Install & Configure Thunderbird E-mail

Thunderbird is a free, open source mail client that runs on Windows, Mac, and Linux. This document will cover specific information about setting up Thunderbird at Hampshire College. For a detailed step-by-step tutorial, see http://opensourcearticles.com/articles/thunderbird_15/english/part_01.   For information about managing mail and using the Address Book, select the "Mail and address book management" link at https://www.hampshire.edu/it/mozilla-thunderbird .

Installation

Thunderbird is routinely installed on all Hampshire-owned computers.   If your computer doesn't already have Thunderbird, you can download it fromhttps://www.mozilla.org/en-US/thunderbird/.   The page contains links to download the most current version of Thunderbird, for whichever operating system (OS) you are using.

On a Mac, your download will mount as a disk image, and you can just drag "Thunderbird" to your Applications folder. On Windows, there is an automated installation process, and all the defaults are fine, so just click through the "OK" and the "Next" buttons until you're done.

Initial Thunderbird Setup

When you start Thunderbird for the first time, the Account Setup Wizard will start; if this isn't the first account you've set up in Thunderbird you can access the wizard by selecting "File->New->Existing Mail Account."

1. The first time you run Thunderbird it will ask if you want it to be the default client for email, and whether you want to allow Spotlight to search messages. If you're setting up Thunderbird you probably want it to be the default for email, so leave that checked, as well as "Always perform this check when starting Thunderbird." If you are using a Mac you may have the option to "Allow Spotlight to search messages"; checking this will include email messages when you search for things in Finder, which is a matter of personal preference.
2. Click "Set as Default."
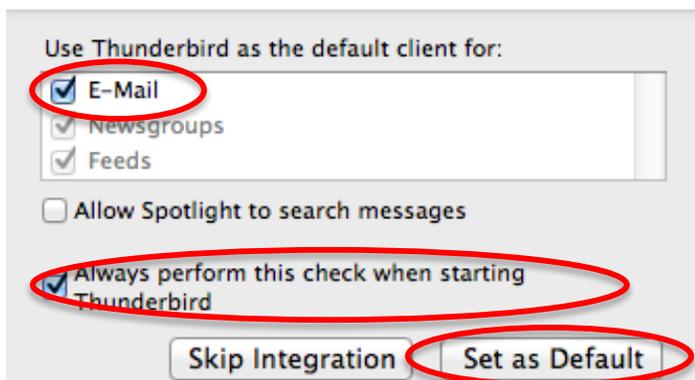
3. Thunderbird will ask if you'd like to create a new email address. Instead, click on "Skip this and use my existing email."
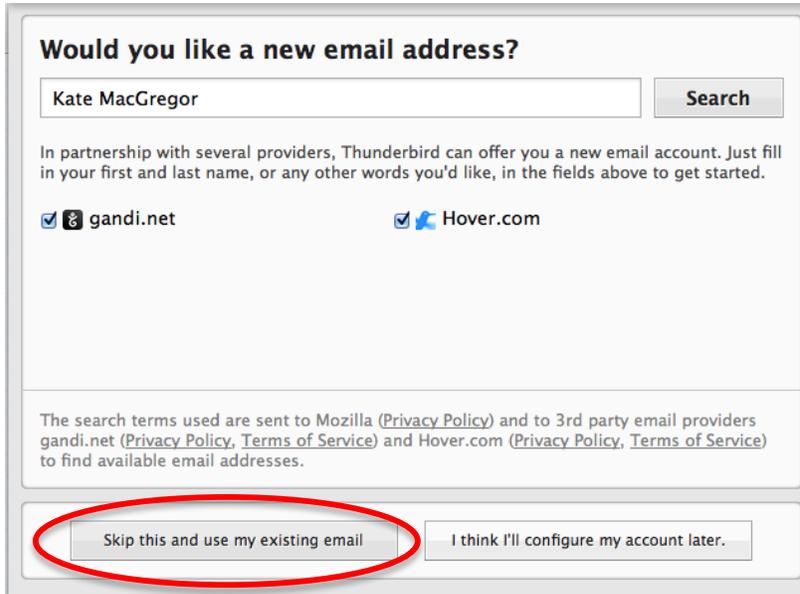
Would you like a new email address?

| Kate MacGregor | Search |

In partnership with several providers, Thunderbird can offer you a new email account. Just fill in your first and last name, or any other words you'd like, in the fields above to get started.

