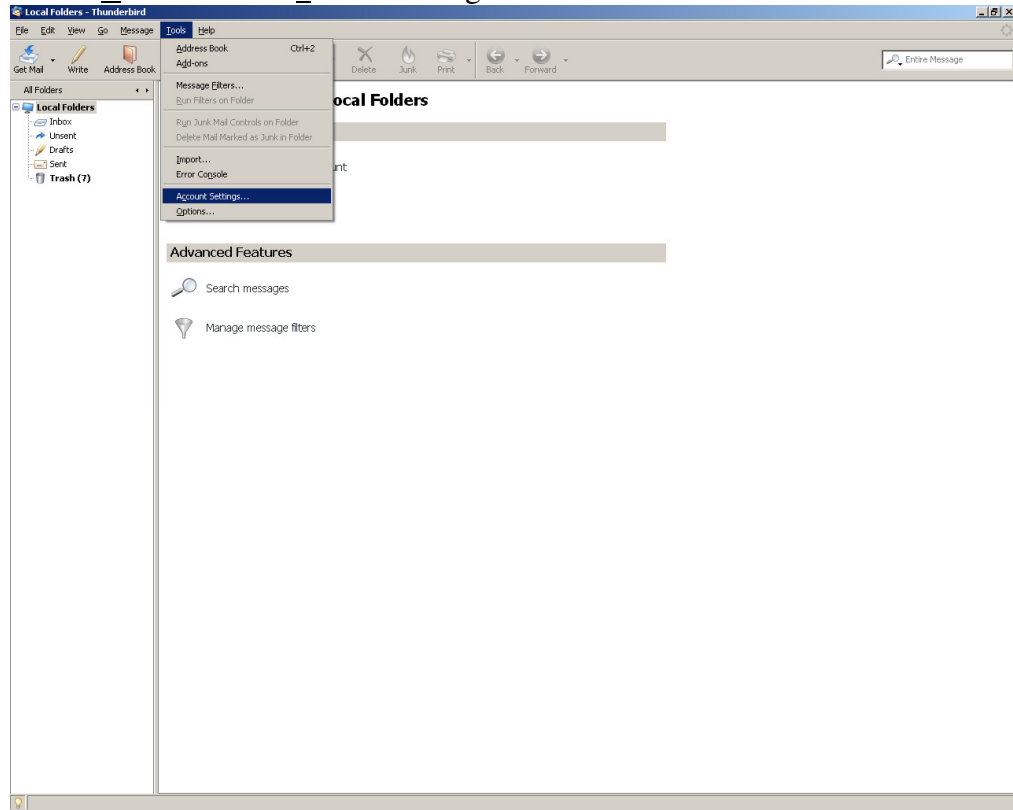
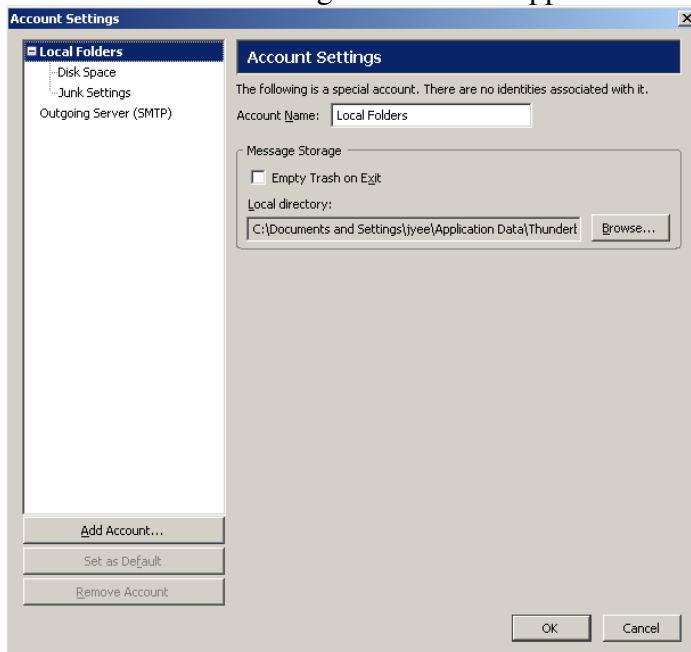


