

Configuring Thunderbird for your Suffolk Email

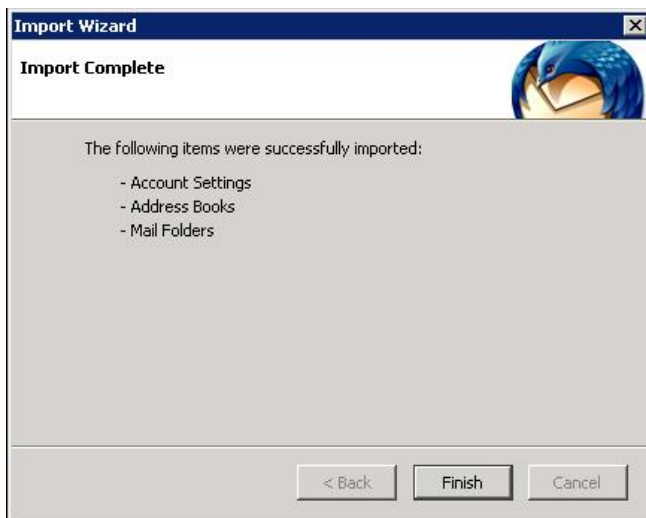
If you have never used Thunderbird before, the Import Wizard will launch the first time you open Thunderbird. If you wish to migrate your settings or messages from another email program, such as Netscape or Outlook, you may do so by selecting appropriate options in the Import Wizard.

- Double click on the Thunderbird icon.



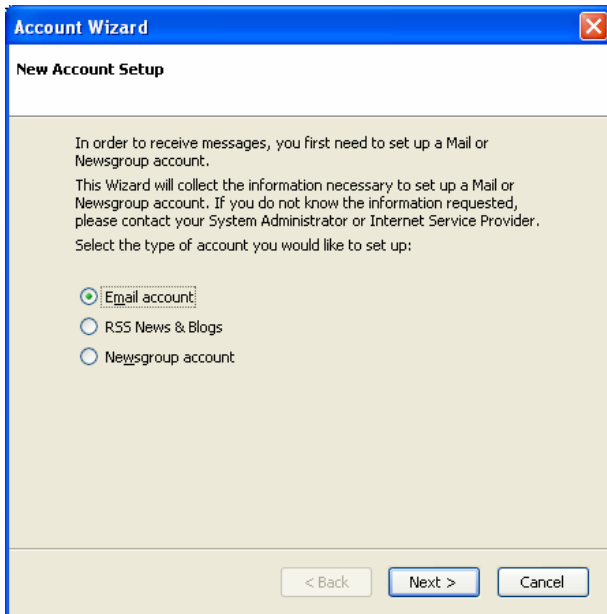
The wizard gives you the option to import settings and messages from your previous email program.

- Select what you wish to import and press Next to automatically import your mail, account settings, and address books. To setup your account manually, select "Don't Import Anything"

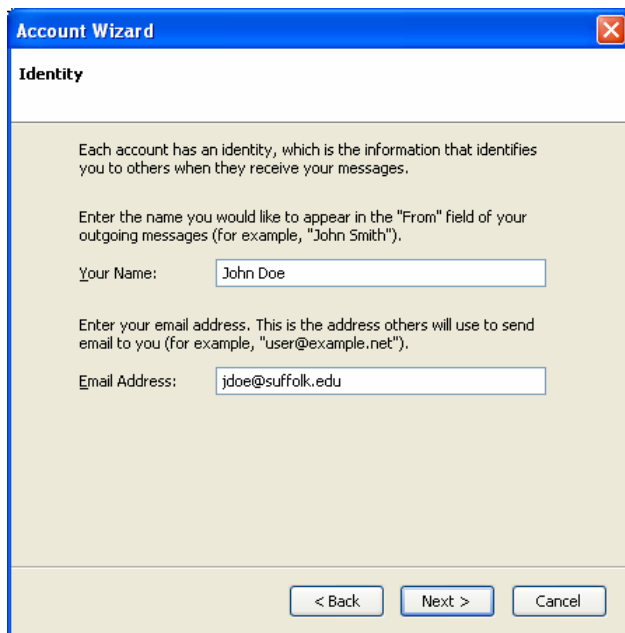


New Account Setup

- After launching Thunderbird the first time, the New Account Wizard may launch as shown below with a series of radio buttons that will allow you to set up an email account, RSS account, or newsgroup account.
- If the New Account Wizard does not launch automatically, you may open it by going to the **Tools** menu and selecting **Account Settings**. Press **Add Account**. The Account Wizard should then open.
- Make sure **Email account** is selected and **Click on Next**.



