

Configuring Mozilla Thunderbird 1.x E-Mail Client Using IMAP Fall 2005

Please note: CSU is discontinuing POP mail as of October 2005. If you have been using the POP mail protocol to retrieve your email from CSU you will need to configure Thunderbird to use the IMAP protocol.

POP mail stores your email on your local computer. **Before you make any changes you should make a backup of any mail that is stored on your computer!** By default, Thunderbird stores this information in the following location:

`:\Documents and Settings\[username]\Application Data\Thunderbird\Profiles\xxxxxxx.default`

These directions are for use with holly, simla or lamar as your mail server. If you use a different mail server, check with your system administrator for configuration advice.

I. Download and Install Thunderbird:

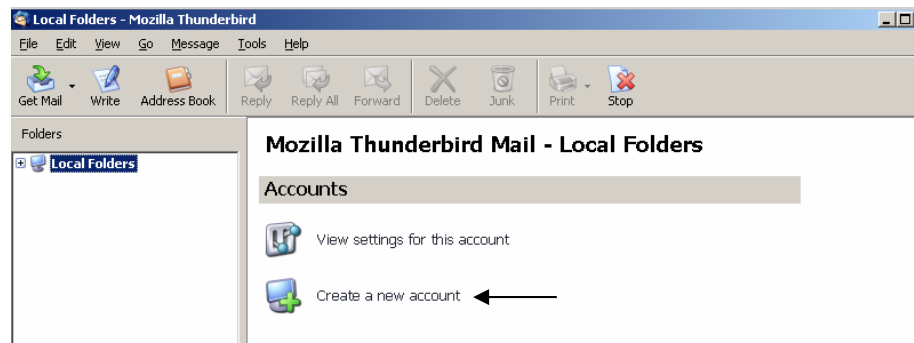
<http://www.mozilla.org/products/thunderbird/>

A. *Double click* on the **.exe** file that you downloaded. This will install the Thunderbird e-mail client on your computer.

II. Configure Thunderbird to use IMAP

A. Start the Thunderbird program by going to Start | Programs | Mozilla Thunderbird | Mozilla Thunderbird

B. *Click* on the **Create a new account** icon



Account Wizard

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

C. Select **email account** and *click* on the **Next** button.

In the Your Name box *enter* your **first and last name**.

In the email address box *enter* your **email address**.

For example, Cam.Ram@Colostate.edu or cram@simla.colostate.edu

Click on the **Next** button.

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:

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

< Back Next > Cancel

D. *Click* on the circle next to **IMAP**. This is the protocol that CSU uses to retrieve email.

In the incoming server box *type* in the CSU server that you use for your mail

Undergrads: simla.colostate.edu
Faculty/staff: lamar.colostate.edu

Click on the **Next** button.

Account Wizard

User Names

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

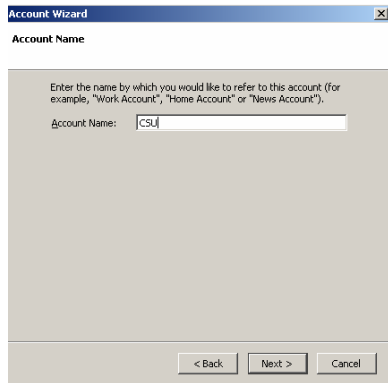
Incoming User Name:

Your outgoing (SMTP) server, "simla.colostate.edu", 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.

< Back Next > Cancel

E. In the Incoming user name box *type* in your simla or lamar **user name**. (This is usually your CSU ename that is associated with your eID.)

Click on the **Next** button.

