add Account...** You should configure any settings that are not specifically mentioned with their default values. Once you have created and configured all of your e-mail accounts, click **OK**.

Configuring LDAP (E-Mail Address Directory)

The instructions below explain how to configure Thunderbird to access the Ithaca College LDAP server for directory service information. Once LDAP is configured, you can use it to search for e-mail addresses at Ithaca College.

1. Click on **Tools → Account Settings**.
2. On the left side of the window under your IC mail account(s), click on **Composition and Addressing**.
3. On the right bottom section of the window, select the radio button for **Use a different LDAP server**. Click on **Edit Directories...**
4. Click **Add**, then enter the following data into the appropriate fields:
 - Name: **Ithaca College**
 - Hostname: **ldap.ithaca.edu**
 - Base DN: **o=Ithaca College, c=us**
 - Port Number: **389**
 - Leave Bind DN blank.
 - Do NOT check the box labeled "Use secure connection (SSL)"
5. Click **OK**, then click **OK** again.
6. Verify that **Ithaca College** shows in the drop-down menu next to the Edit directories button.

LDAP Directory Search

To use the LDAP server for directory service information, such as finding someone's e-mail address, follow the steps below.

1. Click on **Tools → Address Book**.
2. In the Address Books list on the left side, click on **Ithaca College**.
3. In the top right corner of the window, click in the field with the magnifying glass icon in it (this is the name search field). Enter all or part of the name of the person whose e-mail address you wish to find. The data that best matches the criteria you entered will appear. To clear the text you enter, click on the blue X.
4. To create a new e-mail message addressed to the person whose address you have found, right-click on the person's e-mail address in the list and choose **Write**.

Options

Thunderbird Options are settings that affect the appearance and behavior of the program. They are not related to Account Settings, which control how Thunderbird accesses and handles an e-mail account and its messages. Options control the appearance and layout of the Thunderbird window, fonts used in e-mail messages, and notifications of new e-mail, among other settings.

To set Thunderbird Options, go to **Tools → Options....** The Attachments screen sets how and where Thunderbird will save attachments, and how Thunderbird deals with certain types of attached files. The Advanced screen has settings for privacy (including image blocking), saved passwords, and other settings.

The Address Book

The Thunderbird Address Book organizes contacts into Cards, much like a Rolodex or paper address book. Thunderbird can also create Mailing Lists. Lists are useful when frequently sending e-mail to the same group of people. Thunderbird does not currently synchronize with PDA's or mobile phones.

Creating a Signature File

A signature file is a pre-written text file automatically appended to the end of an e-mail message that is used as a closing or end to the message. Typically it contains the sender's name, job title and phone number, but may contain any kind of text.

To create a signature file, follow the instructions below.

1. Open **Notepad**. Create the signature file and save it as **signature.txt**.
2. In Thunderbird, click on **Tools → Account Settings**.
3. Click on the name of the e-mail account with which you would like to associate a signature file. Be sure to check the box next to "Attach this signature."
4. Click on **Choose** and browse to the location of the signature.txt file.
5. Click **OK** to complete the setup.

Message Filters

Message filters can be used to perform actions automatically on certain messages, such as moving them into folders, based on set criteria (i.e. e-mail from a specific person can be moved to a folder labeled with their name). To create filters, go to **Tools → Message Filters....** Thunderbird message filters consist of three basic components:

- Name** The name of the filter. Each filter should have a descriptive name, and each name must be unique.
- Criteria** The criteria that a message must meet in order to have the filter applied. Criteria can include matching names or addresses in the From: field, matching keywords in the Subject line, and filtering by Date or Priority, among others.
- Action** The action that Thunderbird will perform when it finds a message that meets the criteria. The most common action is to move the message to a specific folder, but can also include deleting, copying, or labeling the message, among other actions.

Passwords and Security Questions

Ithaca College e-mail accounts require security questions and "strong" passwords (i.e. passwords must contain a mix of letters, numbers and special characters). The online E-mail Account Utility allows users to activate a new e-mail account, manage their security questions and password, as well as reset forgotten or expired passwords. The utility can be accessed at <https://www.ithaca.edu/passwords> (bookmark this page for future use!).

For More Information

For more information on Thunderbird, go to the ITS Support Site on the web at <https://www.ithaca.edu/computing/support/>. For additional help, contact the ITS Helpdesk at helpdesk@ithaca.edu or (607) 274-3282.