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## CHAPTER 1 Thunderbird setup instructions

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### Document outline:

1.1 Using the Wizard

1.2 Account Settings

## 1.1 Using the Wizard

If you are running Thunderbird for the first time, and have not imported any settings from another email client, you will be presented with the following **New Account Setup** window. Make sure that you have **Email account** selected, then press the **Next** button:

**FIGURE 1.1**New Account Setup



The next window will be the **Identity** window. Please fill in your name and email address, then click the **Next** button when you are done.

**FIGURE 1.2**Identity



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window has a tab labeled "Identity". Below the tab, there is a horizontal line. The text "Each account has an identity, which is the information that identifies you to others when they receive your messages." is displayed. Below this, the text "Enter the name you would like to appear in the 'From' field of your outgoing messages (for example, 'John Smith')." is shown. There is a label "Your Name:" followed by a text input field containing "Cristian AMARANDEI". Below this, the text "Enter your email address. This is the address others will use to send email to you (for example, 'user@example.net')." is shown. There is a label "Email Address:" followed by a text input field containing "camarand@bigsursoftware.com". At the bottom of the window, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

The next window is the **Server Information**. Fill in the following information:

- Select **POP** for the "type of incoming server you are using"
- For **Incoming Server: mail.bigsursoftware.com**

When you are done, click the **Next** button.

**FIGURE 1.3**Server Information

**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:

Uncheck this checkbox to store mail for this account in its own directory. That will make this account appear as a top-level account. Otherwise, it will be part of the Local Folders Global Inbox account.

☒ Use Global Inbox (store mail in Local Folders)

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

< Back    Next >    Cancel

On the **User Names** screen, you will fill in your username for the **Incoming User Name**. Click the **Next** button when you are done:

**FIGURE 1.4**User Names



The screenshot shows a window titled "Account Wizard" with a "User Names" tab. The window has a blue header bar with a dropdown arrow on the left and a close button on the right. The main content area is light gray and contains the following text:

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

Incoming User Name:

Your outgoing (SMTP) server, "mail.bigsursoftware.com", is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

At the bottom of the window, there are three buttons: "< Back" (disabled), "Next >" (active/highlighted), and "Cancel" (disabled).

The next screen is for the **Account Name**. You can fill in whatever you want, or keep the default (which is what you previously filled in for your email address). Click the **Next** button when you are done:

**FIGURE 1.5**Account Name



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window has a header bar with a dropdown arrow on the left and the title "Account Wizard". Below the header, 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 instruction is a text input field labeled "Account Name:" with the value "camarand@bigsurssoftware.com" entered. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

Finally, you will see the **Congratulations!** window showing you what you have filled out. Please check through it to make sure you have the correct settings. Check **Download messages now** if you want to get your messages after you finish to configure thunderbird. Click the Finish button when you are done:

**FIGURE 1.6** Congratulations



## 1.2 Account Settings

Go to the Tools menu, and select **Account Settings...** to see settings for your email account:

**FIGURE 1.7**Your settings

The screenshot shows the 'Account Settings' dialog box for the email account 'camarand@bigsursoftware.com'. The left sidebar contains a list of settings categories: Server Settings, Copies & Folders, Composition & Addressing, Disk Space, Return Receipts, Security, Local Folders, and Outgoing Server (SMTP). The 'Server Settings' tab is selected. The main area displays the following information:

The following information is needed before you can send messages. If you do not know the information requested, please contact your system administrator or Internet Service Provider.

Account Name: camarand@bigsursoftware.com

Default Identity

Each account has an identity, which is the information that other people see when they read your messages.

Your Name: Cristian-Mihai AMARANDEI

Email Address: camarand@bigsursoftware.com

Reply-to Address:

Organization:

☐ Attach this signature:

