

IMAP for Thunderbird 2.0

Setting up Thunderbird 2.0 to access UTSA Exchange e-mail

Thunderbird 2.0

Note: After downloading Thunderbird, do not import your mailbox. Follow these steps to ensure that Thunderbird is set up correctly.

1. Open Thunderbird, and select **Tools > Account Settings**.
2. Click **Add Account**.
3. Select the **Email account** radio button and click **Next**. The Identity screen appears.
4. Enter your full name in the **Your Name** field. Enter your UTSA address (first.last@utsa.edu) in the **Email Address** field, and click **Next**.
5. Select **IMAP** as the type of incoming server you are using. Enter **imap.utsa.edu** in the **Incoming Server** field.
6. Set the **Outgoing Server** to **smtp.utsa.edu**, and click **Next**.



The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' tab selected. The dialog has a title bar with a close button (X) in the top right corner. The main content area contains the following text and controls:

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:

Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").

Outgoing Server:

At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Enter your full email address (abc123@utsarr.net) in the **Incoming User Name** and **Outgoing User Name** fields, and click **Next**.



The screenshot shows a dialog box titled "Account Wizard" with a close button in the top right corner. The main heading is "User Names". Below this, there are two instructions: "Enter the incoming user name given to you by your email provider (for example, 'jsmith')." and "Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name)". Each instruction is followed by a text input field. The "Incoming User Name" field contains "abc123@utsarr.net" and the "Outgoing User Name" field also contains "abc123@utsarr.net". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

8. Enter a name for your email account in the **Account Name** field, and click **Next**.
9. Verify your account information in the dialog box, and click **Finish**.

10. Select **Server Settings** from the folder list below your new account.
11. Update the **Port** value to 993.
12. In the **Security Settings** section, select **SSL** from the **Use secure connection** options.
13. Select **Check for messages at startup** and enter a value in **Check for new messages every __ minutes**
14. Click **Outgoing Server (SMTP)** in the folder list

The screenshot shows the 'Account Settings' dialog box for a 'Gmail IMAP Account'. The left sidebar lists various settings categories, with 'Server Settings' selected under the account. The main area is titled 'Server Settings' and contains the following fields and options:

- Server Type:** IMAP Mail Server
- Server Name:** imap.utsa.edu
- Port:** 993
- Default:** 993
- User Name:** abc123@utsarr.net
- Security Settings:**
 - Use secure connection: Never TLS, if available TLS SSL
 - Use secure authentication
- Server Settings:**
 - Check for new messages at startup
 - Check for new messages every 10 minutes
 - When I delete a message: Move it to the Trash folder
 - Clean up ("Expunge") Inbox on Exit
 - Empty Trash on Exit
- Local directory:** C:\Documents and Settings\Sara\Application Data\Thunderbird\ [Browse...]

At the bottom of the dialog, there are buttons for 'Add Account...', 'Set as Default', 'Remove Account', 'OK', and 'Cancel'.

15. Select the **smtp.utsa.edu (Default)** entry from the list and click **Edit**. The **SMTP Server** page appears.
16. Enter **smtp.utsa.edu** as the **Server Name** and set the **Port** to **587**.
17. Select **User name and password** and enter your full email address (abc123@utsarr.net) in the **User Name** field.
18. In **Use secure connection**, select **TLS**.
19. Click **OK** to save your changes and exit the **Account Settings** dialog.

SMTP Server

Settings

Description:

Server Name:

Port: Default: 25

Security and Authentication

Use name and password

User Name:

Use secure connection:

No TLS, if available TLS SSL

OK Cancel

20. Under Account Name, double-click the Inbox and your e-mail messages will appear.