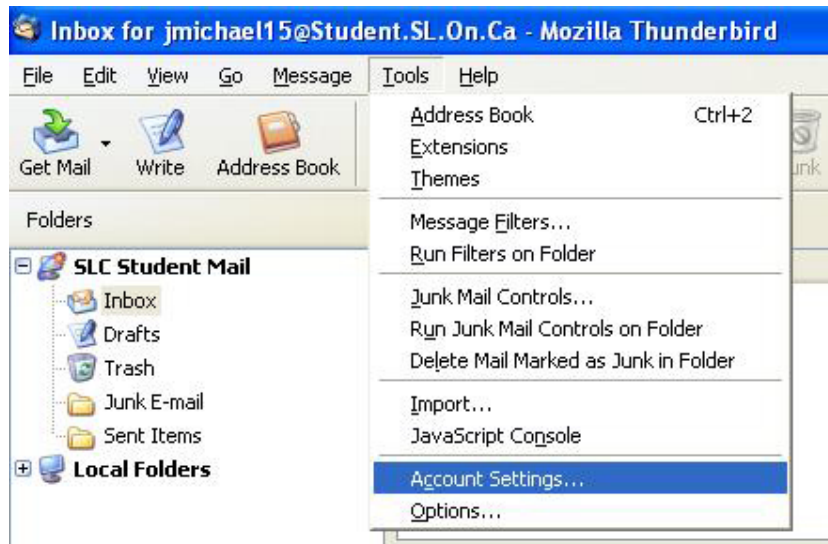
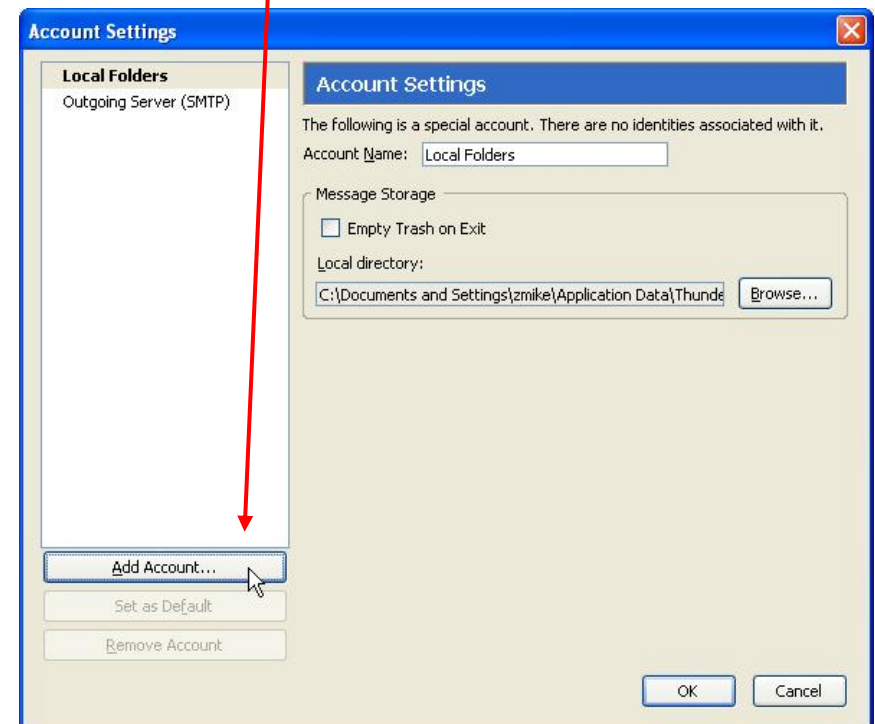


If you have been using Mozilla Thunderbird ...

The assumption is that you have been using Thunderbird, and already have one or more mail accounts configured. To add a new account that allows you to access your college e-mail, from the menu choose: **Tools → Account Settings...**



Click the **Add Account** button.

