

Mozilla Thunderbird Setup

Note: Staff wishing to set up Thunderbird should use this [guide](#).

Jump To

- [Thunderbird 2.xx](#)
- [Thunderbird 3.xx](#)

Thunderbird 3.xx Setup

1. When you start Thunderbird for the first time it will prompt you to create a new account. Enter the following into each of the three fields:
Your Name: **First and Last Name**
Email Address: **PrivateID@live.missouristate.edu**
Password: **Your Live@EDU password**
Click 'Continue'.



Mail Account Setup

Your name: First Last Your name, as shown to others

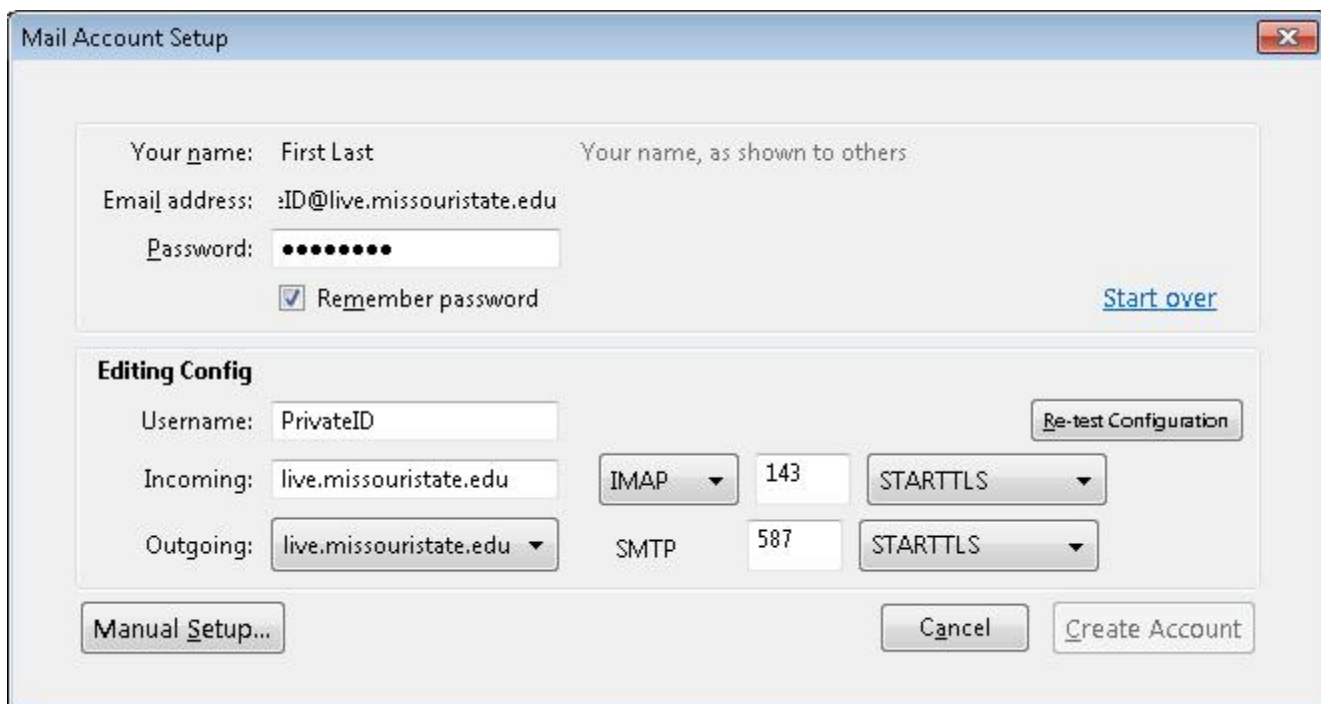
Email address: PrivateID@live.missourista

Password: ••••••••

☒ Remember password

Cancel Continue

2. It will start to search for server settings automatically, this will fail. Click the 'Stop' button and then click the 'Manual Setup' button at the bottom of the window.



