

Configuring Thunderbird

Rev. 10/13/05 by I.T.



- Launch Thunderbird Mail.
- Go to File, New, and select Add New Account.
If launching Netscape mail for the first time, the 'Create New Account' window may appear automatically when the program is launched.
- The Account Wizard will launch. Select "Email account" and click next.
- Enter "your name" as you would like it to appear to other users.
- In the "email address" field, enter your full email address including @mtholyoke.edu and click next.
- On the next screen, select **IMAP**. Do **NOT** select POP.
- In the incoming server field, type: **mail.mtholyoke.edu**
- For the outgoing server, type: **smtp.mtholyoke.edu**
- Click 'next.'
- Enter your MHC username in the incoming server field only.
- Enter the name you would like to use for this account – it can be a name to distinguish this account from others you may have set up (MHC e-mail) or it can be set to the default, your mhc email address.
- Click 'next' to continue, and 'finish' to save your settings.
- You will be asked if you would like this program to be your default mail program.
- Do **NOT** enter your MHC password to sign into the system: click 'cancel'.

To set your server settings and your default mail directory on the server:

- Go to the 'Tools' menu and select 'Account Settings'.
- In the left hand column, you will see a list of settings you can edit. If the list is not expanded to view this list, click on the triangle that appears by your account name.
- In the left hand column, highlight 'Server Settings' with a single click
- On the right, click in the checkboxes next to 'use secure connection (SSL)' and 'check for new messages at startup' to place a checkmark in each box.
- Set the 'check for new messages...' option to **to** minutes or higher.
- To set the trash options, you will see the title 'When I Delete a Message.' The options are to 'Mark As Deleted', 'Move it to the Trash', or 'Remove Immediately'. Choose the option you prefer to use.
- Check the box labeled 'Clean up Inbox on Exit.' If you selected 'Move it to the trash', you should check "Empty trash on Exit" as well. If you choose **NOT** to select this option, please keep an eye on your home directory quota—you may not be able to empty the trash if you go over quota.
- On the right hand side of the screen, click on the button labeled 'Advanced.'
- In the window that appears, there will be a blank field titled 'IMAP server directory.'
- Type **mail** into this field and click Okay, then click OK again..
- Quit and close all Thunderbird related windows.
- Re-launch Thunderbird mail.
- After you enter your account password, you should see a list of any previously subscribed-to folders under your account name.

To CONFIGURE OTHER OPTIONS

To set your sent-mail folder and—if you've postponed messages in pine—your drafts folder:

- Go to 'Tools' in the menu bar and from there, select 'Account Settings'.
- In the menu on the left hand side, highlight 'Copies and Folders' with one click.
- In the top box that asks where your sent mail should be stored, select 'Other.' Under your account, select 'sent-mail' as the folder. This is the same folder used by webmail and Pine.
- In the next box that asks where your 'drafts' should be stored, select 'Other.' Under your account, select 'postponed-msgs' as the folder. This is the same folder used by Pine. If you do not see this folder, you have no postponed messages, and may keep the default (select 'drafts folder on' instead of 'other'.

To Set other options:

- Select 'composition and addressing' from the account settings list on the left.
- .If you want to send most messages using HTML, place a checkmark in the appropriate check box.
- If you want the original message you're responding to quoted in your response, check the appropriate box and select where you want to start your reply from the drop down menu.
- If you use a signature, select the general account settings from the left by clicking your account name.
- On the right, put a checkmark in the checkbox titled 'attach a signature' then click the browse button to navigate to your previously created signature file.
- Click OK to leave email account settings.
- Go to 'Tools' in the menu bar and from there, select 'Options'
- On the left select 'general'. Confirm 'use thunderbird as the default mail application' and remove the checkmark from 'thunderbird start page' section. Other options may be set according to your personal preference.
- On the left select 'composition'. 'forwarding messages' should be set to 'inline'. Other options may be set according to your personal preference.
- On the left select 'attachments' and select where you want attachments saved. If you choose 'save all attachments to this folder' from the dropdown menu, select 'other', then navigate to your desired folder or create a new one by clicking the 'make new folder' button.
- All other options can be set according to your personal preference.
- Click OK.