**If you have never used Mozilla Thunderbird ...**

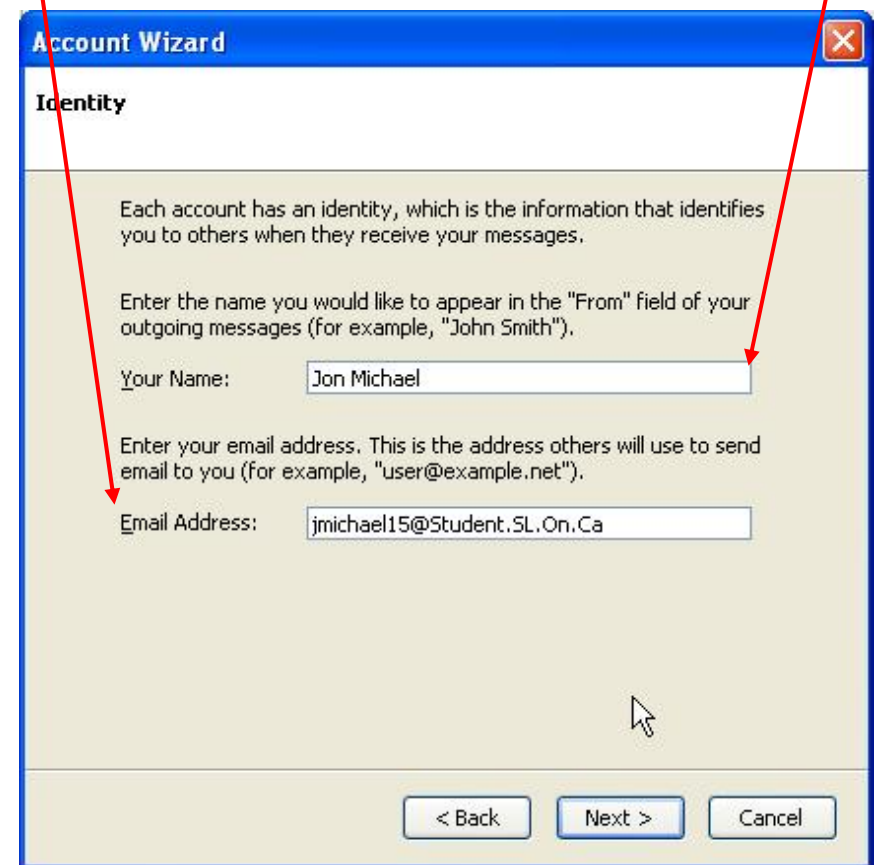
If this is the very first time that you launch Thunderbird, begin following the instructions on page 2 ...

To configure an e-mail account, select **Email account** and click **Next**.



Enter your name - as you want it to appear in the **From:** field of your outgoing mail messages.

Enter your college e-mail address. Click **Next**.



For the type of incoming mail server, select **IMAP**.

Both the incoming mail server (IMAP) and the outgoing mail server (SMTP) are: **Student.SL.ON.CA**

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:

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

Outgoing Server:

< Back Next > Cancel

Click Next.

For the incoming **user name** information, enter your college e-mail address. Click **Next**.

Account Wizard

User Names

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

Incoming User Name:

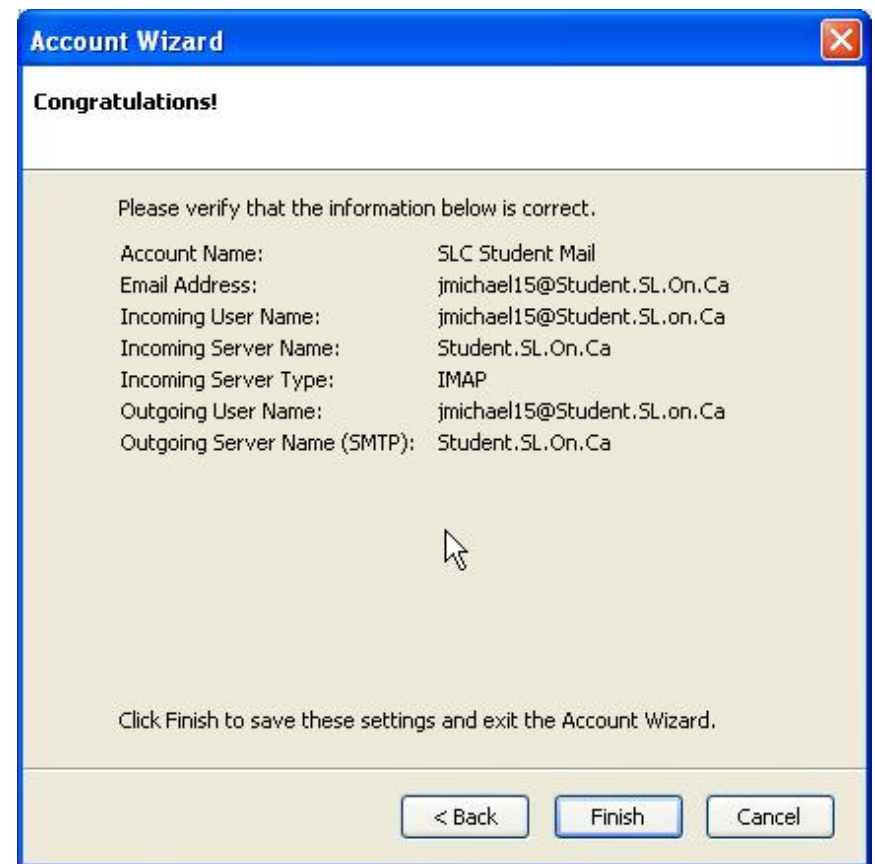
Your outgoing (SMTP) server, "Student.SL.On.Ca", is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

< Back Next > Cancel

Since you can have several mail accounts in Thunderbird, provide a name for this account (example: **SLC Student Mail**). Click **Next**.



Congratulations - setup is complete. Click **Finish**.



Thunderbird now requires that you enter the password for your college e-mail account, then click **OK**.



Thunderbird then displays the following **Alert** window, explaining password security. Click **OK**.



You can now access your college e-mail using Mozilla Thunderbird.

