

Setting Up Mozilla® Thunderbird

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1. To set up your mail account, open Mozilla Thunderbird.
2. Select [File / New / Account](#).
3. The Account Wizard will appear. Navigate through the following wizard windows:

New Account Setup Window

Click the [Email account](#) button.

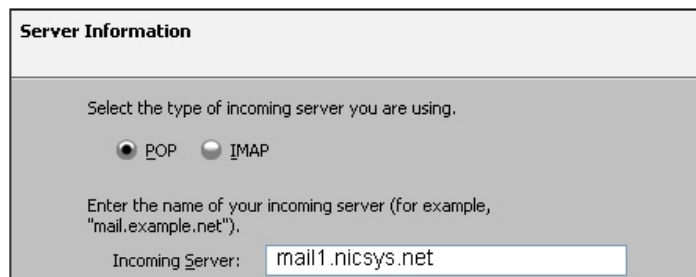
Identity Window

1. Enter your name in the [Your Name](#) box. This is the name that will appear in the [From](#) field of the messages you send.
2. Enter your email address in the [Email Address](#) box (e.g., *myname@mydomain.com*).

Server Information Window

To use the POP server:

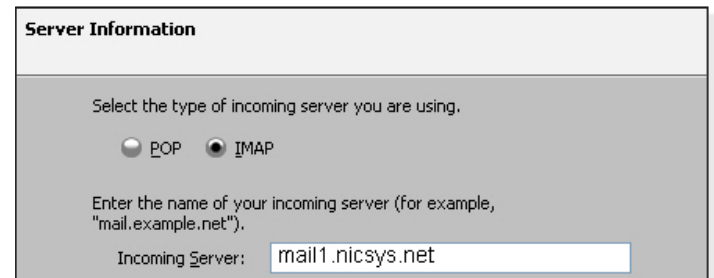
1. Click the [POP](#) button.
2. In the [Incoming Server](#) box, enter the name of the POP server: *mail1.nicsys.net*



The screenshot shows the 'Server Information' window. At the top, it says 'Select the type of incoming server you are using.' Below this are two radio buttons: 'POP' (which is selected) and 'IMAP'. Underneath, there is a text prompt: 'Enter the name of your incoming server (for example, "mail.example.net").' At the bottom, there is a text input field labeled 'Incoming Server:' with the text 'mail1.nicsys.net' entered.

To use the IMAP server:

1. Click the [IMAP](#) button.
2. In the [Incoming Server](#) box, enter the name of the IMAP server: *mail1.nicsys.net*



The screenshot shows the 'Server Information' window. At the top, it says 'Select the type of incoming server you are using.' Below this are two radio buttons: 'POP' and 'IMAP' (which is selected). Underneath, there is a text prompt: 'Enter the name of your incoming server (for example, "mail.example.net").' At the bottom, there is a text input field labeled 'Incoming Server:' with the text 'mail1.nicsys.net' entered.

If the [Outgoing Server](#) box is available, enter the name of the SMTP server: *mail1.nicsys.net*

If the field is not available, Mozilla Thunderbird will use the default outgoing server.

User Names Window

1. Enter your email address in the [Incoming User Name](#) box. Please note that your user name is your entire email address (e.g., *myname@mydomain.com*).
2. Enter the same email address in the [Outgoing User Name](#) box, if available.

Account Name Window

Enter a descriptive name for your mail account. For example, *Work Mail* or *Home Mail*.

Congratulations Window

Review the information provided. To make changes, click the [Back](#) button to return to previous windows in the Account Wizard. Click the [Finish](#) button.

Comparing POP and IMAP

POP

- Best when you will be primarily accessing your mail from a single location, like your office or home. When you leave your office or home, you can still access your mail from a web browser.
- Messages are downloaded to your computer, so you don't need to worry about exceeding the size of your mailbox.
- When accessing your mail account through a web browser, you may not see previous messages that were downloaded to Mozilla Thunderbird.

IMAP

- Best when you will be accessing your mail from multiple locations.
- Allows you to create portable folders. These folders will appear in each mail client you use to access your account. Your account will look the same at work, at home, and at your friend's house.
- Because your mail messages are stored on the server, you must monitor your mailbox size and delete messages to avoid exceeding your mailbox size.

Account Preferences

Leaving a Copy of Messages on the Server (POP Only)

1. To leave a copy of messages on the server, select [Tools / Account Settings](#).
2. Select and expand your POP mail account, located in the left sidebar pane.
3. Click the [Server Settings](#) link.
4. Check the [Leave messages on server](#) box.
5. To avoid exceeding your account's storage limits, indicate whether the server should delete messages after a certain number of days, or if the server should delete messages when you manually delete or move them from the Inbox.
6. Click the [OK](#) button.

Working Offline (IMAP Only)

When using an IMAP server, messages are not automatically downloaded onto your computer. If you want your messages to be available when you work offline, Mozilla Thunderbird will download your messages onto your local drive.

1. To make messages available when working offline, select [Tools / Account Settings](#).
2. Select and expand your IMAP mail account, located in the left sidebar pane.
3. Click the [Office & Disk Space](#) link.
4. Check the ["Make the messages in my Inbox available when I am working offline"](#) box.
5. To apply the same rule to new mail folders, check the ["When I create new folders, select them for offline use"](#) box.
6. To select specific folders for offline use, click the ["Select folders for offline use"](#) button.
7. If desired, check the ["Messages larger than"](#) box to restrict Mozilla Thunderbird from downloading messages larger than a specified size.
8. Click the [OK](#) button.

Managing Folders

1. To control where Mozilla Thunderbird places copies of sent messages, drafts, and templates, select [Tools / Account Settings](#).
2. Select and expand your mail account, located in the left sidebar pane.
3. Click the [Copies & Folders](#) link.
4. Indicate where you want Mozilla Thunderbird to file your sent messages, drafts, and templates.
5. Click the [OK](#) button.

Importing Address Books, Mail, and Settings

1. Select [Tools / Import](#). The Import Wizard will appear.
2. Click the [Address Books, Mail, or Settings](#) button and then click the [Next](#) button.
3. Select an email application or the [Text file](#) option (address books only) from the list, and then click the [Next](#) button.
4. Mozilla Thunderbird will automatically import your address books, mail, or settings, or it will prompt you to locate and select the export text file (LDIF, .tab, .csv, or .txt).
5. Mozilla Thunderbird will display a confirmation message, indicating whether importation was successful. Click the [Finish](#) button.

Note: To export an address book, open the Address Book and select an address book from the Address Books pane. Select [Tools / Export](#). Select a location, name, and file type for the export file, and then click the [Save](#) button.