Thunderbird Configuration

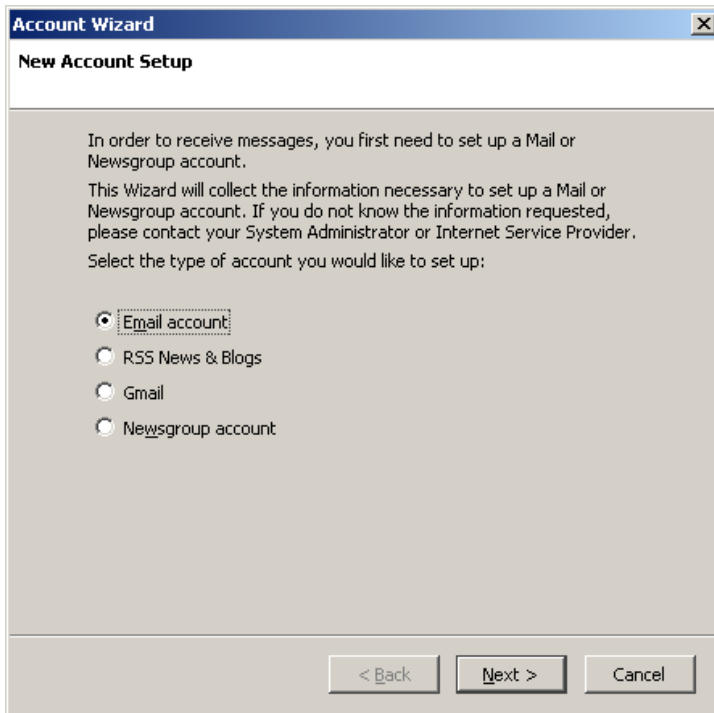
1. Start Thunderbird
 - a. Click “Tools” then “Account Settings...”



2. The “Account Settings” screen will appear

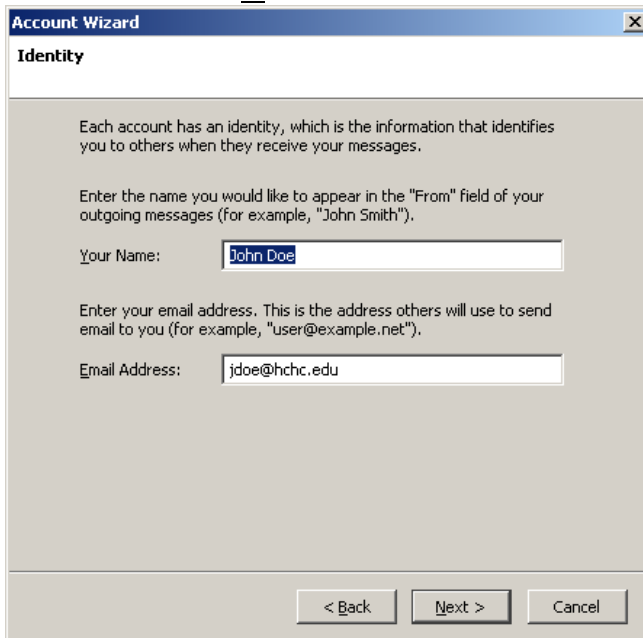


3. On the bottom left-hand side of the screen, click on “Add Account...”
4. The “Account Wizard” will start up and bring you to the “New Account Setup” screen



The screenshot shows a window titled "Account Wizard" with a close button (X) in the top right corner. The main title is "New Account Setup". The text inside reads: "In order to receive messages, you first need to set up a Mail or Newsgroup account. This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider. Select the type of account you would like to set up:". Below this text are four radio button options: "Email account" (which is selected), "RSS News & Blogs", "Gmail", and "Newsgroup account". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

5. Select “Email account” and click “Next >”
6. At the “Identity” screen
 - a. In the “Your Name:” field, enter your name
 - b. In the “Email Address:” field, enter your HCHC email address
 - c. Click “Next >”



