CHAPTER 1 Thunderbird setup instructions

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Document outline:

1.1 Using the Wizard
1.2 Account Settings

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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

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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

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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

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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

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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

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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

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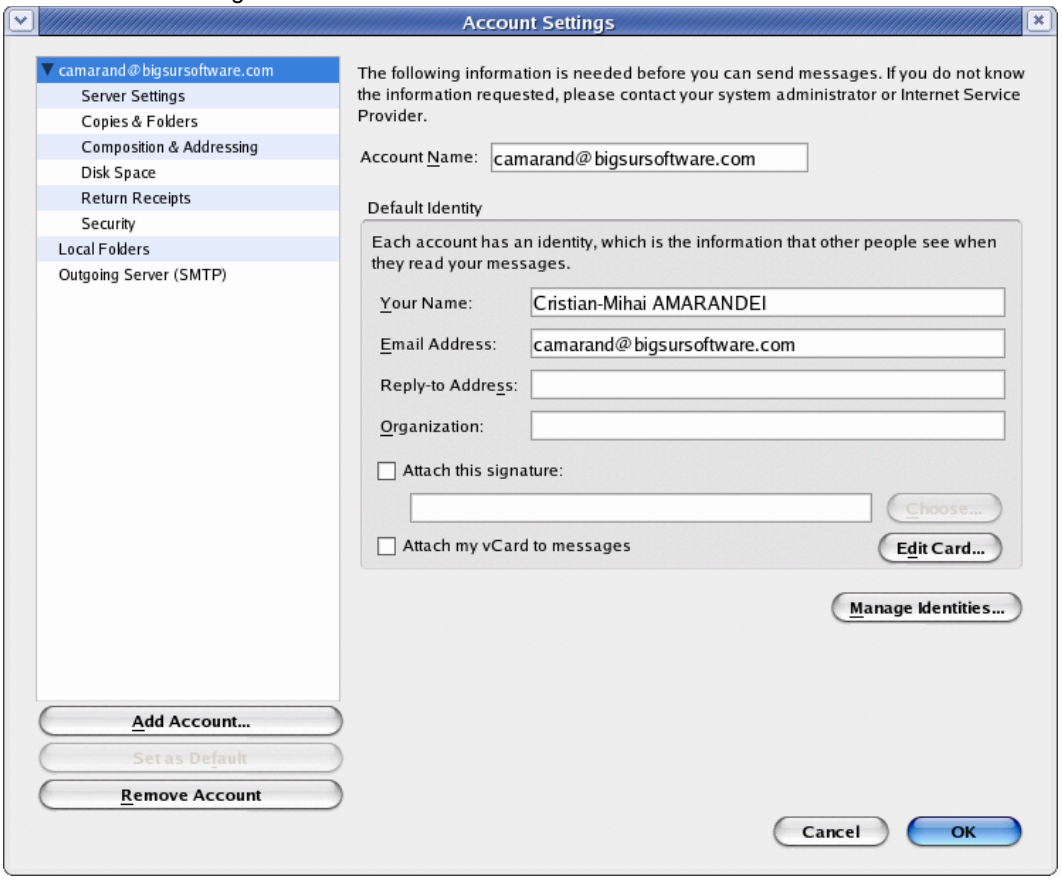
1.2 Account Settings

