

Thunderbird Mail Setup

For first time Thunderbird users, configuring the email account is a straightforward process.

Users who wish to use pine as their email application will need to run pine from the Solaris systems, as our preferred email client for Linux systems is Thunderbird. The Solaris systems can be accessed via ssh, for example:

```
ssh apache
```

First, run `thunderbird` from a command prompt or select the icon in your GNOME or KDE session. If this is the first time to run Thunderbird, a short configuration wizard runs to configure accounts.

The first page of the wizard is called “New Account Setup.” Select “Email account” and click Next.

New Account Setup

In order to receive messages, you first need to set up a Mail or Newsgroup account.

This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

- Email account
- RSS News & Blogs
- Movemail
- Newsgroup account

< Back Next > Cancel

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

< Back

Next >

Cancel

The next step is the "Identity" page. Your name should already be set, but if you need to make changes to how your name is presented, this is the place to change it.

Next, be sure your email address is either your user name @utdallas.edu or your PEA.

Once these settings are correct, click Next.

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

On the "Server Information" page, be sure that you are connecting via IMAP, not POP.

At this point, you should be able to specify the Incoming Server as:
`inbox.utdallas.edu`

Then, configure the Outgoing Server as: `smtp.utdallas.edu`

Click Next.

User Names

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

Incoming User Name:

Enter the outgoing user name given to you by your email provider (this is typically the same as your incoming user name).

Outgoing User Name:

< Back

Next >

Cancel

The next page is the "User Names" page. Be sure that your NetID is correct in both places. Do not use your PEA on this page.

Click Next.

Account Name

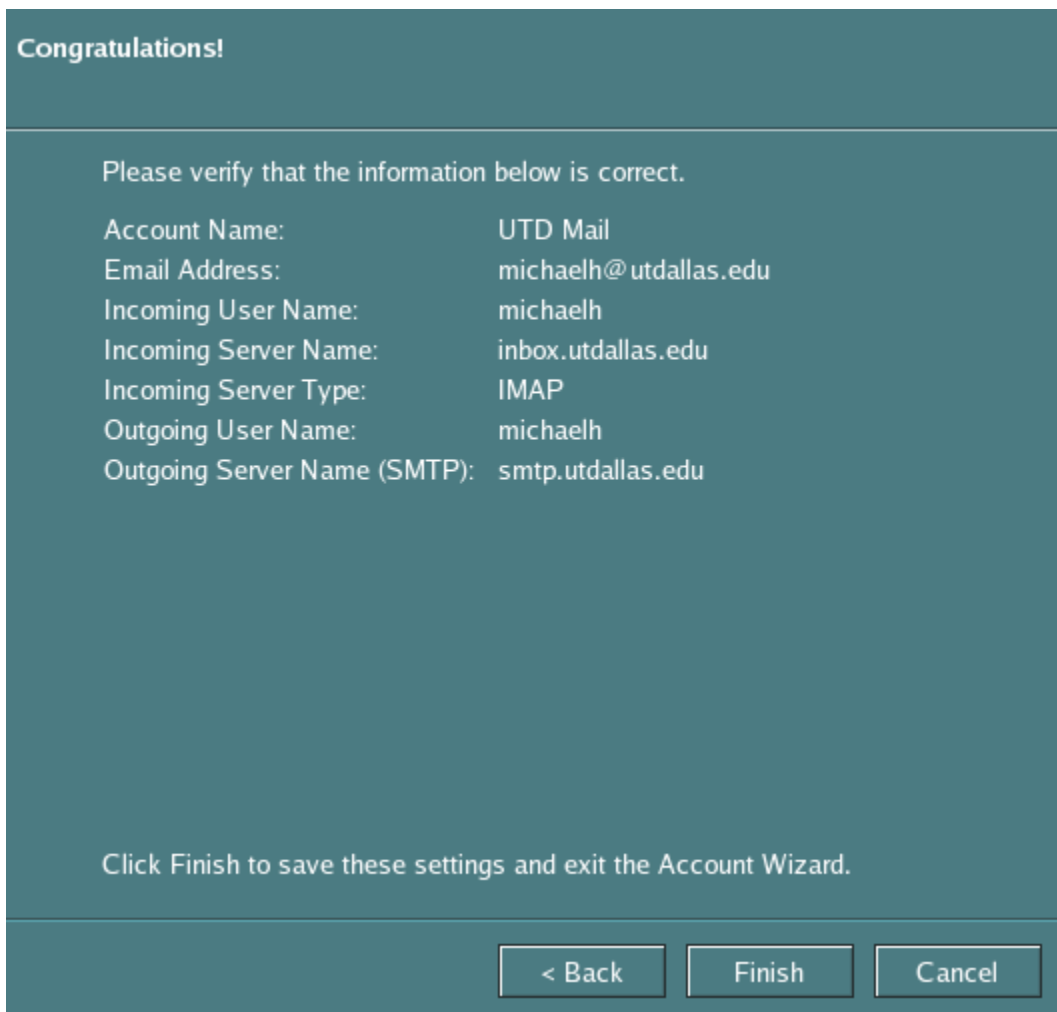
Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

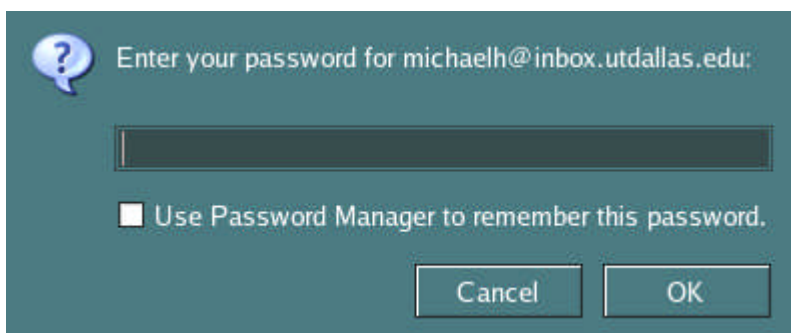
< Back Next > Cancel

On the "Account Name" page, set the Account Name to something useful that you will recognize. This will be the name that is displayed on the screen and in the account configuration screens. For mail at UT-Dallas, in this example, I set the field to "UTD Mail".

Click Next.



The last page should say “Congratulations!” This will give you a chance to recheck the settings to make sure that they are correct. If they are, click Finish.



At this point, Thunderbird will try to open your UTD Mail box, and will ask you for your password. If all works properly, you should be able to click your Inbox folder on the left and begin reading your email.