The screenshot shows a window titled "Account Wizard" with a close button (X) in the top right corner. The main title is "Identity". The text inside reads: "Each account has an identity, which is the information that identifies you to others when they receive your messages. Enter the name you would like to appear in the 'From' field of your outgoing messages (for example, 'John Smith').". Below this text is a text input field labeled "Your Name:" with the text "John Doe" entered. The next text reads: "Enter your email address. This is the address others will use to send email to you (for example, 'user@example.net').". Below this text is a text input field labeled "Email Address:" with the text "jdoe@hchc.edu" entered. At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

7. At the “Server Information” screen
 - a. Select “IMAP”
 - b. In the “Incoming Server:” field, type `imap.gmail.com`
 - c. Click “Next >”

Account Wizard

Server Information

Select the type of incoming server you are using.

POP IMAP

Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

Your existing outgoing server (SMTP), "smtp.gmail.com", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

< Back Next > Cancel

8. At the “User Names” screen
 - a. In the “Incoming User Name:” field, type your **full HCHC email address**
 - i. For example: If my name is John Doe, I would type in jd@hchc.edu in the “Incoming User Name” field. If you only put your username, `jd`, you will **NOT** be able to check your email
 - b. Click “Next >”

Account Wizard

User Names

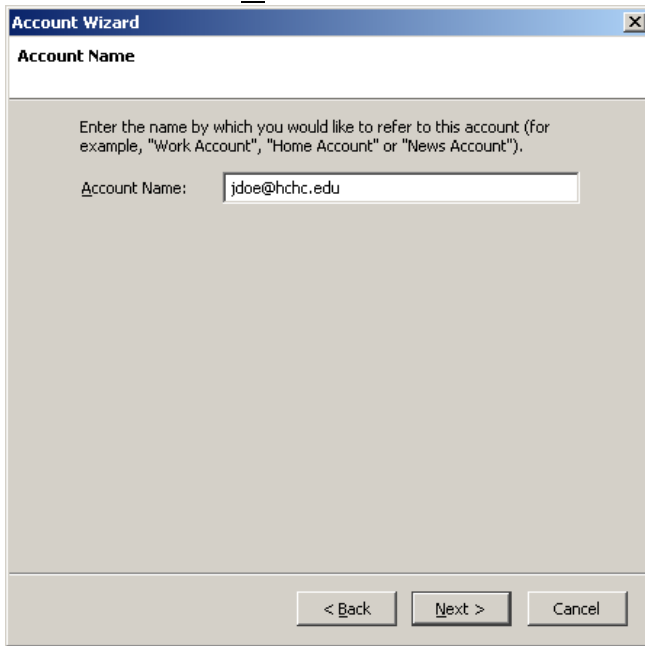
Enter the incoming user name given to you by your email provider (for example, "jsmith").

Incoming User Name:

Your existing outgoing (SMTP) username, "jyee@hchc.edu", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

