User Guide: Reconfigure Thunderbird for Windows (POP)

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Note that POP configuration will download emails from MacMail inbox to your Thunderbird Inbox on your local computer and delete them from MacMail server after 14 days by default.

1. Open Thunderbird



2. If the menu bar is not visible press the ALT button to display it. On the Menu bar click on **Tools** and click on **Account Settings.**

<u>File Edit View Go M</u> essage	[ools] <u>H</u> elp		
Folder 4	Address <u>B</u> ook	Ctrl+Shift+B	
🕹 Get Messages 🔻 🖋 Write	Saved Fi <u>l</u> es <u>A</u> dd-ons	Ctrl+J	Quick Filter Search <ctrl+k> ₽ ≡</ctrl+k>
▲ witsdoe1j@mcmaster.ca	Acti <u>v</u> ity Manager <u>C</u> hat status Join Chat	+	Filter these messages < Ctrl+Shift+IP •• From Date
Eent ▷ @ Trash Beleted Items □ Drafts	Message <u>Filters</u> <u>R</u> un Filters on Folder Run Filters on Message		
Junk E-mail	Run Junk Mail <u>C</u> ontrols on Folder Delete Mail Marked as Junk in Folder		
 Local Folders Trash Outbox 	I <u>m</u> port <u>E</u> rror Console Allow Remote Debugg Clear Recent <u>H</u> istory	Ctrl+Shift+J ing	
	Account <u>Settings</u> Options		

3. Click on Account Actions and select Add Mail Account.



- 4. Enter **Your name** at Your name:
- 5. Enter your <u>macid@mcmaster.ca</u> at Email address.
- 6. Enter your **MAC ID password** at Password.
- 7. Remove the check mark beside Remember password and click on **Continue**.

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Mail Account Setup			×
Your <u>n</u> ame:	John Doe	Your name, as shown to others	
Email address:	tsdoe1j@mcmaster.ca		
Password:	•••••		
	Remember password		
			_
Get a new acco	ount	Cancel	
			_

8. Click on Manual config.

Your <u>n</u> ame:	John Doe	Your name, as shown to others
Emai <u>l</u> address:	tsdoe1j@mcmaster.ca	
Password:	•••••	
	Remember password	
.ooking up cor	nfiguration: Trying commo	on server names 🔘
.oo <mark>king u</mark> p cor	nfiguration: Trying commo	on server names 🔘
Looking up cor	nfiguration: Trying commo	on server names 🔘

- 9. In the Mail Account Setup Window
 - a. Under the Drop Down Menu, select POP3 instead of IMAP
 - b. Next to Incoming: POP3 enter fhshc.csu.mcmaster.ca as the Server hostname, under Port select 995, under SSL select SSL/TLS, under Authentication select NTLM.
 - c. Next to Outgoing: SMTP enter fhshc.csu.mcmaster.ca as the Server hostname, under Port select 587, under SSL select STARTTLS, under Authentication select NTLM.

Mail Account Setup						X
Your <u>n</u> ame: Emai <u>l</u> address: <u>P</u> assword:	John Doe tsdoelj@mcmaster.ca	Your name, as sh	own to others			
	Remember password					
	Server hostnar	me	Port	SSL	Authentication	
Incoming:	OP3 • Cfhshc.csu.mci	master.ca	995 🗸	SSL/TLS		•
Outgoing: SI	MTP (thshc.csu.mcr	naster.ca 🔹 🔻	587 -	STARTTLS		•
Username: In	coming: tsdoe1j			Outgoing:	tsdoe1j	
<u>G</u> et a new acco	ount <u>A</u> dvanced config]		Re-test	Done Can	cel

d. Click on **Done**.