- Enter **your name and email address** and then **Click on Next**.

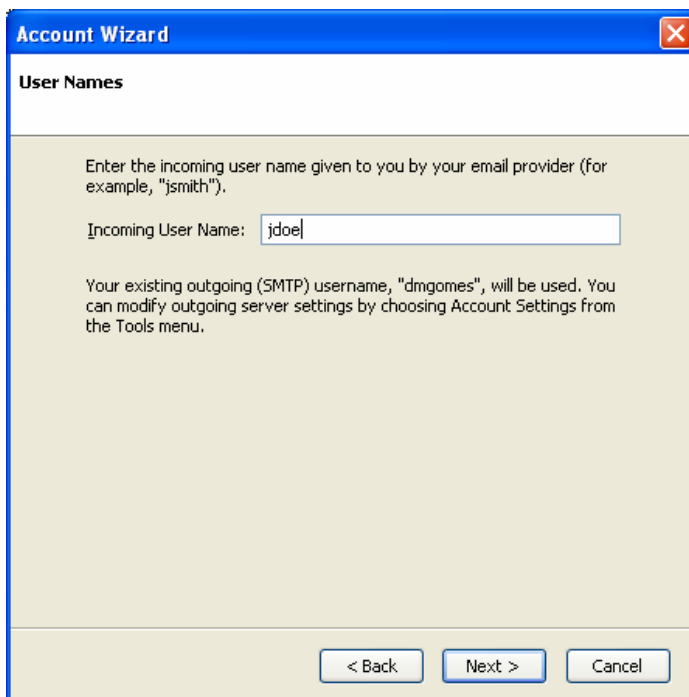


- Select the type of your incoming server. Suffolk uses an IMAP server Enter your incoming server address: **sumail.suffolk.edu**
- For the outgoing server type:**sumail.suffolk.edu**
- Once completed **Click** on **Next**



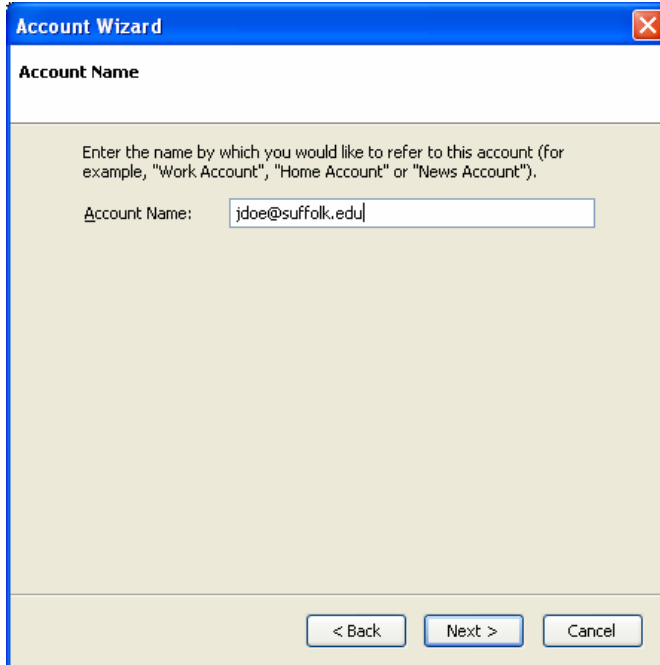
The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The main heading is "Server Information". Below this, there is a section titled "Select the type of incoming server you are using." with two radio buttons: "POP" (unselected) and "IMAP" (selected). Below the radio buttons, there are two text input fields. The first is labeled "Incoming Server:" and contains the text "sumail.suffolk.edu". The second is labeled "Outgoing Server:" and also contains "sumail.suffolk.edu". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

- Enter your username for receiving mail. This is your Suffolk email account username (e.g. jdoe). You may also need to enter your username for sending mail (the same as the username for receiving mail).
- Once completed **Click** on **Next**.

