

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 2 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, follow the links on THOR to E-mail>Thunderbird> Mail and Address Book Management.

Installation

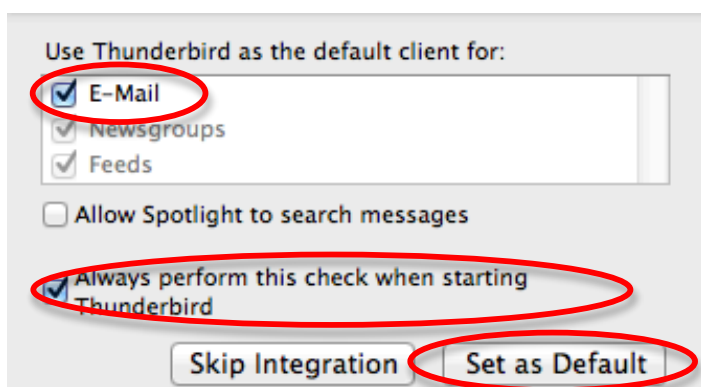
Thunderbird is routinely installed on all Hampshire-owned computers. If your computer doesn't already have Thunderbird, you can download it from <http://mozilla.com/>. The page contains links to download the most current versions of Firefox and Thunderbird, for whichever operating system (OS) you are using.

On a Mac, your download will mount as a disk image, and you can just copy "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.

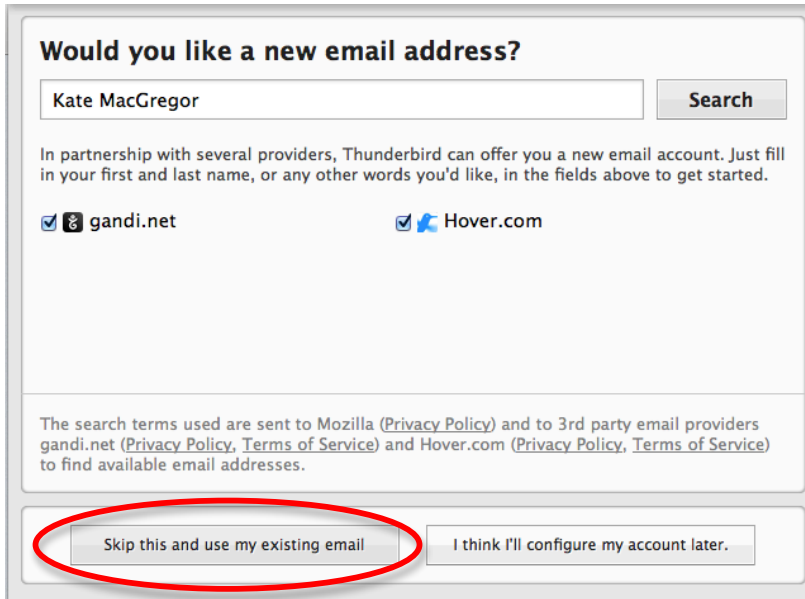
Initial Thunderbird Setup

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 check "Allow Spotlight to search messages" then when you search for files in the finder it will also search your email messages; this is a matter of personal preference.
2. Click "Set as Default."



- 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?

