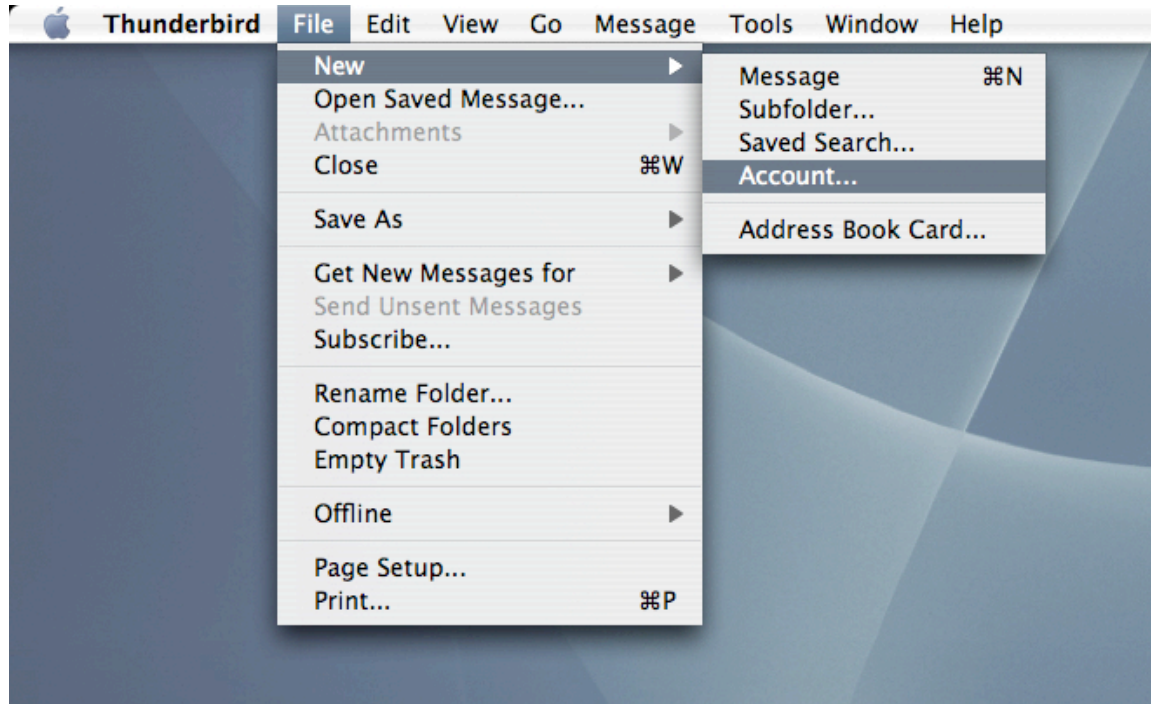


How to Setup Thunderbird

Thunderbird is a free email client, available for both Mac OS X and Windows, which can be downloaded from mozilla.com.

To configure a new account in Thunderbird, choose **File > New > Account...** from the menu bar.



On the **New Account Setup** screen (below), select **Email Account** and **Continue**.

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
 .Mac
 RSS News & Blogs
 Gmail
 Newsgroup account

Cancel Go Back Continue

On the **Identity** screen (below), enter your name and NetID@hunter.cuny.edu (or a valid alias).

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:

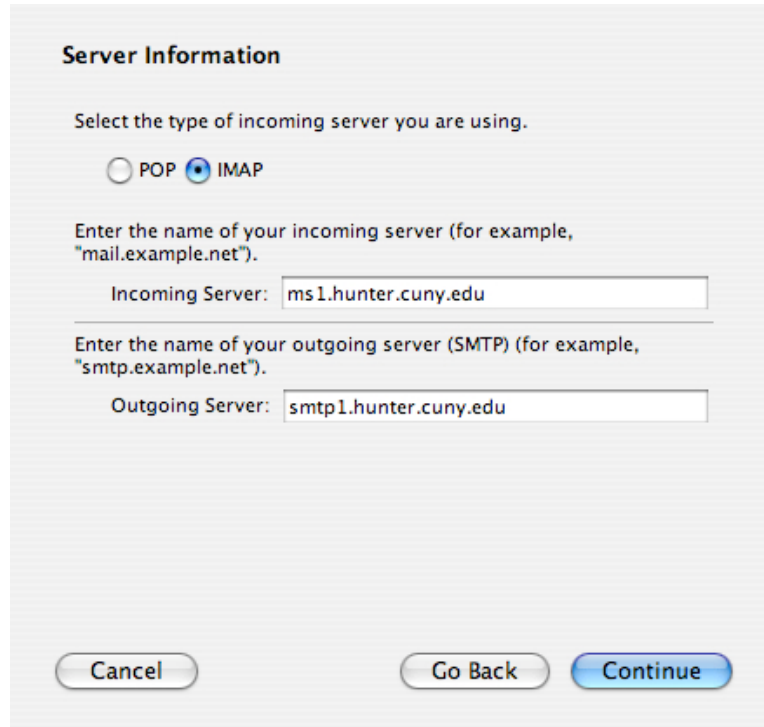
Cancel Go Back Continue

On the **Server Information** screen (below), select **IMAP**.
Enter **ms1.hunter.cuny.edu** for the **Incoming Server**.
Enter **smtp1.hunter.cuny.edu** for the **Outgoing Server**.

Note: Students should enter **snetmail-01.hunter.cuny.edu** for both the Incoming and Outgoing

servers.

If you are already using Thunderbird with another email account, your Outgoing server will default to a non-Hunter server. In this case, you may leave the Outgoing server as is.



Server Information

Select the type of incoming server you are using.

POP IMAP

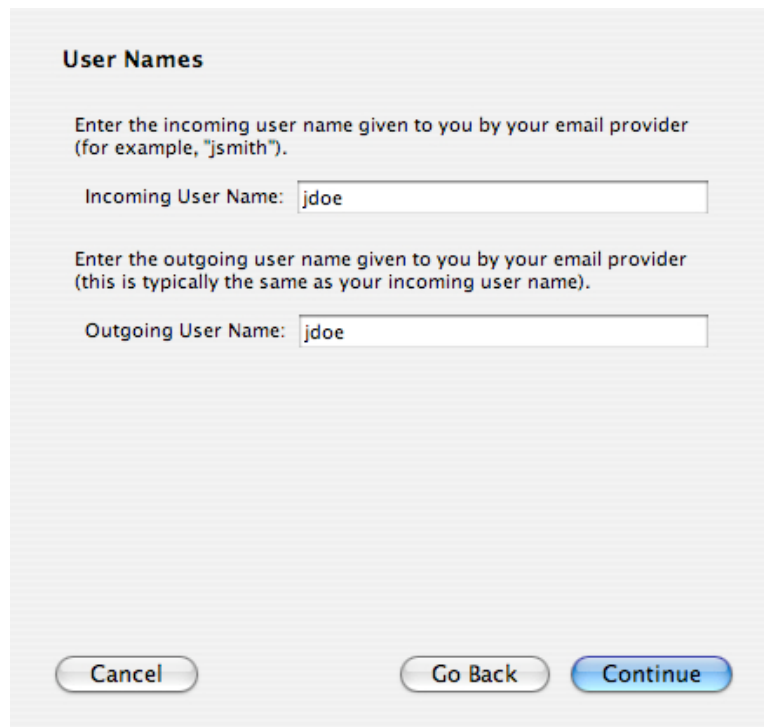
Enter the name of your incoming server (for example, "mail.example.net").

Incoming Server:

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

Outgoing Server:

On the **User Names** screen (below), enter your **NetID** for both the Incoming and Outgoing User Names.



