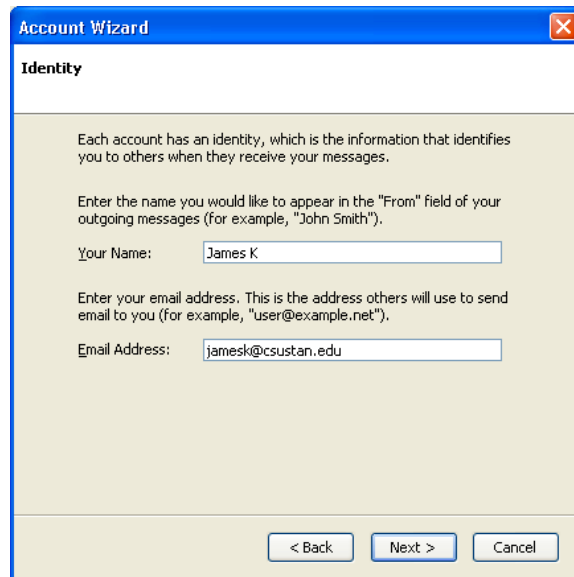


Setting up WebMail for Mozilla Thunderbird

Windows 2000/XP

1. Locate and start up your Mozilla Thunderbird application.
2. Click the Tools menu and select Account Settings.
3. Click the Add Account button located at the bottom of the window to start up the new account wizard.
4. On the next window select Email Account from the list and click Next.
5. Enter your name into the appropriate field; this is how your name will appear on emails you send out. Enter your @csustan.edu email address into the email address field. Click Next.



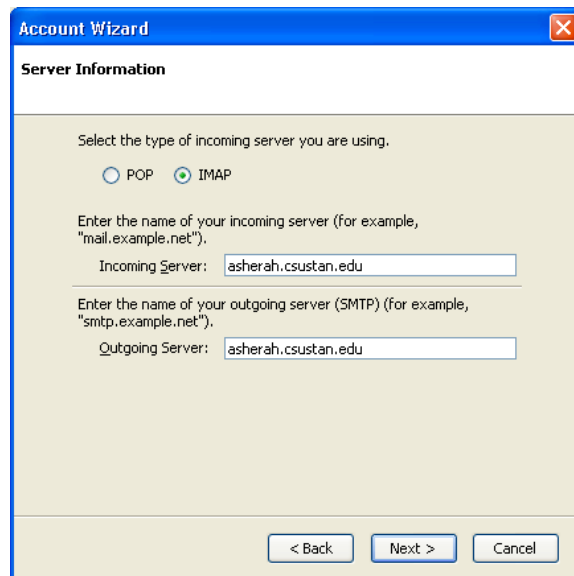
The screenshot shows the 'Account Wizard' window with the 'Identity' tab selected. The window title is 'Account Wizard'. Below the title bar, the text reads: 'Each account has an identity, which is the information that identifies you to others when they receive your messages.' Below this, it says: 'Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").' There is a text input field labeled 'Your Name:' containing the text 'James K'. Below that, it says: 'Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").' There is a text input field labeled 'Email Address:' containing the text 'jamesk@csustan.edu'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Select IMAP from the incoming server options. Enter the following information into the appropriate fields and click Next:

Incoming Server:
asherah.csustan.edu

Outgoing Server:
asherah.csustan.edu

NOTE: If you are setting this up off campus you will need to use your ISP's (Internet Service Provider) outgoing server information and settings.



The screenshot shows the 'Account Wizard' window with the 'Server Information' tab selected. The window title is 'Account Wizard'. Below the title bar, the text reads: 'Select the type of incoming server you are using.' There are two radio buttons: 'POP' and 'IMAP', with 'IMAP' selected. Below this, it says: 'Enter the name of your incoming server (for example, "mail.example.net").' There is a text input field labeled 'Incoming Server:' containing the text 'asherah.csustan.edu'. Below that, it says: 'Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").' There is a text input field labeled 'Outgoing Server:' containing the text 'asherah.csustan.edu'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Your incoming user name should already be in the field, if it is not, simply enter it into the field. Your user name is the first part of your email address before the @csustan.edu.

e.g. jamesk@csustan.edu has a login name of just jamesk. The login EXCLUDES the @csustan.edu.

8. The account name can be left alone. It is simply a label for the account. Click Next and then click Finish to setup the account.
9. Click OK on the Account Settings window.
10. Your email is delivered to the Inbox located under your account name on the folder list on the left. You may need to click the little box to the left of the account or folder name to expand and view the contents. The first time you click into your mailbox you will be prompted for your password. If you select to have the system save your password it will not prompt you the next time you start Thunderbird.

NOTES: With this setup email is kept on our server. This ensures that in the event you login to this account through the web access your mail is available for you to read. When using Thunderbird to send mail, your sent items are stored in the Sent folder listed under your Inbox. These messages are on our server and not on your computer. This enables you to have copies of your sent items available when you login through the WebMail site.