

## Setting up Mozilla Thunderbird 2 for Secure IMAP on Mac OS X

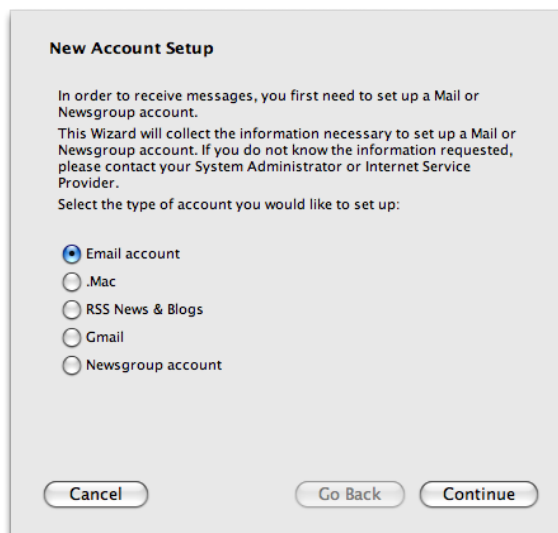
1. Click on the Thunderbird icon to launch the application.



2. When opening Mozilla Thunderbird for the first time, an Import Setting box window will appear. Check don't import anything and click **Continue**.



3. A New Account Setup box will appear. Check 'Email Account' and click **Continue**.



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- Next an Identity window will appear. Enter the information below.

Your Name: *your full name*

Email Address: *username@bgsu.edu*

Then click **Continue**.

**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:

- The Server Information window will now appear. Enter the information below.

Select IMAP from the type of incoming server

Incoming server: *mail.bgsu.edu*

Outgoing Server: *outbound.bgsu.edu*

Then click **Continue**.

**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").

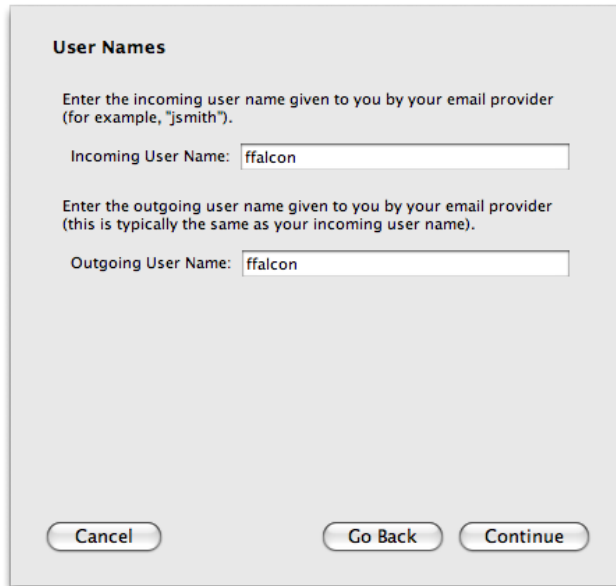
Incoming Server:

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

Outgoing Server:

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- The User Names window will now appear as shown below. Make sure your username is listed in both the incoming and outgoing boxes. Then click **Continue**.



**User Names**

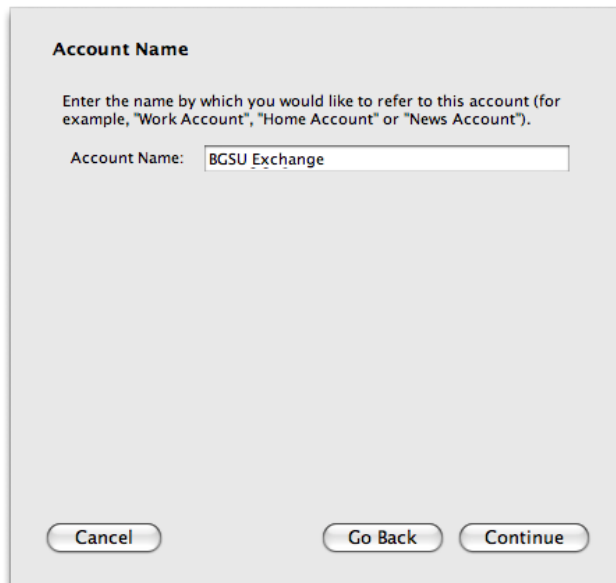
Enter the incoming user name given to you by your email provider (for example, "jsmith").

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:

- An Account Name window will appear. Enter 'BGSU Exchange' for your account name and click **Continue**.



