

## Mozilla Thunderbird

Revised Nov. 2008 – For Thunderbird Version 2



### Installing

- Download the installer from <http://www.mozilla.com>
- Double-click the installer and it will begin a setup wizard, click next.
- Accept the license agreement and click next
- Leave set to Standard installation and click next
- Leave box checked to launch now and click Finish

### Initial setup

- After the program launches, if prompted to do so, you may choose to import settings from an existing Thunderbird account found on the computer. After which, the program will launch and should behave as the older version had, with all your existing settings.
- If the computer did not already have Thunderbird installed, the new account wizard will appear. Leave email account selected and click next
- Enter your full name, as you would like others to see it. In the second field, enter your email address, including the “@mtholyoke.edu” and click next.
- Be **sure** to select **IMAP**, do not select POP, otherwise all your email will be removed from the server. In the incoming server field type: **mail.mtholyoke.edu** in the outgoing server field type: **smtp.mtholyoke.edu** Click next.
- Be sure that your MHC username appears in both of the the username field(s) and click next.
- On the next screen, you can leave the account name along and simply click next.
- Click finish to save your settings. At this point in time do **NOT** enter your MHC password to sign in. Click cancel.

### Configuring Settings

- Go to the tools menu and select account settings.
- In the left hand column you will see a list. Highlight the first item under your name, Server Settings (If the list is not expanded, click on the triangle that appears by your account name. )
- On the right, under security settings, choose to use secure connection (SSL)
- Be sure that check for new messages at startup is checked and that it checks for new messages at a regular interval. (Default & recommended time is 10 minutes.)
- Set the trash option to your preferred choice, to: move to trash, mark as deleted, or remove immediately. Note that if set to remove immediately, you are still able to undo accidental deletions up until the time you quit the program.
- Check the box to Clean-up Inbox on Exit. This is necessary to remove hidden files that may cause you to go over quota.
- If you selected ‘Move it to the trash’, it is recommended that you check “Empty trash on Exit’ as well. If you do not wish to select this option, please periodically check your quota so that you don’t exceed your limit.

- On the right side of the window, click on the advanced button
- In the window that appears, there will be a blank field titled IMAP server directory. Type the word “**mail**” into this field and click Ok
- In the list to the left, select the bottom item, Outgoing Server. You will see the mhc outgoing mail server. Click the Edit button to the right of the window.
- We are only concerned with the bottom part of this window. Assure that the use name and password box is checked, and enter your mhc username in the user name field. Choose TLS, if available and click the Ok button to exit.
- Click OK again to close the account settings window
- Quit and re-launch Thunderbird.

### Final options

- Provide your password when asked. It is not recommended that you check the box to store your password, ever.
- After you enter your account password, you should see a list of any previously subscribed-to folders under your account name. If there are folders missing that you were expecting to see, go to the file/Thunderbird menu, choose subscribe, and check all mail folders that you would like to be visible. (If there are still missing folders, then your old mail account wasn't configured properly and you will need to call the helpdesk to schedule an appointment.)
- Set your sent-mail folder to match what Webmail uses. (horde)
  - Go to the tools menu and select account settings.
  - In the menu on the left select copies and folders.
  - In the top box that asks where sent mail should be stored, select **other**, and then within the drop down list, hover the mouse cursor over your mhc email account and another drop-down list will appear. Select the folder titled **sent-mail**.
  - You may also choose to select your drafts folder at this time under the appropriate drop-down menus in this window.
- Select Composition and Addressing from the list on the left. UN-check the option to compose emails in HTML format and then choose to “start my reply above the quote” from the drop-down list for automatically quoting original message.
- Click Junk Settings from the list on the left, and check to trust junk mail headers set by SpamAssasin. Click Ok to close the Account Settings window. You are now ready to use Thunderbird.

### Signature

*(Optional)*

- First, go to your My Documents folder, right-click an empty area within the window that appears, and select New, and choose Text document. Give it the title signature.txt and then double-click it to open it. Type your signature into this text document and then save and close it.
- Within Thunderbird, if not already in the account settings window, go to the tools menu and select Account Settings.
- In the left column, click to highlight your MHC account (Generally, titled your email address by default.) Check the box within the main window area t“Attach a signature” then click the browse button to navigate to your previously created signature file.
- Click OK to leave email account settings and then go to compose an email to test how things will look. You can always edit the text document to change your signature at any time.