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

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

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 jdoe@hchc.edu
         in the “Incoming User Name” field. If you only put your username, jdoe, you will NOT be able to check your email
   b. Click “Next >”
9. At the “Account Name” screen
   a. Make a note of “Account Name” because you need it later.
   b. Click “Next >”

10. At the “Congratulations!” screen
    a. Click “Finish”
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”
   a. In the “Port” field, type in 993
   b. 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”

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