User Names

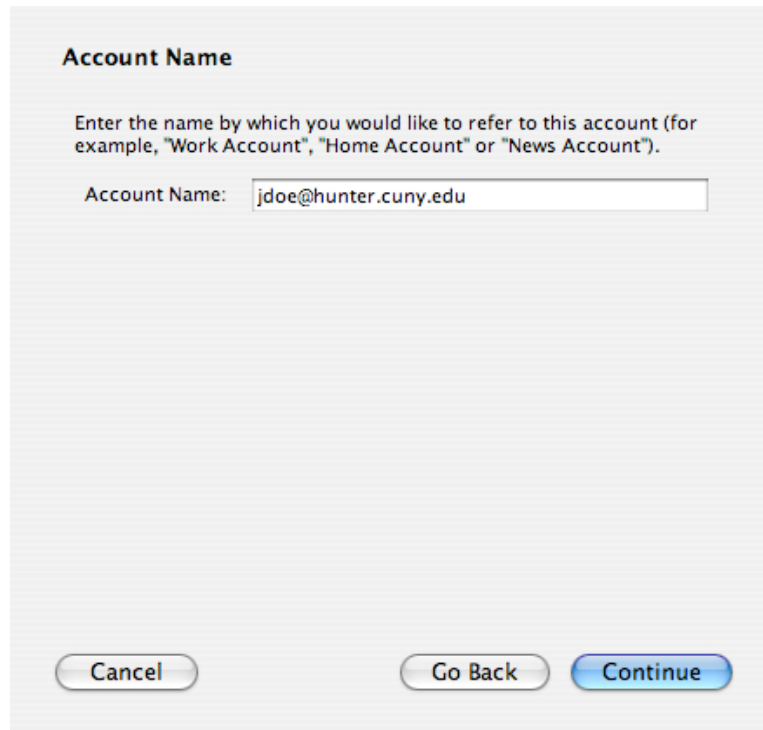
Enter the incoming user name given to you by your email provider (for example, "jsmith").

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:

On the **Account Name** screen (below), you may enter a name for your account. (This name can be anything of your choosing.)

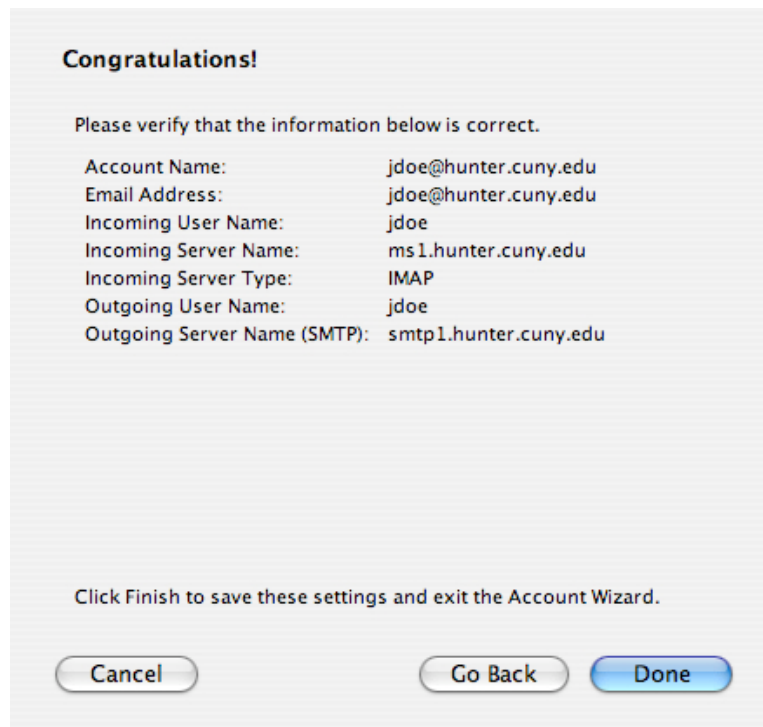


Account Name

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

Account Name:

On the **Congratulations!** screen (below), verify that all of your user information is correct and select **Done** to complete the setup process.



Congratulations!

Please verify that the information below is correct.

Account Name: jdoe@hunter.cuny.edu
Email Address: jdoe@hunter.cuny.edu
Incoming User Name: jdoe
Incoming Server Name: ms1.hunter.cuny.edu
Incoming Server Type: IMAP
Outgoing User Name: jdoe
Outgoing Server Name (SMTP): smtp1.hunter.cuny.edu

Click Finish to save these settings and exit the Account Wizard.

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