11. In **Account Settings** select the **MacMail Account** (identified by the Outgoing Server (SMTP) tsdoe1j – fhshc.csu.mcmaster.ca). Change the **Account Name** to **MacMail.**

▲ tsdoe1j@mcmaster.ca	Account Settin	gs - <tsdoe1j@mcmaster.ca macn<="" th=""><th>/lail></th></tsdoe1j@mcmaster.ca>	/lail>	
Server Settings				
Copies & Folders	Account Name: M	1acMail		
Composition & Addressing	Default Identity			
Junk Settings	Each account has a	an identity, which is the information that ot	her people se	
Synchronization & Storage	when they read yo	ur messages.		
Return Receipts	Your Name:	John Doe		
Security	<u>E</u> mail Address:	tsdoe1j@mcmaster.ca		
Server Settings	Reply-to Address:	Recipients will reply to this other address		
Copies & Folders	Organization:			
Composition & Addressing				
Junk Settings	Signature te <u>x</u> t:	Use HTM <u>L</u> (e.g., bold)		
Synchronization & Storage				
Return Receipts				
Security				
Security Local Folders Junk Settings	🔲 A <u>t</u> tach the sigr	nature from a file instead (text, HTML, or im	age):	
Security Local Folders Junk Settings Disk Space	Attach the sign	nature from a file instead (text, HTML, or im	age):	
Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	 Attach the sign Attach my vCa 	nature from a file instead (text, HTML, or im rd to messages	age): Choose E <u>d</u> it Card	
Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	 Attach the sign Attach my vCa Outgoing Server (S 	nature from a file instead (text, HTML, or im rd to messages MTP): tsdoe1j - fhshc.csu.mcmaster.ca	age): Choose E <u>d</u> it Card	
Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	 Attach the sign Attach my vCa Outgoing Server (Server) 	nature from a file instead (text, HTML, or im rd to messages MTP): tsdoe1j - fhshc.csu.mcmaster.ca	age): <u>C</u> hoose E <u>d</u> it Card	
Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	 Attach the sign Attach my vCa Outgoing Server (S 	nature from a file instead (text, HTML, or im rd to messages MTP): tsdoe1j - fhshc.csu.mcmaster.ca	age): <u>C</u> hoose E <u>d</u> it Card age Identities.	
Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	 Attach the sign Attach my vCa Outgoing Server (S 	nature from a file instead (text, HTML, or im ard to messages MTP): tsdoe1j - fhshc.csu.mcmaster.ca	age): <u>C</u> hoose E <u>d</u> it Card age Identities.	
Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP)	 Attach the sign Attach my vCa Outgoing Server (S 	nature from a file instead (text, HTML, or im rd to messages MTP): tsdoe1j - fhshc.csu.mcmaster.ca	age): <u>C</u> hoose E <u>d</u> it Card age Identities.	
Security Local Folders Junk Settings Disk Space Outgoing Server (SMTP) <u>Account Actions</u>	 Attach the sign Attach my vCa Outgoing Server (S 	nature from a file instead (text, HTML, or im rd to messages MTP): tsdoe1j - fhshc.csu.mcmaster.ca	age): <u>C</u> hoose E <u>d</u> it Card age Identities.	

Click on **OK**, if the message an account with this name already exists. Rename the UnivMail account to remove the conflict.



12. In **Account Settings** select the **Univmail Account** (identified by the Outgoing Server (SMTP) tsdoe1j – univmail.mcmaster.ca). Change the **Account Name** to **UnivMail**.

▲ tsdoe1j@mcmaster.ca	Account Settings	- <tsdoeli@mcmaster.ca></tsdoeli@mcmaster.ca>	
Server Settings Copies & Folders	Account Name: Univ	Mail	
Coppes & Polders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security a tsdoelj@mcmaster.ca Server Settings Copies & Folders Composition & Addressing Junk Settings Synchronization & Storage Return Receipts Security a Local Folders Junk Settings Disk Space	Default Identity Each account has an id when they read your m Your Name: J. 7 Email Address: tso Reply-to Address: Re Organization: Signature text: Attach the signatur	lentity, which is the information than nessages. Tsdoe1 doe1j@mcmaster.ca cipients will reply to this other addre Use HTML (e.g., bold)	t other people se
Outgoing Server (SMTP)	Attach my <u>v</u> Card to	o messages P): tsdoe1j - univmail.cis.mcmaste	E <u>d</u> it Card r.ca (Default) lanage Identities

MacMail – Reconfigure Thunderbird on Windows (POP) for Exchange Ver 1.0

13. Click on Account Actions and select Remove Account.



14. Click on **OK.**



15. Click on **Ok**.