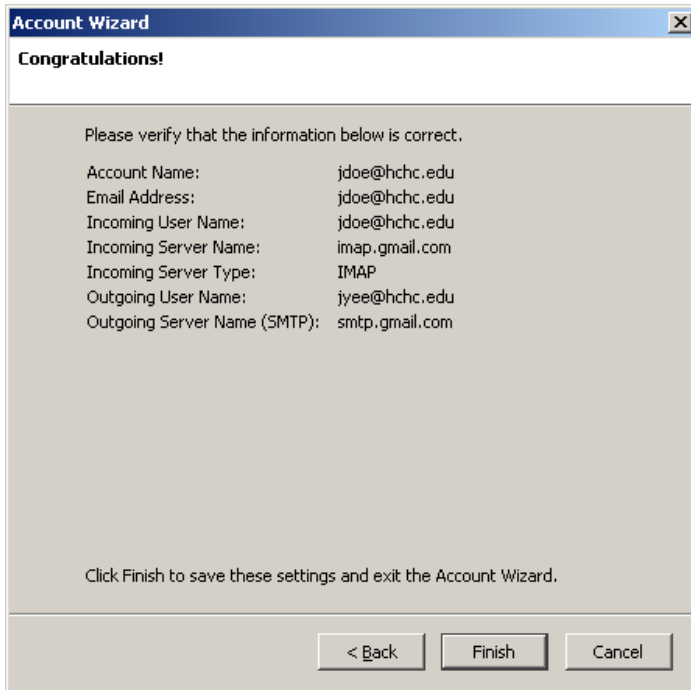
< Back Next > Cancel

9. At the “Account Name” screen
 - a. Make a note of “Account Name” because you need it later.
 - b. Click “Next >”



The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The title bar is blue. Below the title bar, the text "Account Name" is displayed. The main area contains the instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below this is a text input field labeled "Account Name:" containing the text "jdoe@hchc.edu". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

10. At the “Congratulations!” screen
 - a. Click “Finish”

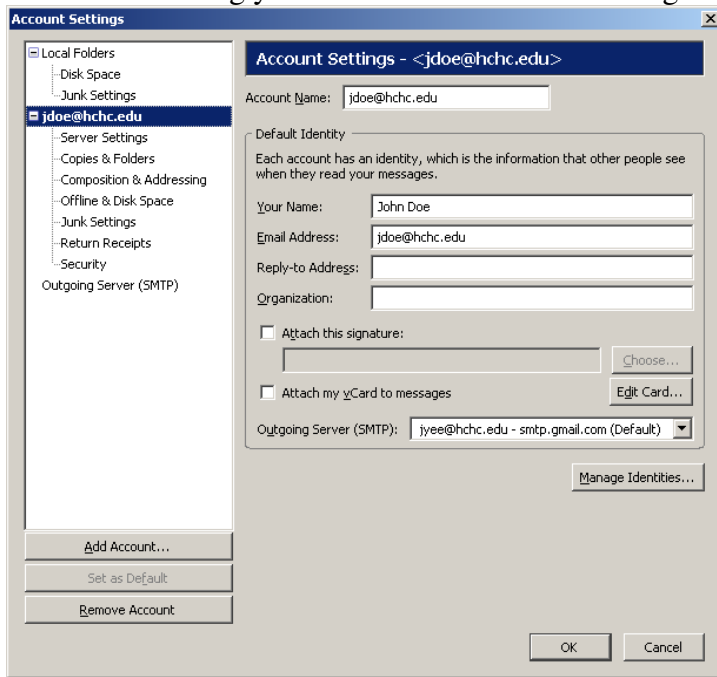


The screenshot shows a dialog box titled "Account Wizard" with a close button (X) in the top right corner. The title bar is blue. Below the title bar, the text "Congratulations!" is displayed. The main area contains the instruction: "Please verify that the information below is correct." Below this is a list of settings:

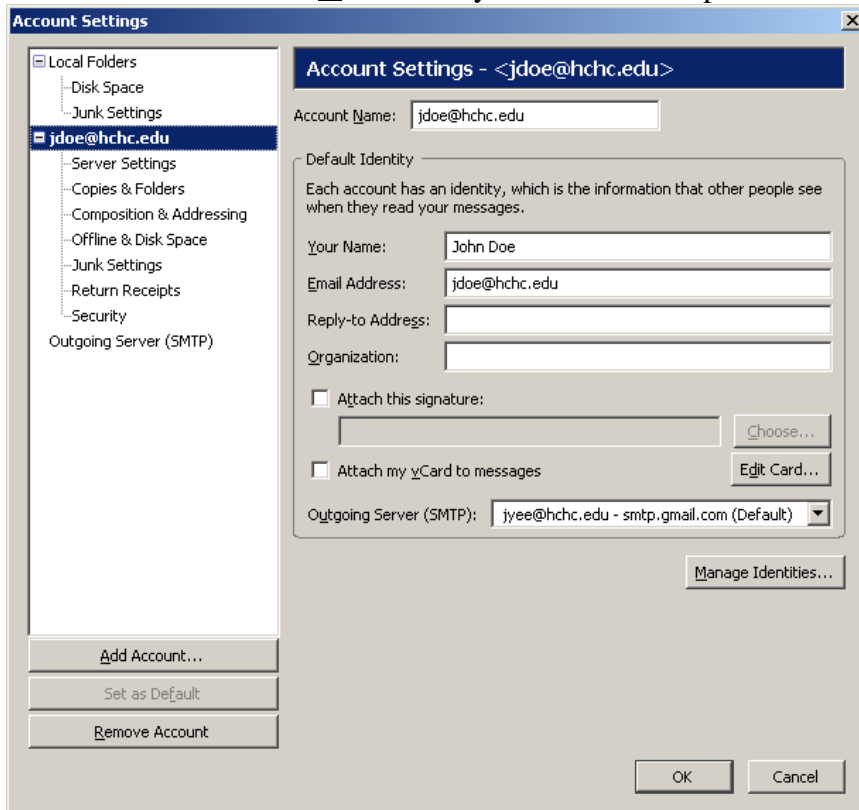
Account Name:	jdoe@hchc.edu
Email Address:	jdoe@hchc.edu
Incoming User Name:	jdoe@hchc.edu
Incoming Server Name:	imap.gmail.com
Incoming Server Type:	IMAP
Outgoing User Name:	jyee@hchc.edu
Outgoing Server Name (SMTP):	smtp.gmail.com