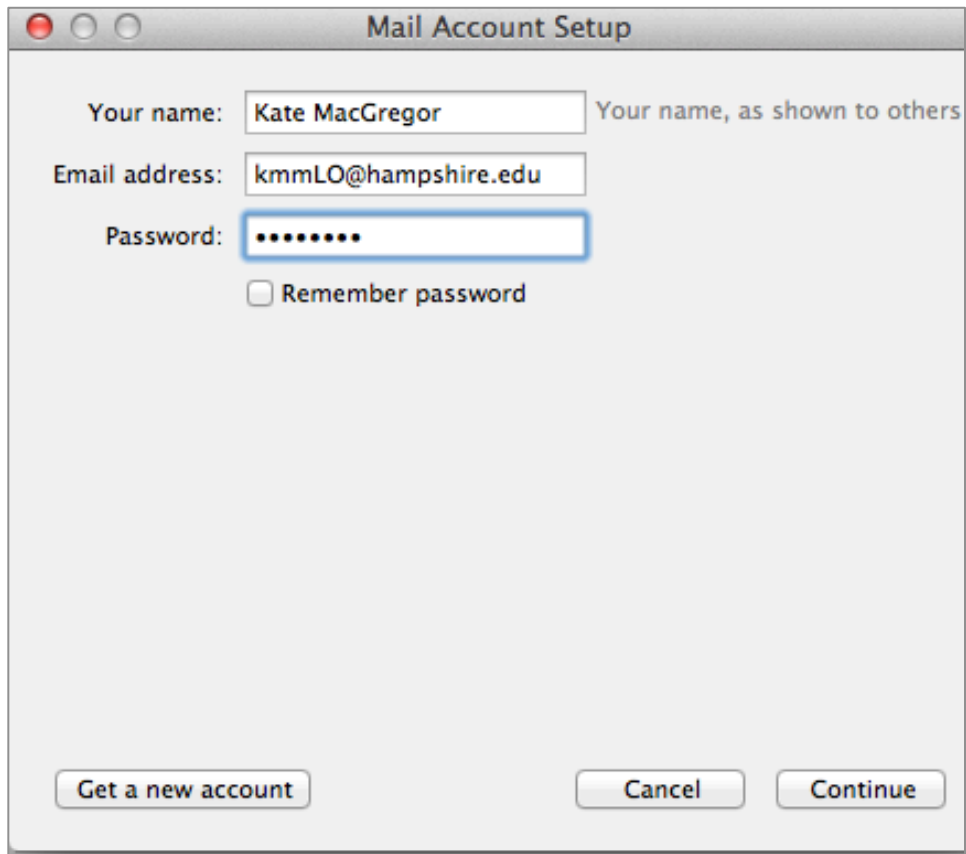
Kate MacGregor

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.

- In the "Your Name:" field, enter your name as you like it to appear in the "From" field of an email.
- 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. kmmLOWhampshire.edu) or your first initial/lastname (e.g. kmacgregor@hampshire.edu).
- Enter your HampNet password.
- DO NOT select "Remember password."
- Click "Continue."



Mail Account Setup

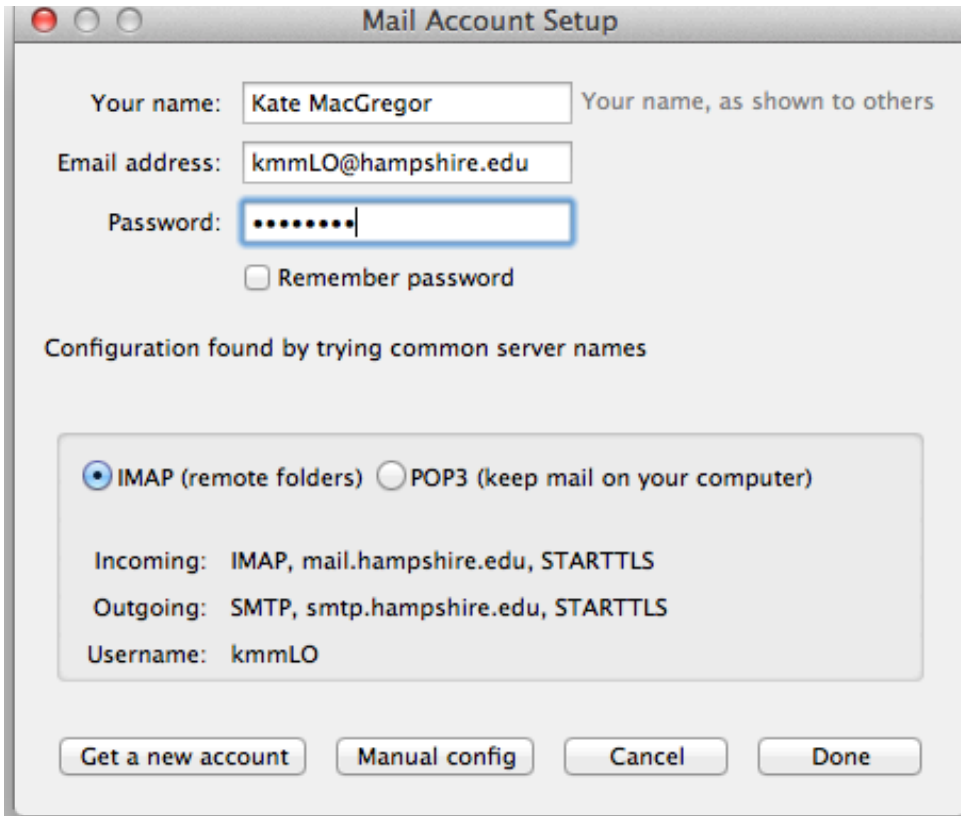
Your name: Your name, as shown to others

Email address:

Password:

Remember password

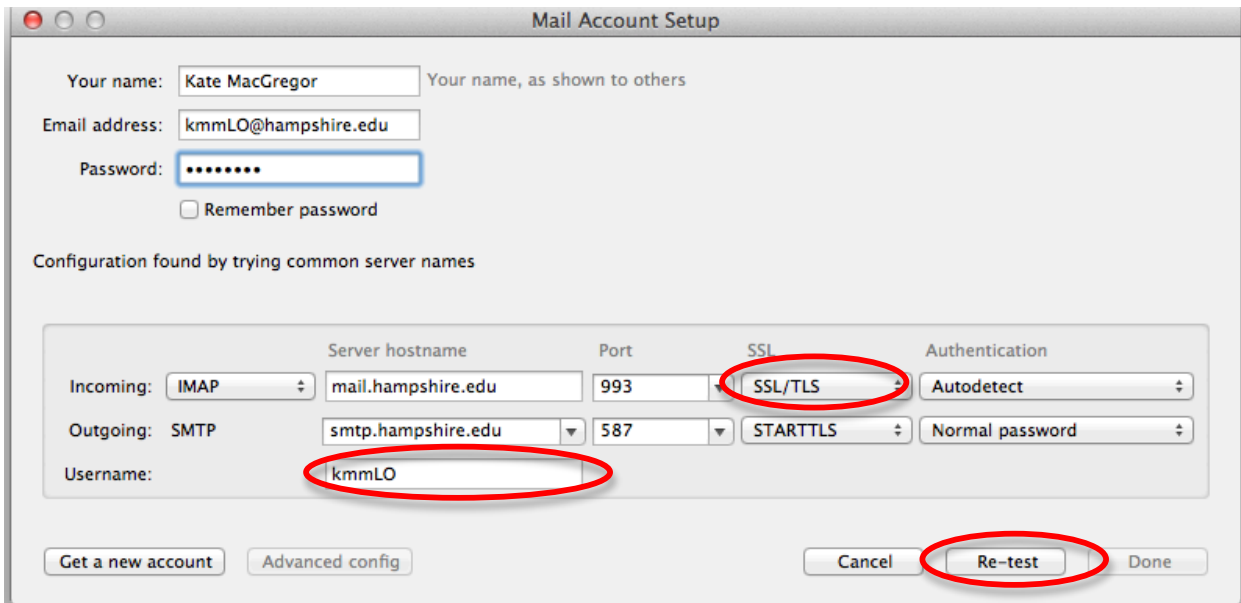
9. Select "Manual config."



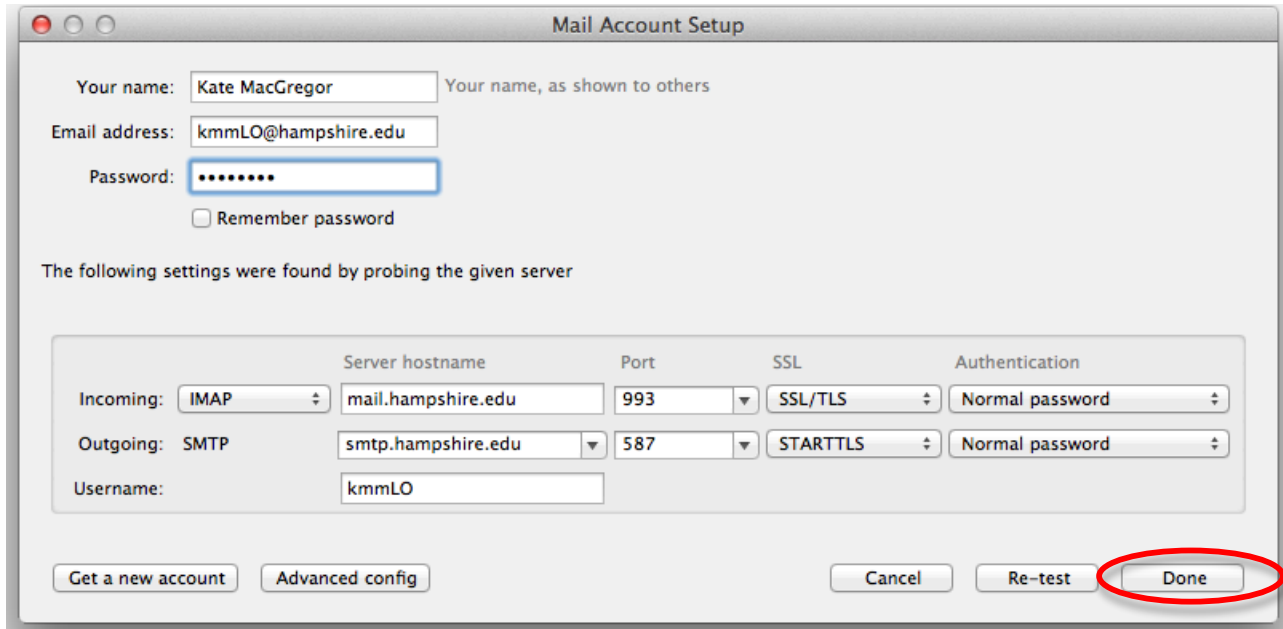
10. Change the top "SSL" setting to SSL/TLS.

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.



The image shows a "Mail Account Setup" dialog box with the following fields and options:

- Your name: Kate MacGregor (Your name, as shown to others)
- Email address: kmmLO@hampshire.edu
- Password: [Redacted]
- Remember password

The following settings were found by probing the given server

| | Server hostname | Port | SSL | Authentication |
|----------------|--------------------|------|----------|-----------------|
| Incoming: | mail.hampshire.edu | 993 | SSL/TLS | Normal password |
| Outgoing: SMTP | smtp.hampshire.edu | 587 | STARTTLS | Normal password |
| Username: | kmmLO | | | |

Buttons at the bottom: Get a new account, Advanced config, Cancel, Re-test, Done (circled in red).