The image shows a 'Mail Account Setup' window. It has a title bar with a close button. The main area is divided into two sections. The top section contains fields for 'Your name' (with a placeholder 'First Last' and a description 'Your name, as shown to others'), 'Email address' (with a placeholder ':ID@live.missouristate.edu'), and 'Password' (with a masked input field of 10 dots). There is a checkbox for 'Remember password' and a 'Start over' link. The bottom section is titled 'Editing Config' and contains fields for 'Username' (with a placeholder 'PrivateID'), 'Incoming' (with a placeholder 'live.missouristate.edu'), and 'Outgoing' (with a placeholder 'live.missouristate.edu'). To the right of these fields are dropdown menus for 'IMAP' and 'SMTP' (both set to 'STARTTLS') and text boxes for port numbers '143' and '587'. There is a 'Re-test Configuration' button. At the bottom are buttons for 'Manual Setup...', 'Cancel', and 'Create Account'.

Mail Account Setup

Your name: First Last Your name, as shown to others

Email address: :ID@live.missouristate.edu

Password: ••••••••

☒ Remember password [Start over](#)

Editing Config

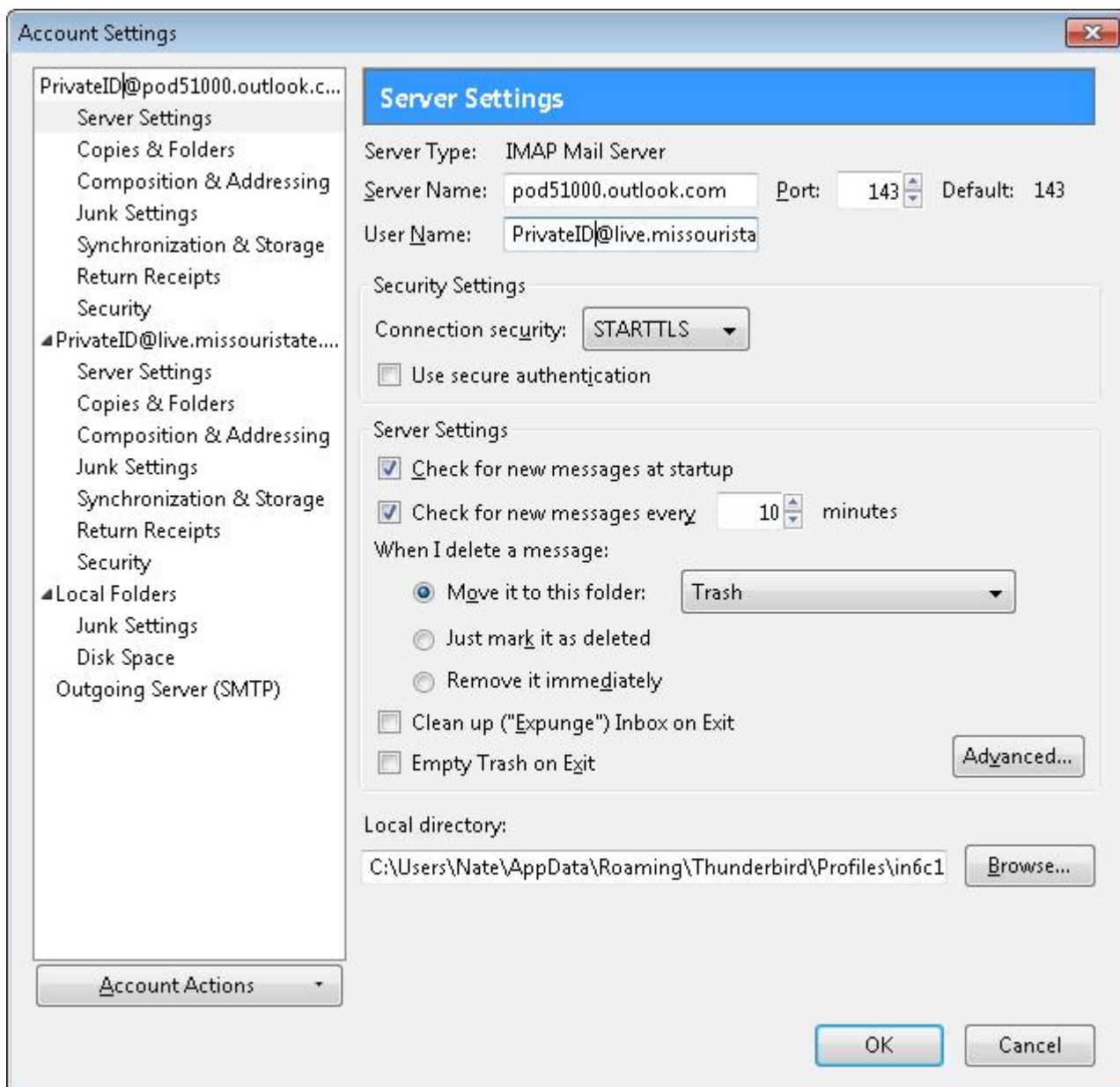
Username: PrivateID [Re-test Configuration](#)