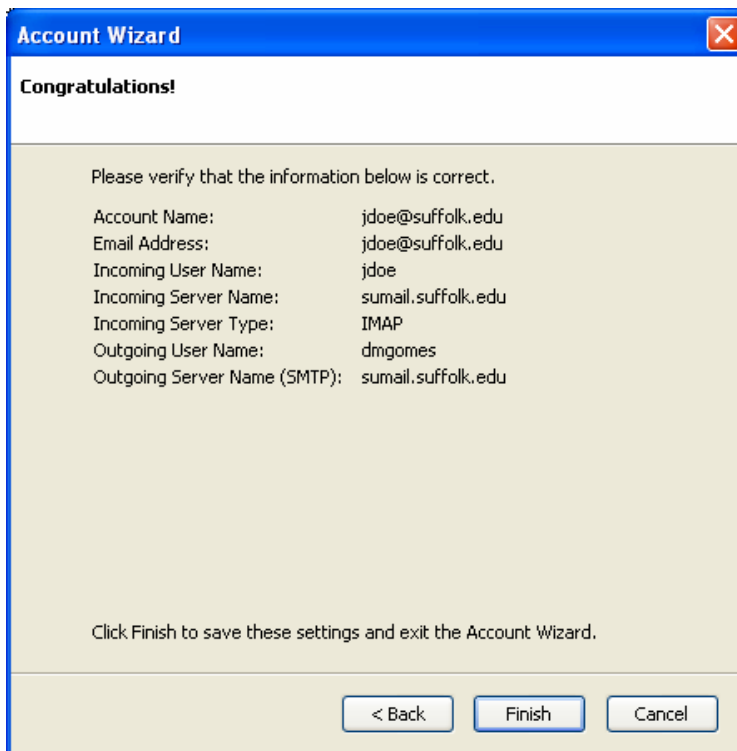


The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names". Below this, there is a text input field labeled "Incoming User Name:" which contains the text "jdoe". Below the input field, there is a paragraph of text: "Your existing outgoing (SMTP) username, 'dmgomes', will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu." At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

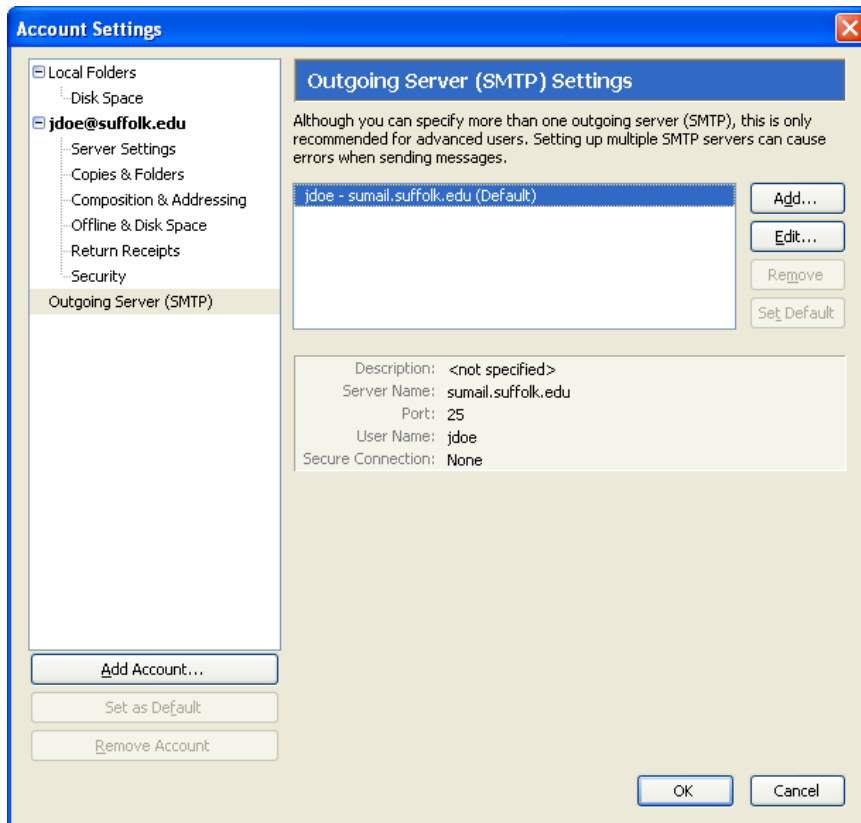
- For the Account Name you can leave as the **Default** and **Click** on **Next**.