☐ Attach my vCard to messages

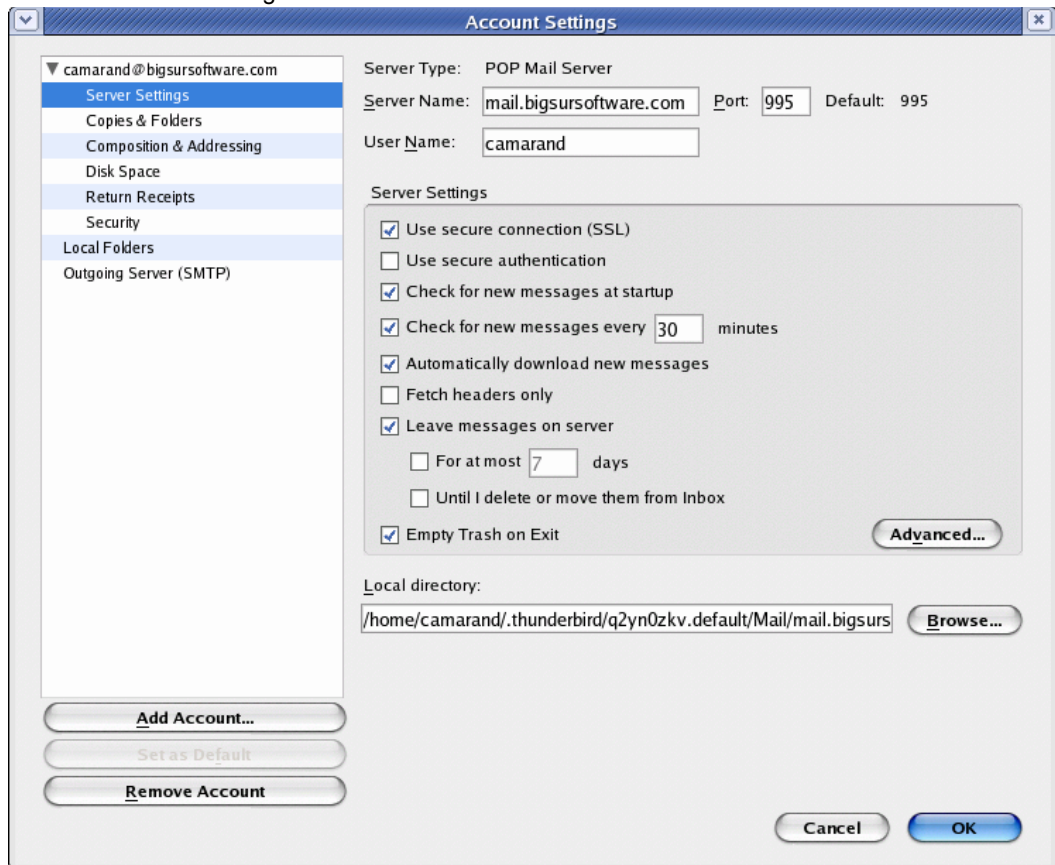
Buttons at the bottom: Add Account..., Set as Default, Remove Account, Cancel, OK, and Manage Identities... (with Choose... and Edit Card... buttons nearby).



On the left side, select **Server Settings** and make sure that you have the following filled out:

- **Server Name:** mail.bigsursoftware.com
- **Port:** 995
- Make sure you have a check next to **Use secure connection (SSL)**
- For the rest of the settings on this screen, fill in what you want ( you can change local directory if you want)