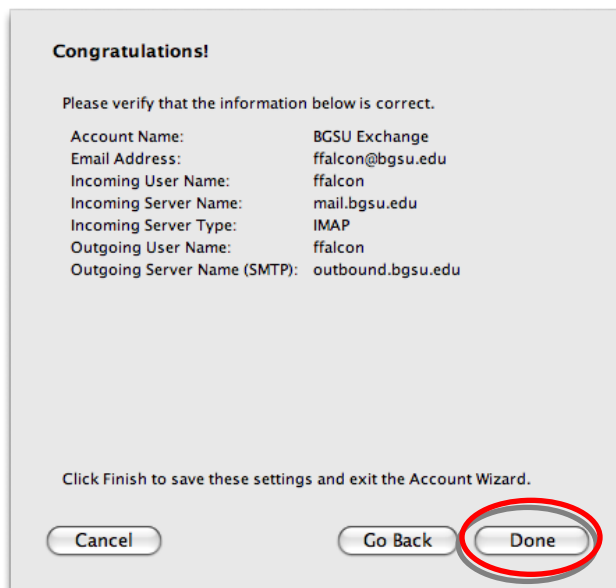
**Account Name**

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

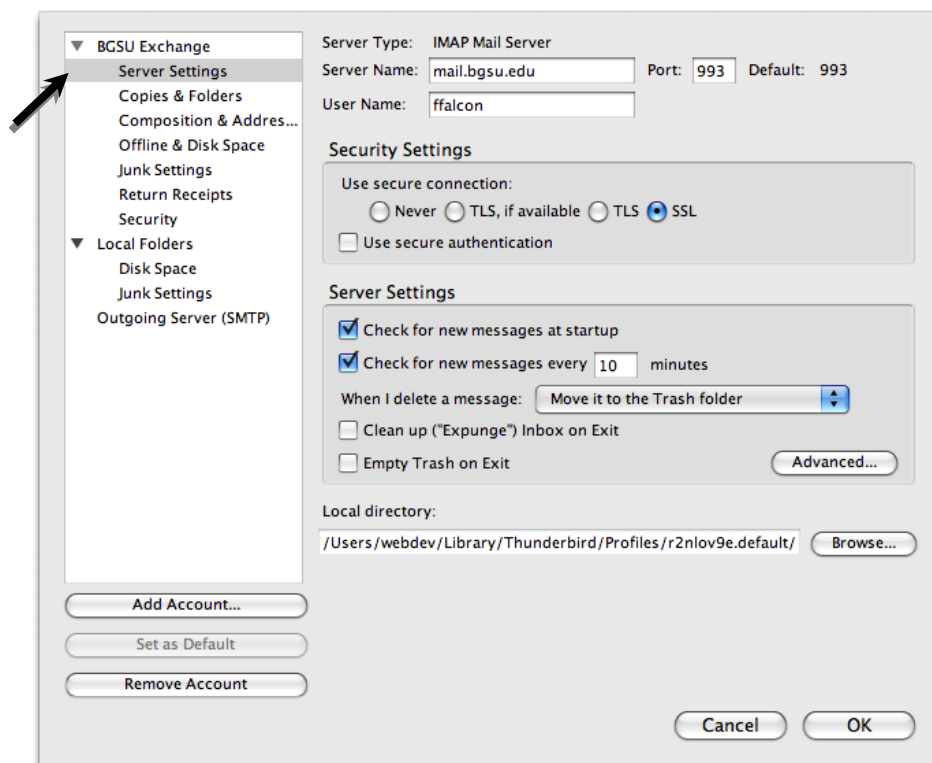
Account Name:

- An Account Summary box will appear showing all of the information and settings that you entered. Go ahead and click **Done**.

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- There are still a few settings to add, however, before you are finished. Go to Thunderbird's Tools menu and select 'Account Settings...'.
  - Click 'Server Settings' under BGSU Exchange in the right pane to display information about the incoming server in the left pane. Make sure these settings are listed as your choices.  
Server Name: *mail.bgsu.edu*  
User Name: *your username*  
Port: 993  
Security Settings: SSL



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11. Then in the left pane, click Outgoing Server (SMTP) to display the Outgoing Server settings in the right pane. Click the **Edit** button to modify those settings. The window below will be displayed.

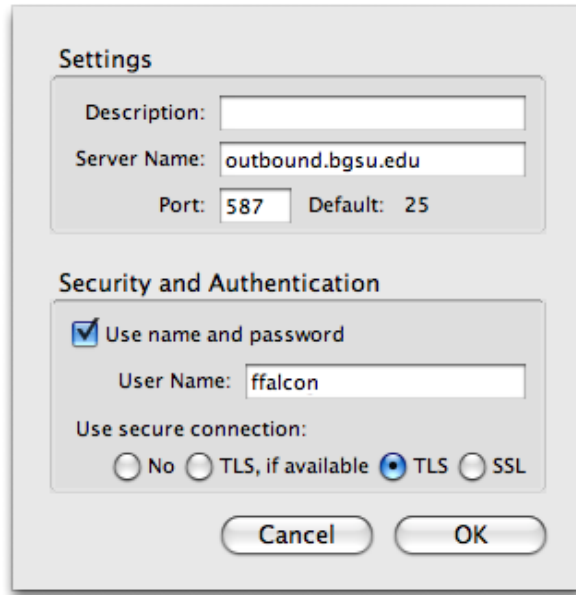
Server Name: *outbound.bgsu.edu*

Port: 587

Check 'Use name and password'

Use secure connection: TLS

Click **OK** to close the Settings window and click **OK** again to close the Account Settings window.



**Settings**

Description:

Server Name:

Port:  Default: 25

**Security and Authentication**

Use name and password

User Name:

Use secure connection:

No  TLS, if available  TLS  SSL

12. Now you can login to the BGSU Exchange Server.



**Mail Server Password Required**

Enter your password for ffalcon@mail.bgsu.edu:

Use Password Manager to remember this password.