☑ 🔳 gandi.net   ☑ 🔳 Hover.com

The search terms used are sent to Mozilla (Privacy Policy) and to 3rd party email providers gandi.net (Privacy Policy, Terms of Service) and Hover.com (Privacy Policy, Terms of Service) to find available email addresses.

Skip this and use my existing email   I think I'll configure my account later.

4. In the "Your Name:" field, enter your name as you like it to appear in the "From" field of an email.
5. In the 'Email Address:" field enter the reply-to address you like to use in email. For Faculty and staff this can be either your initials/department code (e.g. kmmLO@hampshire.edu) or your first initial/lastname (e.g. kmacgregor@hampshire.edu).
6. Enter your HampNet password.
7. DO NOT select "Remember password." Thunderbird does not store passwords securely.
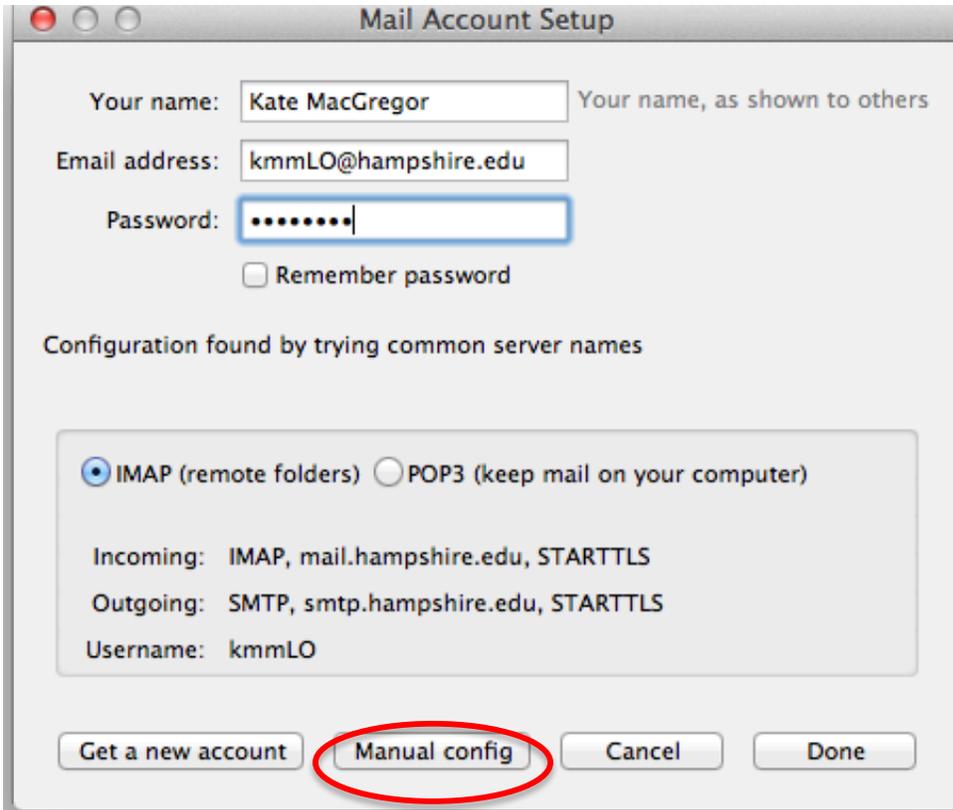8. Click "Continue."
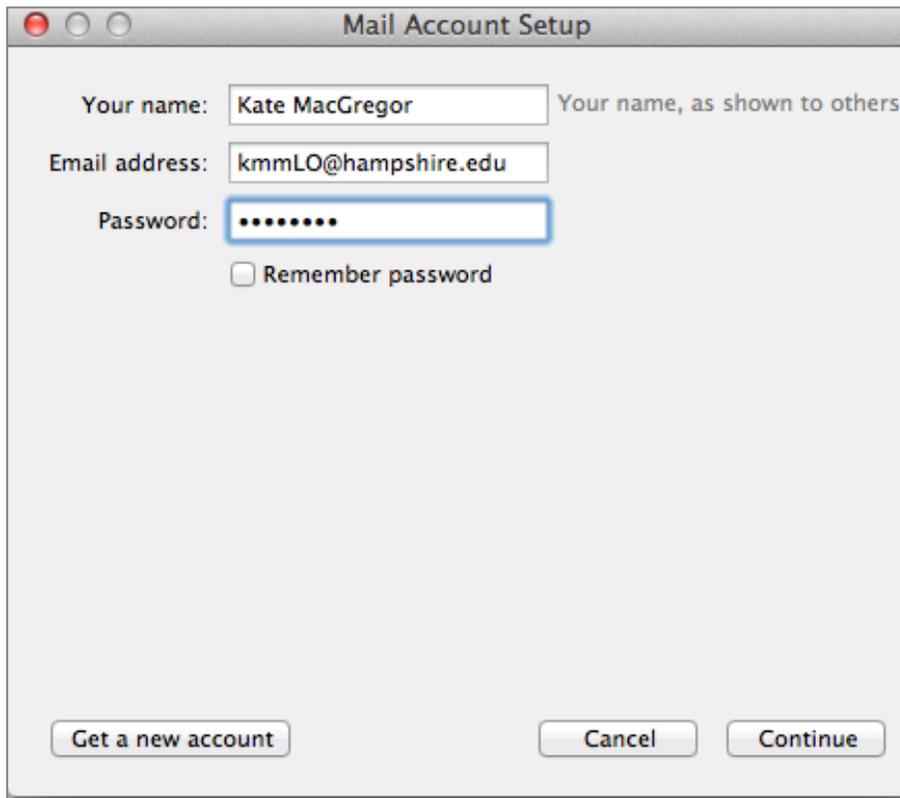
Mail Account Setup