**FIGURE 1.8** Server Settings

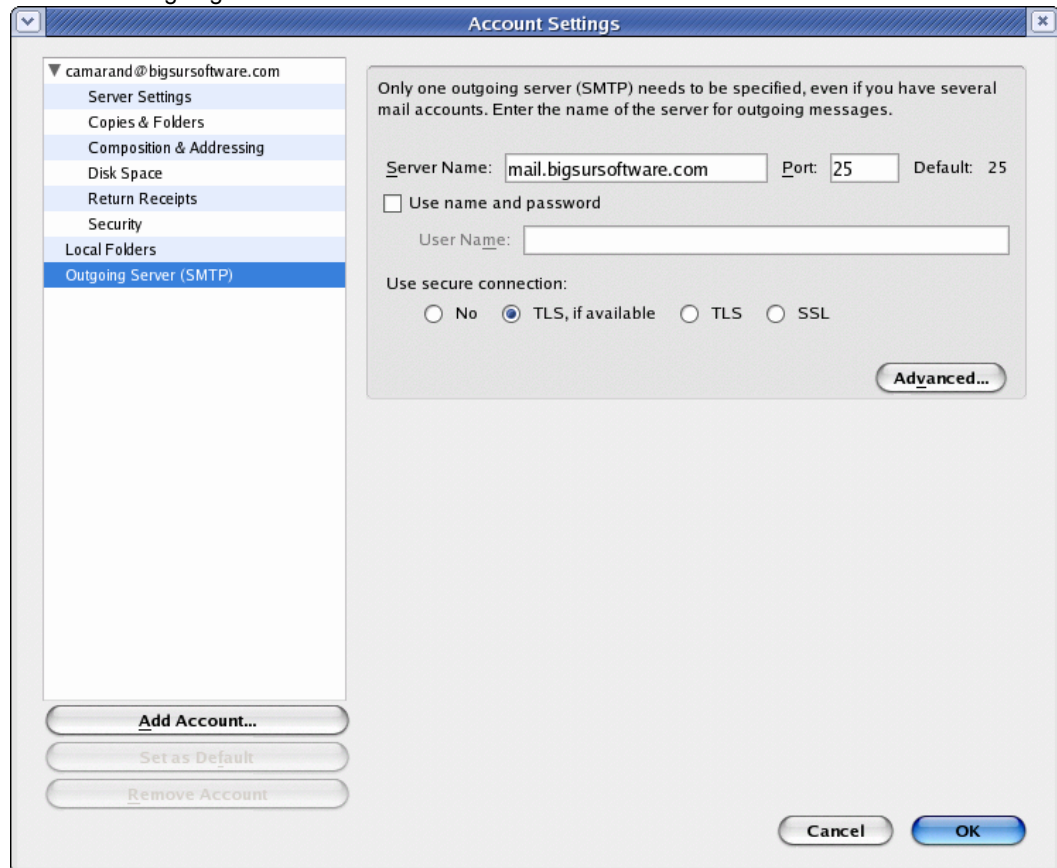


Now, select **Outgoing Server (SMTP)** on the left side and make sure that you have the following filled out:

- **Server Name:** mail.bigsursoftware.com
- **Port:** 25, or 465 (Note: If you are having problems sending email from off campus, try changing the port to 465.)
- **Use secure connection:** select TLS, if available

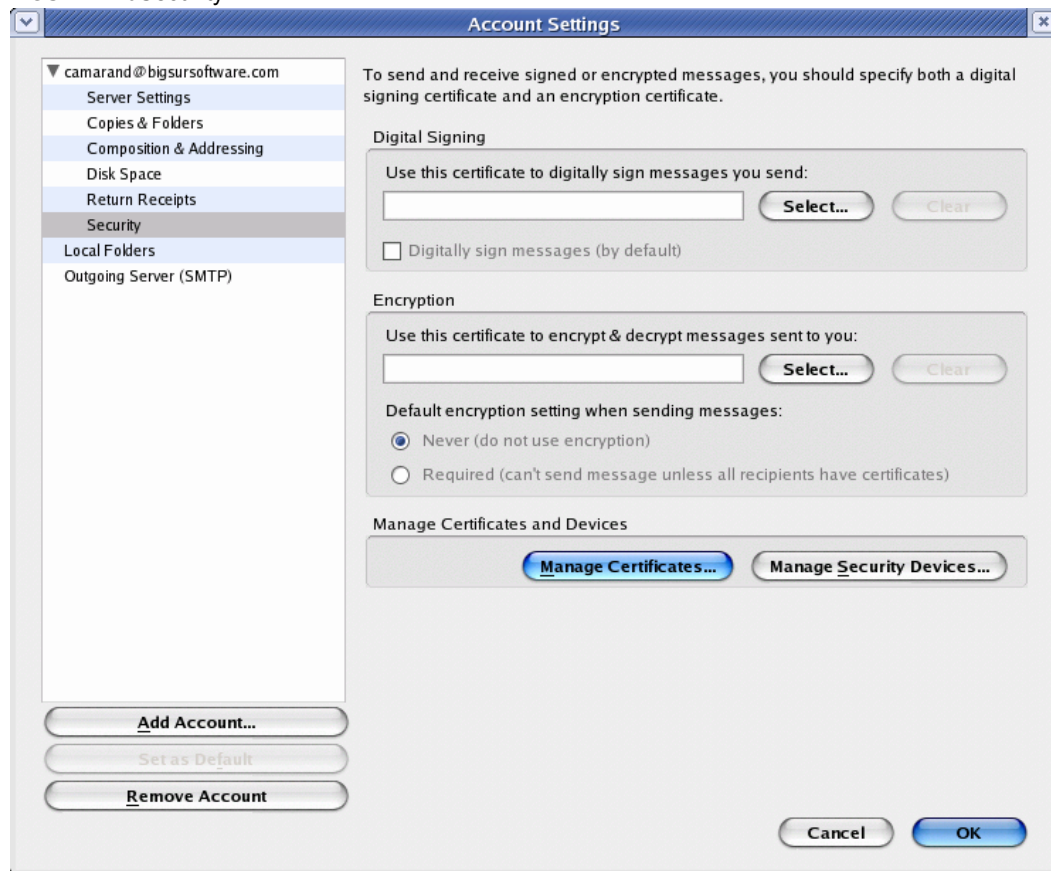
Click OK when you are done.

**FIGURE 1.9**Outgoing Server



Select **Security** if you want to manage your certificates:

**FIGURE 1.10**Security



Then select **Manage Certificate => Web Sites** to view certificates from mail.bigsursoftware.com. This certificate will appear as localhost.localdomain (we do not have yet a certificate server)

**FIGURE 1.11**Web Sites

