

# Mozilla Thunderbird: Setup & Configuration Learning Guide

## Trumpeter Email at Tufts

Below you will find some nomenclature to help familiarize you with the Tufts email system.

Term	Definition
<b>UTLN</b>	<b>Universal Tufts Login Name.</b> You will use your UTLN and password to access a variety of resources, including email and the Tufts network.
<b>Email Address</b>	<a href="mailto:firstname.lastname@tufts.edu">firstname.lastname@tufts.edu</a>
<b>Trumpeter</b>	The primary email system at Tufts.
<b>Trumpeter Webmail</b>	A web based interface to access your Trumpeter email account. <a href="https://webmail.tufts.edu">https://webmail.tufts.edu</a>

## Thunderbird: An Overview

**Mozilla Thunderbird** is a powerful tool for day-to-day tasks such as managing your email or keeping track of your contacts.

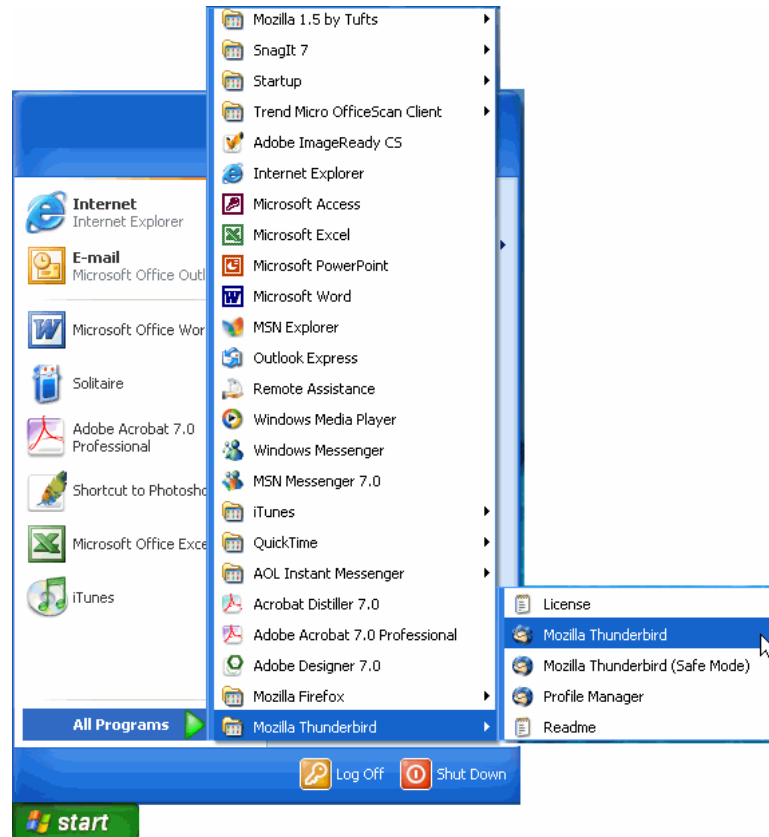
Using Thunderbird's...	You can...
Mail	Send and receive email.
Contacts	Create lists of addresses, phone numbers, and email addresses.

Thunderbird's Mail is a convenient way to manage your email account as it provides organization and storage beyond what is typically offered by a web-based email client. At Tufts, Thunderbird is used to maintain a Trumpeter email account with an email address like [john.smith@tufts.edu](mailto:john.smith@tufts.edu) or [jsmith01@trumpeter-store.tufts.edu](mailto:jsmith01@trumpeter-store.tufts.edu).