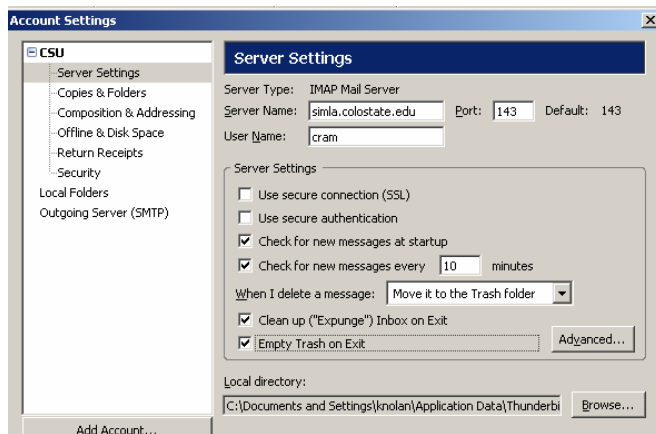


F. *Type* the name you wish to name this account, for example, CSU.

Click on the **Next** button

G. *Click* on the **Finish** Button

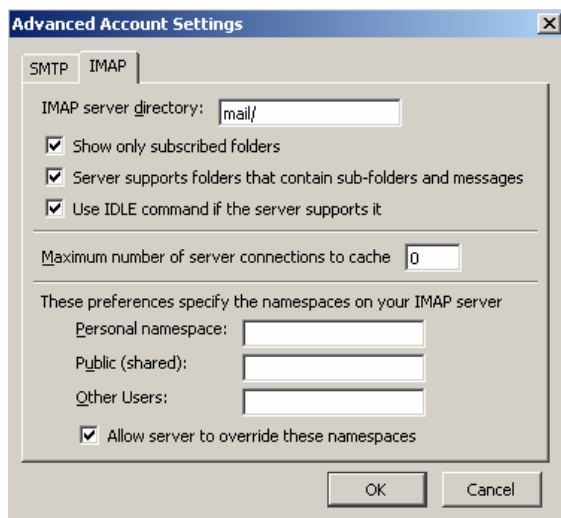
H. Under the Tools menu *select* **Account Settings**



Check the box next to the **Clean up (Expunge) Inbox on Exit**

Check the box next to **Empty Trash on Exit**

Click on the **Advanced** button



I. Under the IMAP tab, in the IMAP server directory box *type*: **mail/**

Click the **OK** button

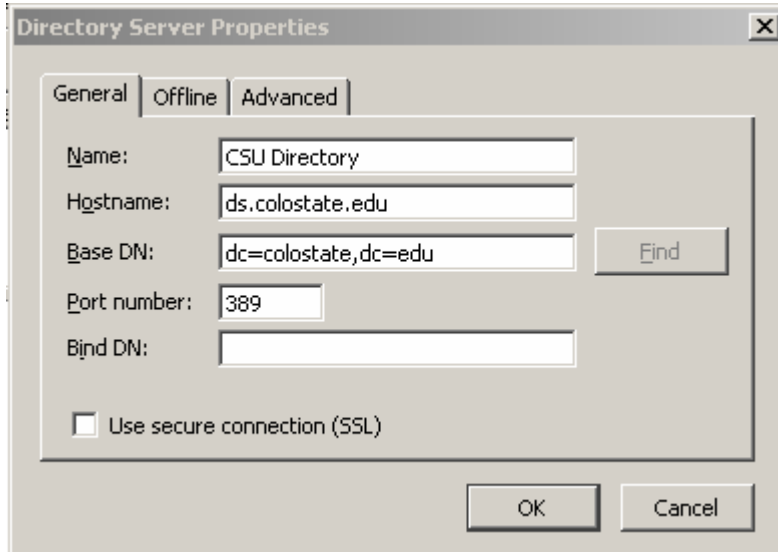
Quit Thunderbird to allow these setting to take effect.

Reopen Thunderbird.

III. Configure Thunderbird to look up names in the CSU directory

A. Under the Tools menu *select* **Address Book**

B. Under the File menu *select* **New | LDAP Directory**



In the name box *type*:
CSU Directory

In the Hostname box *type*:
ds.colostate.edu

In the BaseDN box *type*:
dc=colostate,dc=edu

Click on the **OK** button

Mozilla, the makers of Thunderbird, maintain a good Frequently Asked Questions (FAQ) web page at: <http://www.mozilla.org/support/thunderbird/faq>