

Setting up Thunderbird for Webmail

OS 10.2.X and later

1. Launch the Thunderbird application.
2. Once Thunderbird launches it will either prompt you to setup an account or take you immediately to your existing Inbox. If you are not prompted to setup an account, click on File to access the menu and select to Add an account to start the setup wizard.



Setup using the setup wizard

1. The first screen of the setup window will ask if you wish to import settings from another application. Select to not import anything and click Next.
2. On the New Account Setup screen select to setup an Email Account and click Next.
3. On the Identity screen enter the following information and then press Next:
 - a. Your Name: Enter your name how you would like it to appear to others when sending out messages.
 - b. Email Address: Enter your @csustan.edu email address.
4. On the Server Information select and enter the following information and click Next.

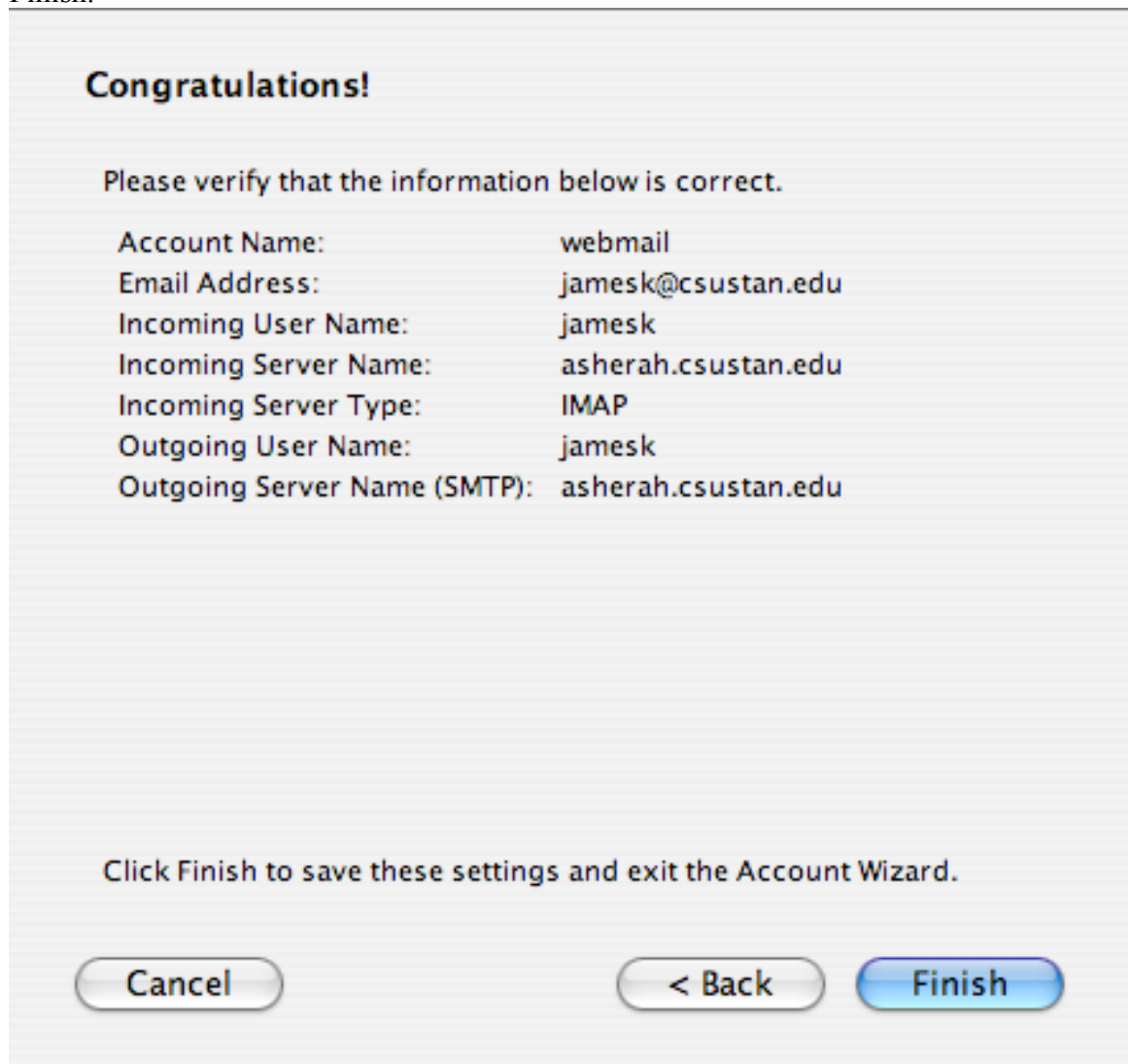
- a. Server Type: Select IMAP
- b. Incoming Mail Server: asherah.csustan.edu
- c. Outgoing Mail Server: asherah.csustan.edu