Your name:	Kate MacGregor	Your name, as shown to others
Email address:	kmmLO@hampshire.edu
Password:	••••••••

☐ Remember password

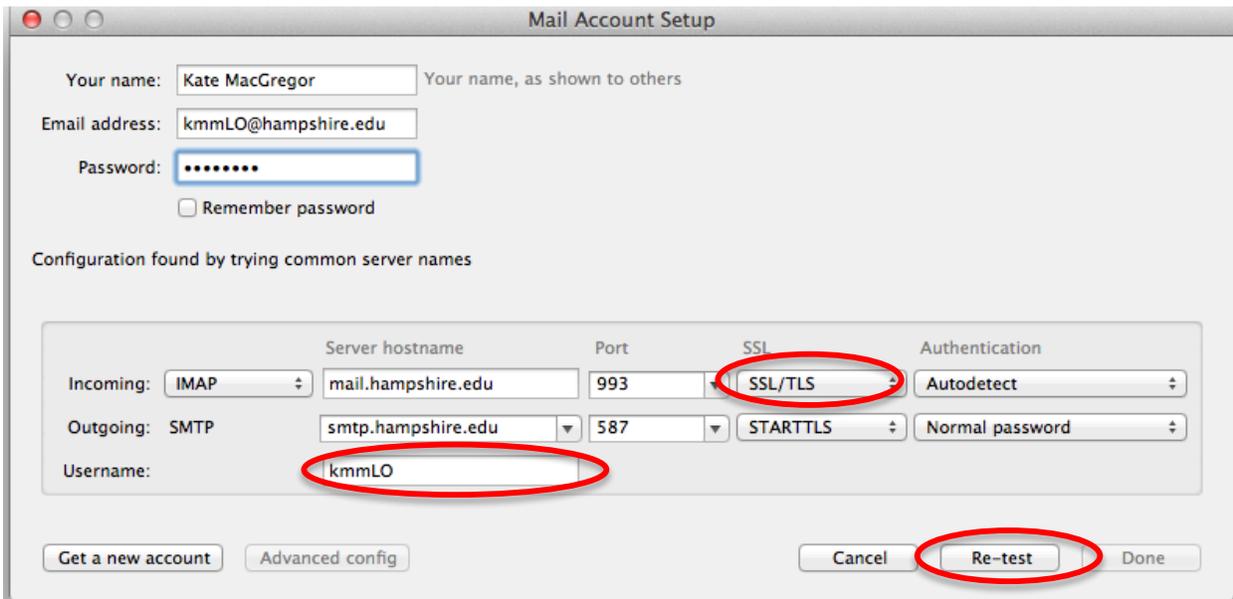| Get a new account | | Cancel | Continue |

9. Select "Manual config."

10. Change the *top* "SSL" setting to SSL/TLS.
11. Faculty and staff must set Username to your initials/department code username (e.g. kmmLO).
12. Click "Re-test."

13. If you've entered everything correctly you should now be able to select "Done." If there are any errors, use the image below to double check your settings.