Below the list, the instruction "Click Finish to save these settings and exit the Account Wizard." is displayed. At the bottom of the dialog box, there are three buttons: "< Back", "Finish", and "Cancel".

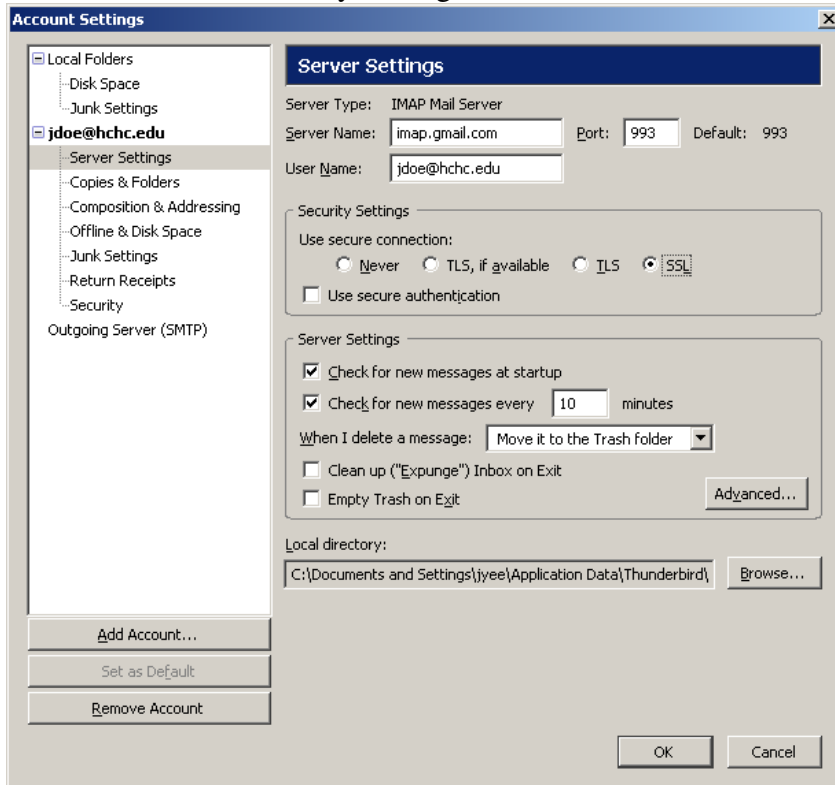
11. This will bring you back to the “Account Settings” screen