NOTE: If you are setting this up on a computer off campus you will need to use the Outgoing Mail Server (SMTP) and settings of your internet service provider (ISP).

A screenshot of the "Server Information" dialog box in Thunderbird. The window has a light gray background and a title bar. The title "Server Information" is at the top. Below it, there is a prompt: "Select the type of incoming server you are using." with two radio buttons: "POP" (unselected) and "IMAP" (selected). Below that, there is a text input field for the "Incoming Server" with the value "asherah.csustan.edu". Another prompt follows: "Enter the name of your outgoing server (SMTP) (for example, 'smtp.example.net')." with a corresponding text input field containing "asherah.csustan.edu". At the bottom, there are three buttons: "Cancel", "< Back", and "Next >".

5. On this next screen, enter your username, which is everything before the @csustan.edu in your email address. Do not put your entire email address.

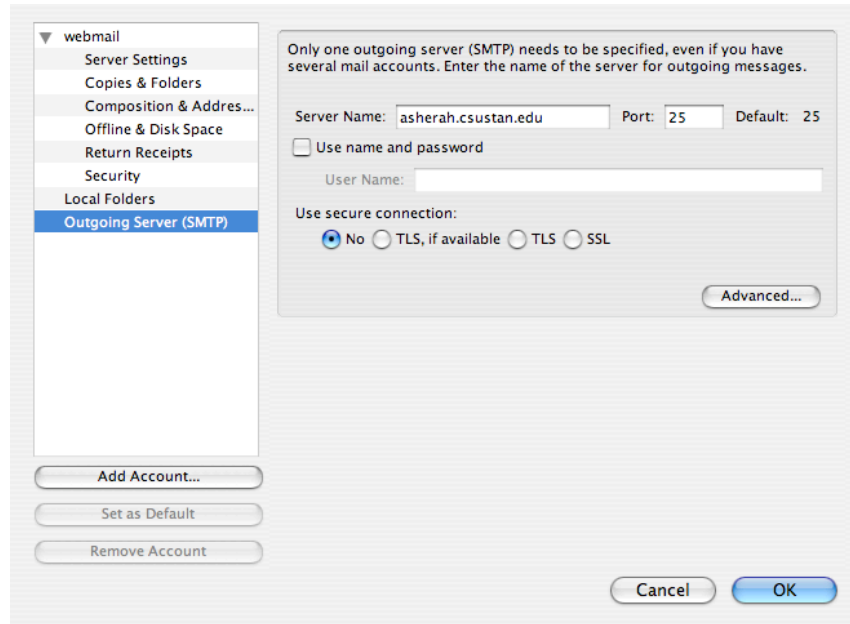
E.g. James has the email address jamesk@csustan.edu so his user name is just jamesk
6. On the Account Name screen, change the name to webmail and click Next.
7. You will now see a summary of your account. It should look similar to this example. If everything looks correct, click Finish.



8. Thunderbird will now attempt to connect to the mail server. It will prompt you for your email password. Enter your password; if you wish for the program to save your password select that option and click OK.
9. Now click Tools to access the Tools menu and select Account Settings.

10. On the left side of the Account Settings screen click Outgoing Server (SMTP)

11. On the right side of the window, uncheck the option to Use Name and Password.



12. Click OK

13. Setup of your account is now complete. With this setup our messages and sent messages are kept on our server. Your sent items are stored in the sent folder located under your webmail inbox.