Incoming: live.missouristate.edu IMAP 143 STARTTLS

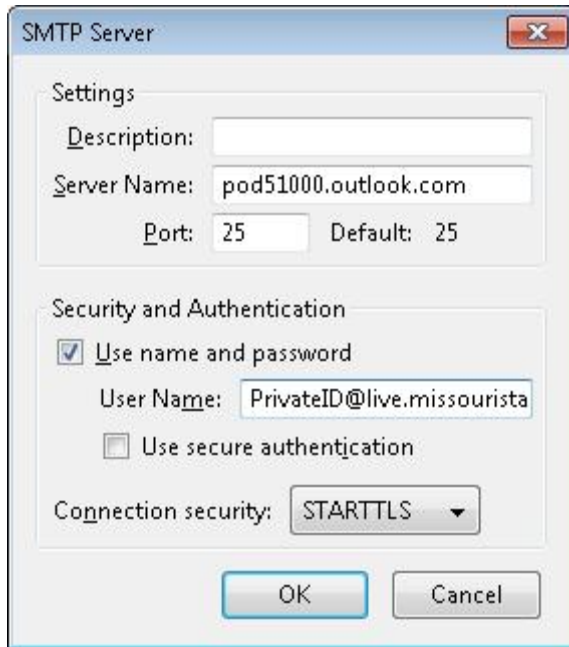
Outgoing: live.missouristate.edu SMTP 587 STARTTLS

[Manual Setup...](#) [Cancel](#) [Create Account](#)

3. Click on 'Server Settings' and enter the following:
Server Name: **'pod51000.outlook .com'** or **your outlook.com mailbox address.**
User Name: **PrivateID@live.missouristate.edu**
Connection Security: **STARTTLS**



4. Click on 'Outgoing Server (SMTP)' then click on 'live.missouristate.edu' and click 'edit' (it should be the only option). Then enter the following: Server Name: **'pod51000.outlook .com' or your outlook.com mailbox address.**
 Check: **Use Name and password**
 User Name: **PrivateID@live.missouristate.edu**
 Connection Security: **STARTTLS**