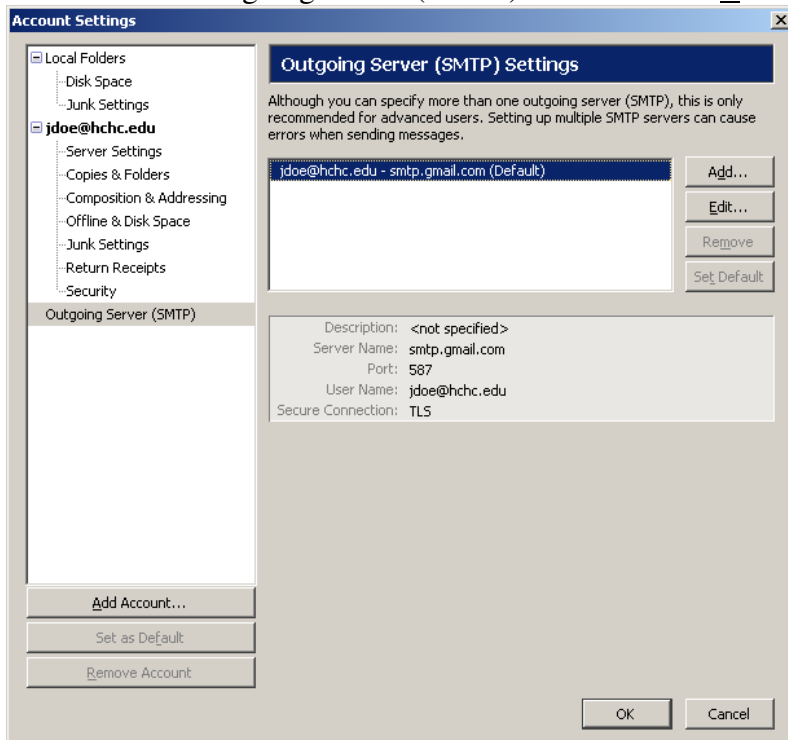
12. Select the “Account Name” that you created in Step 9



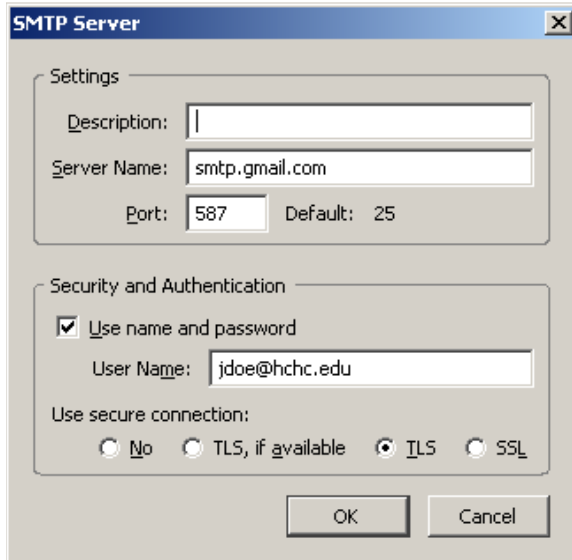
13. Select “Server Settings” underneath your “Account Name”
- In the “Port:” field, type in 993
 - In the “Security Settings” section, select SSL



14. Click on “Outgoing Server (SMTP)” and click on “Edit...”



15. At the “SMTP Server” screen
 - a. In the “Port” field, type 587
 - b. Click the box next to “Use name and password”
 - c. In the “User Name” field type in your full HCHC email address
 - i. For example: If my name is John Doe, I would type in jdoe@hchc.edu in the “User Name” field. If you only put your username, jdoe, you will **NOT** be able to check your email
 - d. Select “TLS”
 - e. Click “OK”



The image shows a dialog box titled "SMTP Server" with a close button (X) in the top right corner. The dialog is divided into two sections: "Settings" and "Security and Authentication".

Settings:

- Description: [Empty text box]
- Server Name: smtp.gmail.com
- Port: 587 (Default: 25)

Security and Authentication:

- Use name and password
- User Name: jdoe@hchc.edu
- Use secure connection:
 - No
 - TLS, if available
 - TLS
 - SSL

At the bottom of the dialog are two buttons: "OK" and "Cancel".

16. At the “Account Settings” screen, click “OK”

17. “You can use your HCHC email by clicking on you “Account Name” on the left side.
a. For example, I would click “jdoe@hchc.edu”

