

Thunderbird E-mail for Windows

Configuring and Using Mozilla Thunderbird E-mail for Windows

Overview

This document provides instructions for configuring your e-mail account(s) to use version 3.1 of the Mozilla Thunderbird e-mail client for Windows for the first time for use with central e-mail systems at Ithaca College. It also includes an introduction to Thunderbird's most commonly-used features. 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.

In This Guide

Overview	Page 1
Account Settings	Page 1
Options	Page 3
Passwords & Security	Page 3
More Information.....	Page 3

Account Settings

Setting Up a New Account

Thunderbird is free to download and use. To obtain the installer, go to <http://www.mozillamessaging.com/en-US/thunderbird> and follow the instructions provided there to install the program on your computer. The instructions below explain how to configure Thunderbird version 3.1 for use with a new e-mail account. You will need to know your Netpass username and password which is used to access the Ithaca College e-mail system before you can complete this configuration.

The key IC e-mail account settings are summarized in the shaded box below. 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. Once Thunderbird is installed, launch the application.
2. Click **Cancel** in Mail Account Setup dialog box.
3. In Thunderbird, go to **Tools → Account Settings....**
4. Click **Account Actions → Add Mail Account....**

5. The **Mail Account Setup** wizard will launch.
6. Enter your full name, e-mail address, and password in the appropriate fields.
7. Uncheck the **Remember Password** checkbox and click Continue.
8. In the next dialog box, click **Stop**.
9. Enter your **username** in the Username field (e.g., jdoe for John Doe).

10. For Incoming Server settings, enter **icmail.ithaca.edu**, select **IMAP** from the first drop-down menu, enter **993**, and select **SSL/TLS** from the second drop-down menu.

IC E-mail Account Settings

Server Type: IMAP

Incoming Server (IMAP): icmail.ithaca.edu, Port = 993

Incoming (IMAP) Secure Connection Type: SSL/TLS

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

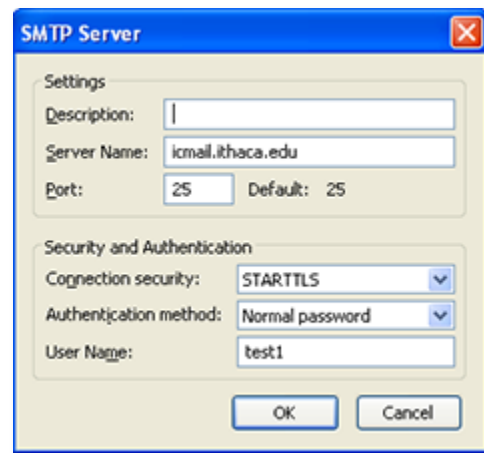
Outgoing (SMTP) Secure Connection Type: STARTTLS

Incoming Username: IC Netpass username

Outgoing Username: IC Netpass username

Quick Guide

11. For Outgoing Server settings, enter **icmail.ithaca.edu**, enter **25**, and select **STARTTLS** from the drop-down menu.
12. Click **Re-test Configuration**.
13. Click **Create Account**.
14. Verify that the new account is listed 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.
15. Select the e-mail address listed for your new account in the left side of the Account Settings window. Enter your e-mail address in the **Reply-to Address** field, as well as Signature text if you choose. The Signature text you enter will be appended to the bottom of your outgoing e-mail messages.
16. Click **Server Settings** under the name of the newly-created account in the left side of the Account Settings window, this window displays the incoming server information. Verify that in the Security Settings box, *Connection Security* is set to **SSL/TLS** and that the *Authentication method* is set to **Normal password**.
17. On the left side of the Account settings window, click **Outgoing Server (SMTP)** at the bottom of the list for this account to display the outgoing server settings. On the right side of the window, select **icmail.ithaca.edu** and click **Edit**.
18. The SMTP Server window will open. In the Settings section at the top of the window, verify that the Port setting is **25**. If Port 25 does not work, try Port **587**. Next, in the Security and Authentication section at the bottom of the window, verify that Connection security is set to **STARTTLS**. Next, be sure that Authentication method is set to **Normal password** and that your user name (i.e., jdoe for John Doe) is in the User Name field. Click **OK**.
19. Click **Synchronization and Storage** on the left side of the window.
20. Under **Message Synchronizing**, decide whether to synchronize messages. This option will download a *copy* of all your messages to the local computer (all messages also remain on the server).
 - a. **Benefits** - Ability to read messages without an Internet connection, full-text message searching, faster searching and faster loading of messages.
 - b. **Drawbacks** – May take a long time to initially download and index all messages (from minutes to hours depending on network speed and number of messages), additional disk space usage. Thunderbird can be used normally during download and index process.
21. *If you choose to synchronize:* under **Message Synchronizing**, put a check in the checkbox next to “Keep messages for this account on this computer” and click **OK**. *If you choose not to synchronize:* **uncheck** the checkbox next to “Keep messages for this account on this computer” and click **OK**.
22. Click **OK** to save your settings for this account and to close the Account Settings window. (You can change your account settings later by choosing **Tools → Account Settings...**)
23. Open **Help → Migration Assistant**, and use the **Next** button to navigate sections.
24. Under the New Message Toolbar section, select **Message Buttons Toolbar**.
25. Click **Close** to exit the Migration Assistant tab; your settings will be applied.
26. To access your e-mail messages, click the **Inbox** on the left side of the window and **enter your password**. Do not place a check in the checkbox next to “Use Password Manager to remember this password.” The status of the progress of receiving your messages appears in the bottom left corner of your window.
27. To set up another e-mail account, repeat the steps above. 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** on each dialog box to save your settings (click 3 times).
6. Click **Address Book** and verify that **Ithaca College** is displayed on the left side of the window.

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 **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.

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** option, for instance, sets how and where Thunderbird will save your e-mail attachments and how Thunderbird deals with certain types of attached files.

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 Netpass Manager allows users to activate a new Netpass 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>.

For More Information

More in-depth information is available online at http://kb.mozillazine.org/Thunderbird_3.1_-_New_Features_and_Changes. In addition, guidelines for using Thunderbird at Ithaca College are available on the Thunderbird support page on ITS web site at <http://www.ithaca.edu/its/traindoc/email/tbird/>. If you have further questions about Thunderbird, or need help configuring the settings, contact the ITS Helpdesk at helpdesk@ithaca.edu or (607) 274-1000.