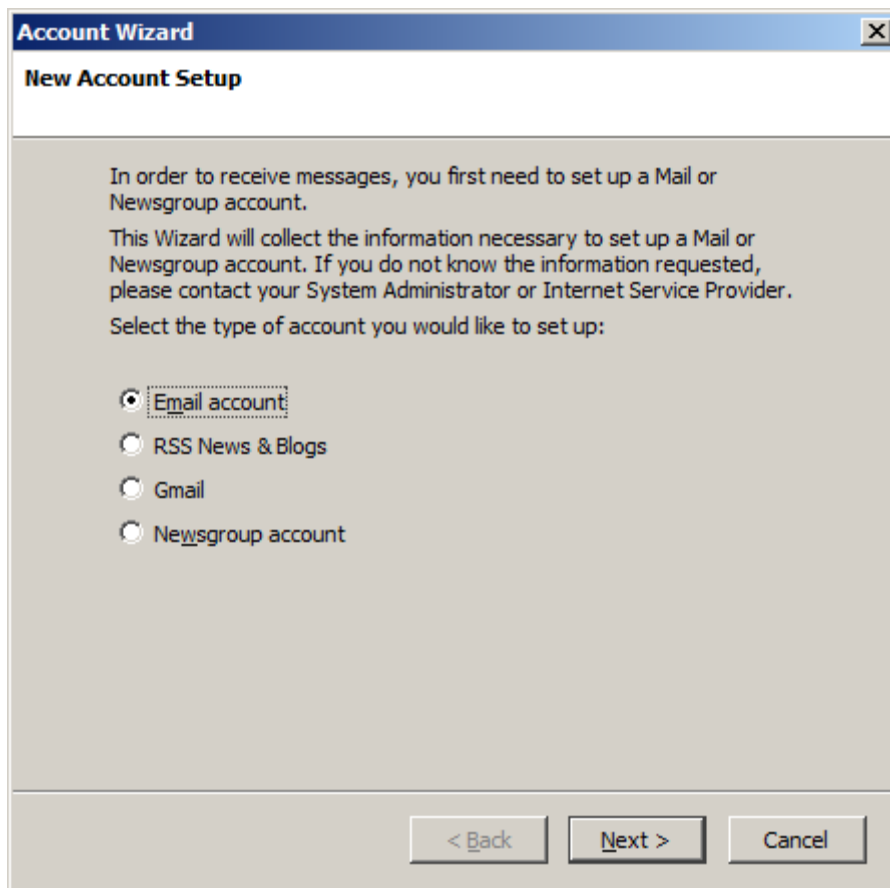


Then click 'OK' twice or until you are back into the main Thunderbird Window.

Thunderbird 2.xx Setup

1. Click on "Tools", then "Account Settings...", then click "Add Account" in the lower right of the window. (You may skip this step if this is your first time starting Thunderbird.)

2. Select "Email Account".



3. Fill out the "Your Name" and "Email Address" fields.

Account Wizard [X]

Identity

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").

Your Name:

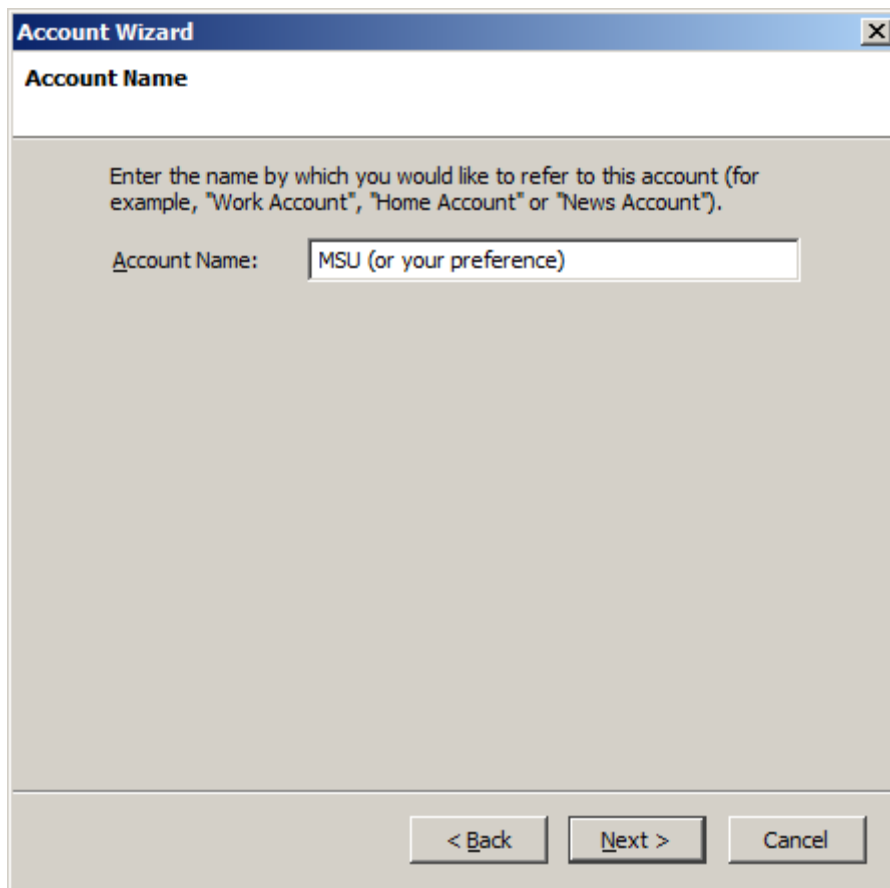
Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back Next > Cancel