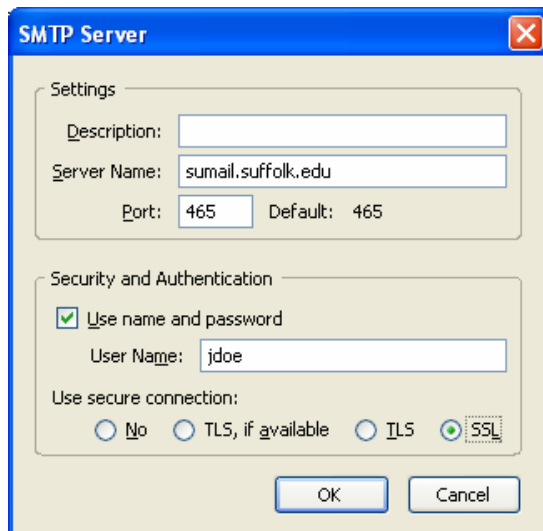
- The Wizard will now show you a summary of your account information. Verify that all the information is correct and then **Click** on **Finish**. (See picture below.)



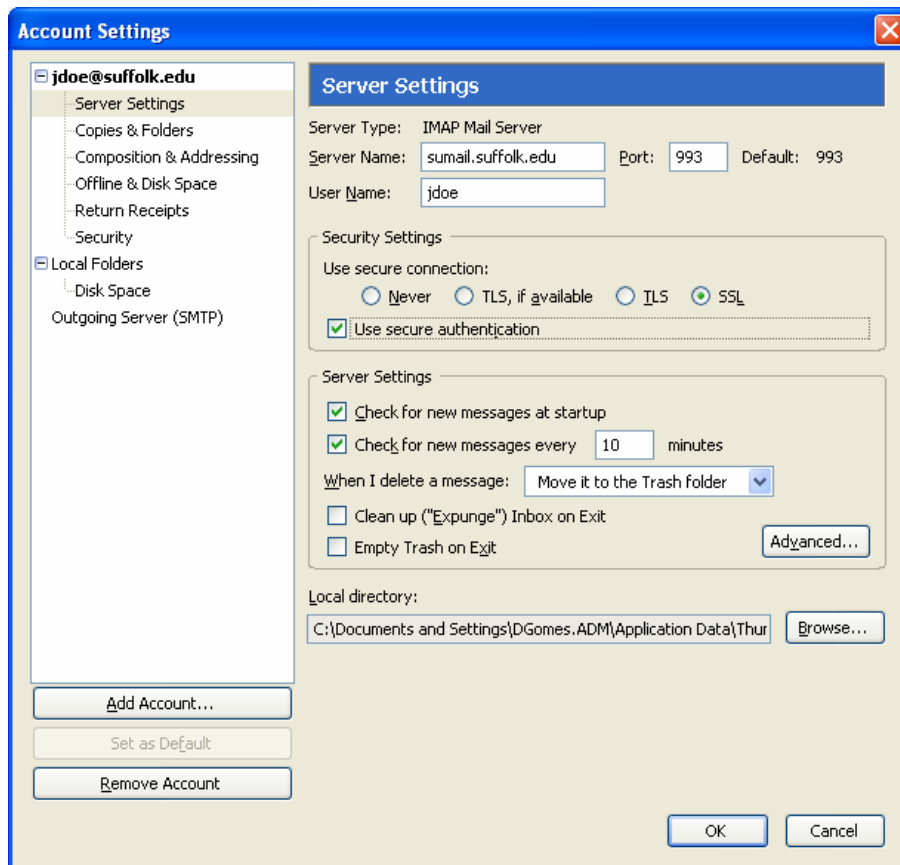
- After clicking on "**Finish**" you still have one or two more things to set up.
- **Click** on **Tools**, then **Account Settings**. Then click on the **Outgoing Server (SMTP)** option. (See picture below.)



- Select the account that was created in the previous steps and **Click** on **Edit** on the right side of the page.
- Under **Settings**, verify that the **Server Name** is **sumail.suffolk.edu**
- Under **Security and Authentication** place a **checkmark** in the box next to **User Name and Password** and enter in your user name. Also verify that **SSL** is selected under "Use secure connection". This should cause the port to switch to 465 automatically. If you are off-campus, you may use your Internet Provider's Outgoing settings if you wish, but sumail.suffolk.edu will work from any ISP as long as you use your username and password and use an SSL connection on port 465. (See picture below.)
- **Click** on **Ok** once complete.



- **Click** on the **Server Setting** under your account.
- Place a **Checkmark** in the box next to **Use Secure Authentication** and select **SSL** as your type. (See picture below.)



- Once all is completed **Click** on **Ok**, and then **Ok** again to exit the Account Settings window.
- Then you will want to **Close the Thunderbird** application and then **Re-Start** the application to verify that all settings are correct.