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

FIGURE 1.7 Your settings



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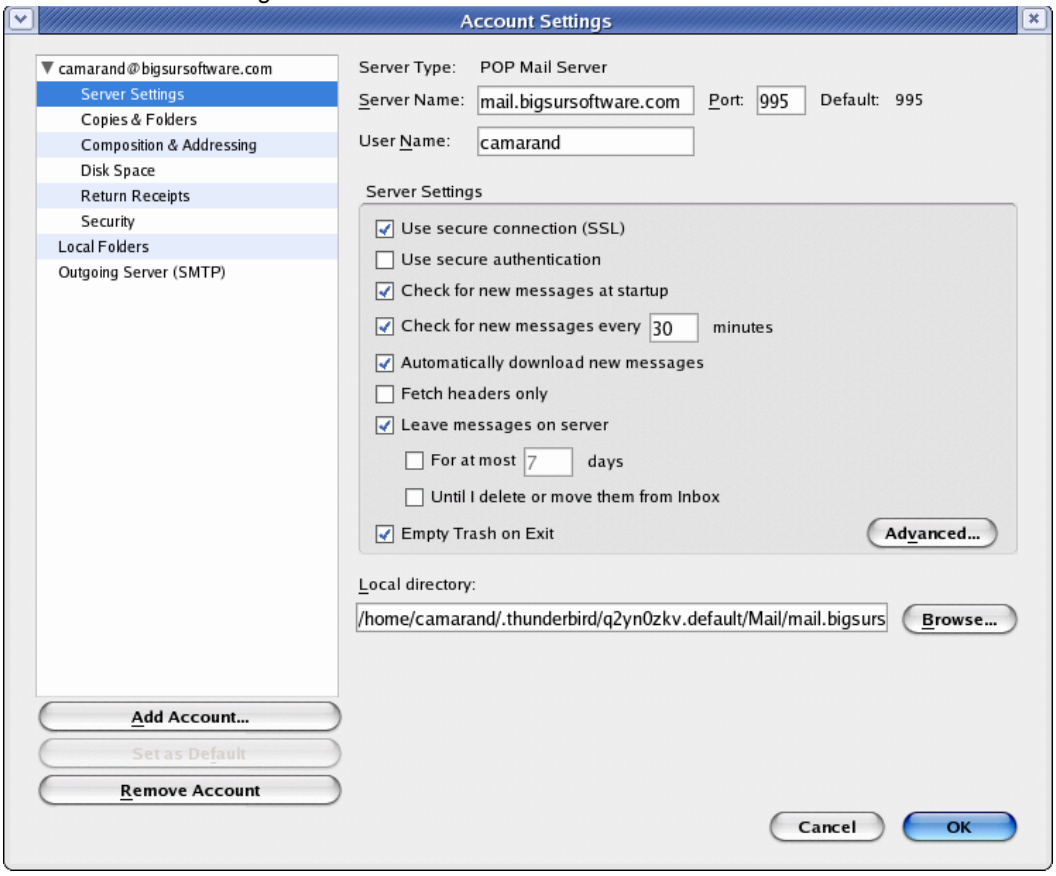
On the left side, select **Server Settings** and make sure that you have the following filled out:

- **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



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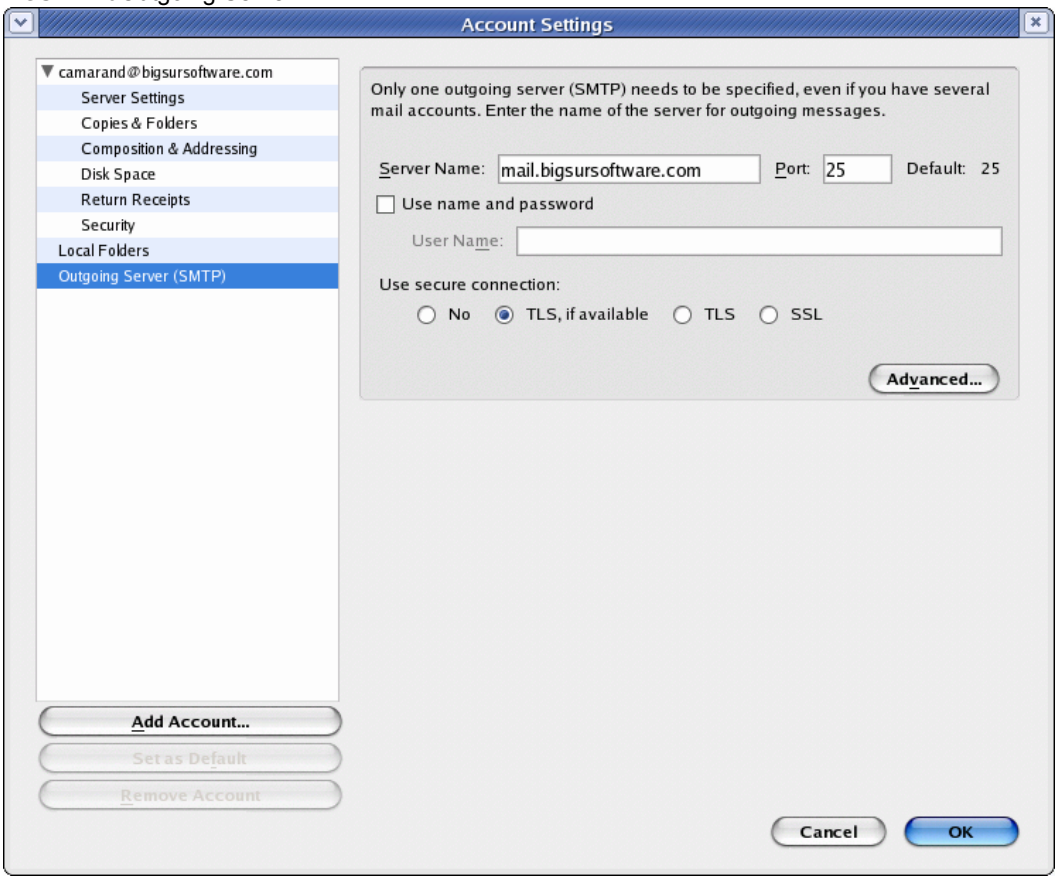
Now, select **Outgoing Server (SMTP)** on the left side and make sure that you have the following filled out:

- **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



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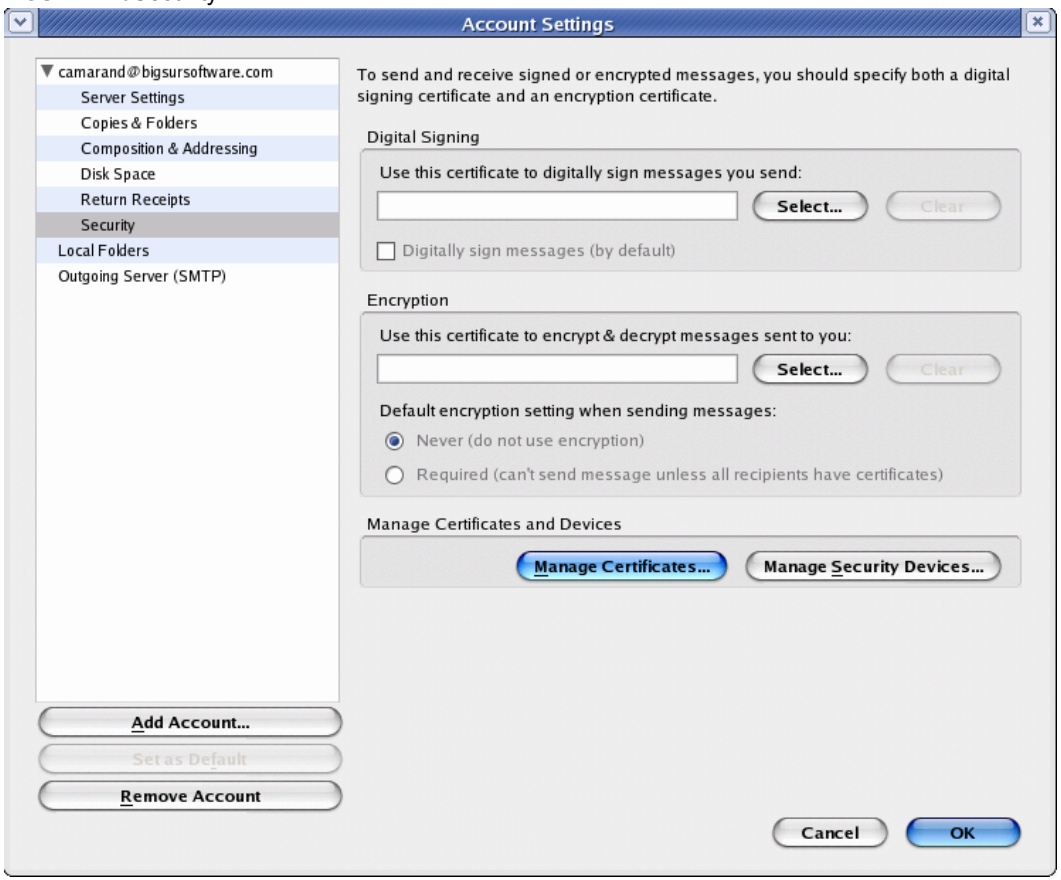
Select **Security** if you want to manage your certificates:

FIGURE 1.10 Security



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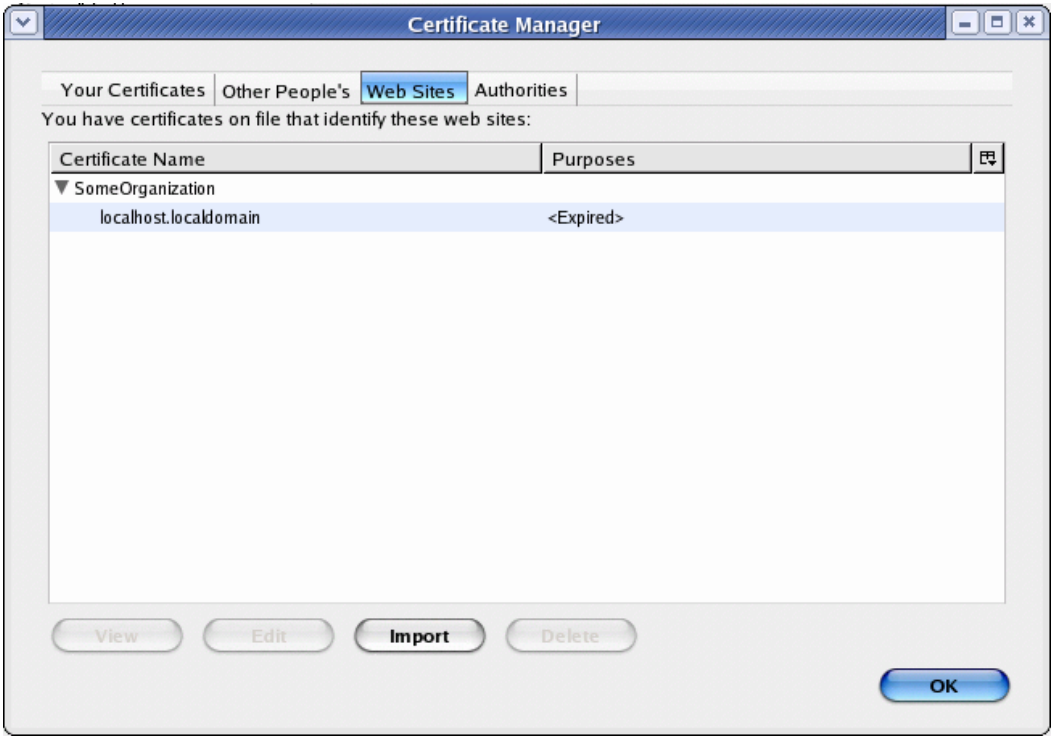
Then select **Manage Certificate => Web Sites** to view certificates from mail.bigsursoftware.com. This certificate will appear as localhost.localdomain (we do not have yet a certificate server)

FIGURE 1.11 Web Sites



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