4. Select IMAP, then fill out "outlook.com" for the incoming server.
5. Fill out the "Incoming User Name" with your information (PrivateID@live.missouristate.edu).

6. Enter an account name then click "Next".



The image shows a Windows-style dialog box titled "Account Wizard" with a close button (X) in the top right corner. Below the title bar, the text "Account Name" is displayed. The main area of the dialog 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 instruction, there is a label "Account Name:" followed by a text input field. The input field contains the text "MSU (or your preference)". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Account Wizard

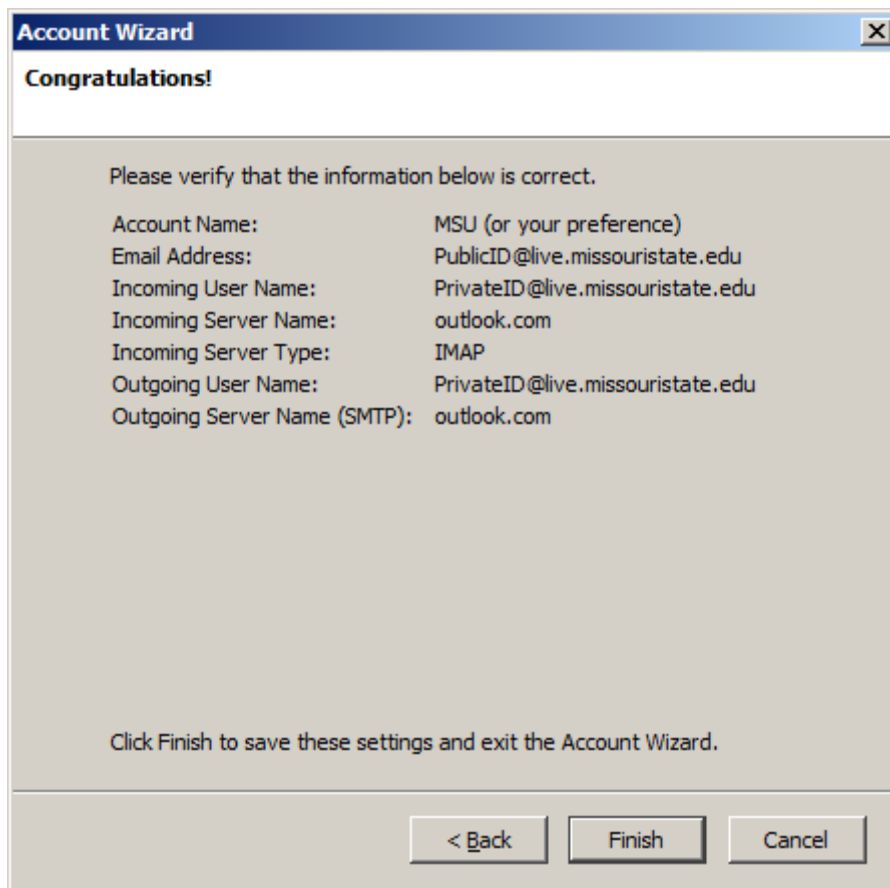
Account Name

Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

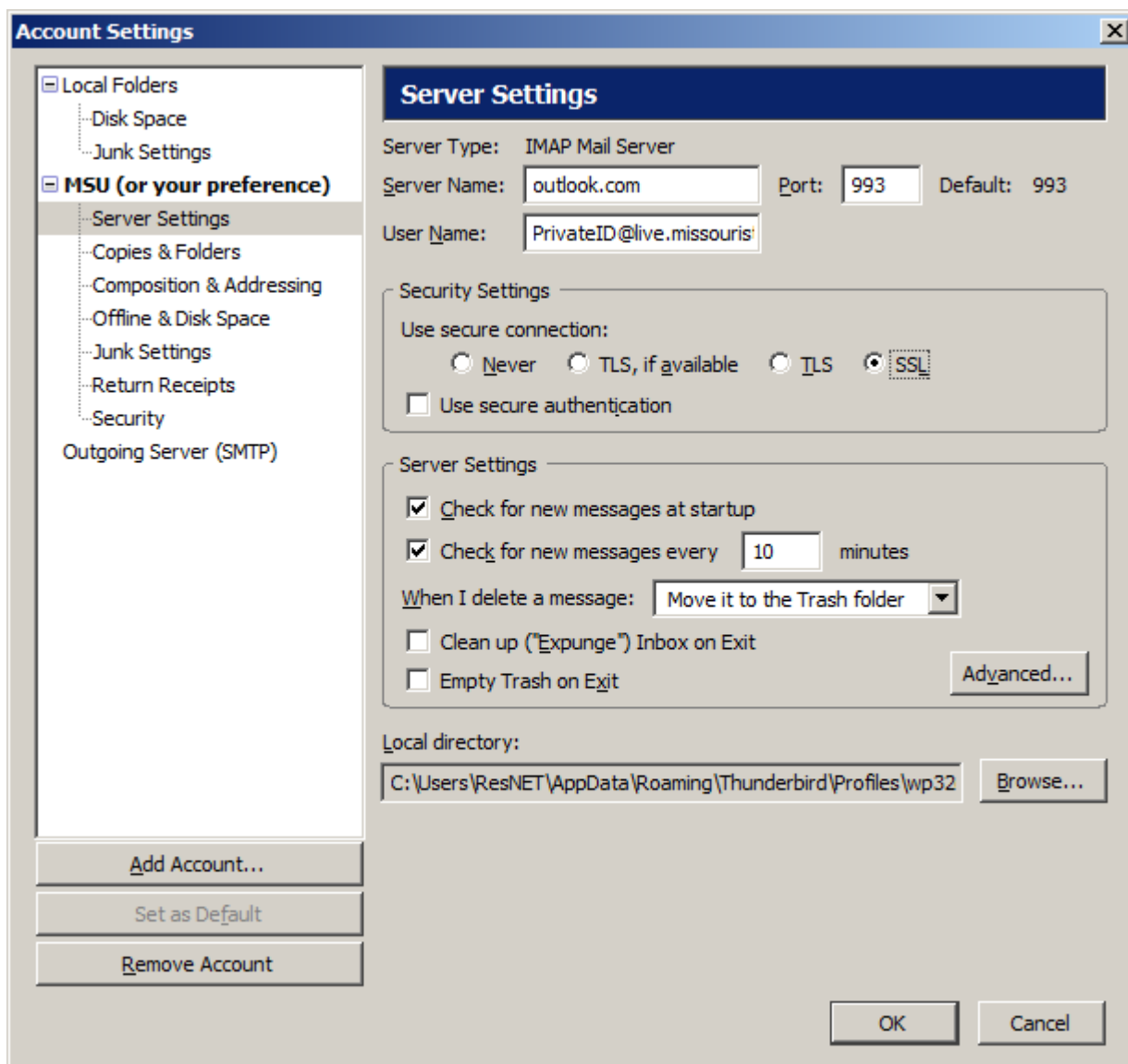
Account Name:

< Back Next > Cancel

7. Verify settings then click "Finish".



8. Select "Account Settings..." from the tools menu. Select "Server Settings", then under security settings select SSL.



9. Can't see all folders? Click "File" then click "Subscribe...". Check the folders you would like to subscribe to. Congratulations, you now have Live@Edu mail on Thunderbird!

If you have any difficulties with this tutorial, please feel free to contact either the ResNet Offices (417 836-6100) or the open access computer labs (417 836-4519) for assistance.