## Configuring Thunderbird to Manage a Trumpeter Email Account

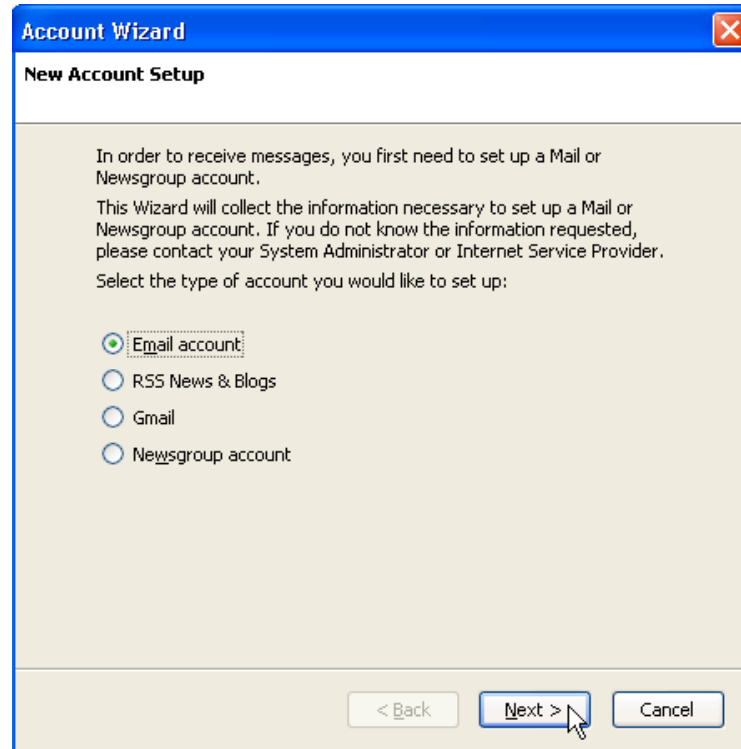
### Launching Mozilla

- From the **Start** menu, select the **All Programs** submenu.
- From the **All Programs** submenu, select the **Mozilla Thunderbird** folder.
- From the **Mozilla Thunderbird** folder, select **Mozilla Thunderbird**.



## Setting up a New Email Account

- Upon launching Thunderbird, the **New Account Setup** view of the Account Wizard window will appear.
- Click on the option button labeled **Email account**.
- Click on the button labeled **Next**.



- The **Identity** view of the Account Wizard window will appear.
- Type the following information into the appropriate boxes.

In the box labeled ...	Type ...
<b>Your Name</b>	Your full name
<b>Email Address</b>	Your email address

- Click on the button labeled **Next**.

**Account Wizard**

**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 **Server Information** view of the Account Wizard window will appear.
- Click on the option button labeled **IMAP**.
- Type the following information into the appropriate boxes.

In the box labeled...	Type...
<b>Incoming Server</b>	imap.tufts.edu
<b>Outgoing Server</b>	smtp.tufts.edu

- Click on the button labeled **Next**.

**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

- The **User Names** view of the Account Wizard window will appear.
- Type the following information into the appropriate boxes.

In the box labeled...	Type...
<b>Incoming User Name</b>	Your Tufts UTLN
<b>Outgoing User Name</b>	Your Tufts UTLN

- Click on the button labeled **Next**.

**Account Wizard**

**User Names**

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

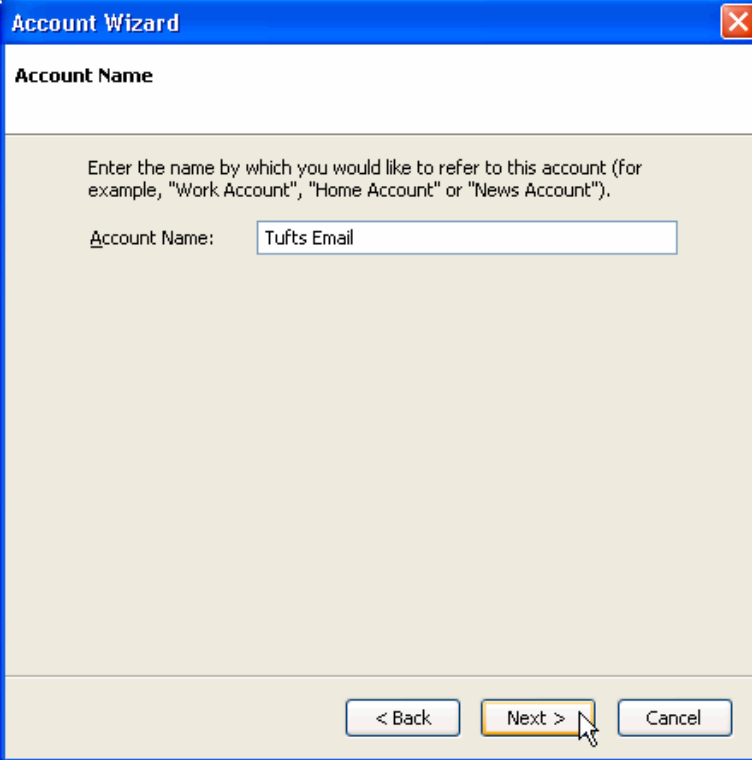
Incoming User Name:

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 **Account Name** view of the Account Wizard window will appear.
- In the box labeled **Account Name**, type the name you wish to call your email account (for example, Tufts Email).
- Click on the button labeled **Next**.

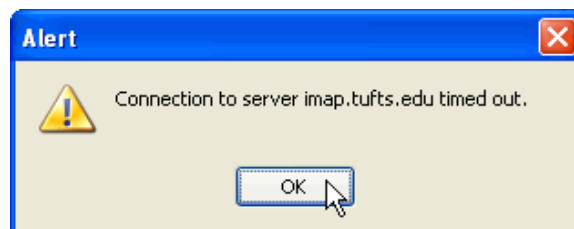


The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The window is divided into two main sections. The top section is titled "Account Name" and contains the following text: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." Below this text is a text input field labeled "Account Name:" with the text "Tufts Email" entered. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is pointing at the "Next >" button.

- The **Congratulations** view of the Account Wizard window will appear.
- Verify that all of the information shown is correct.
- Click on the button labeled **Finish** to save your settings and exit the Account Wizard.



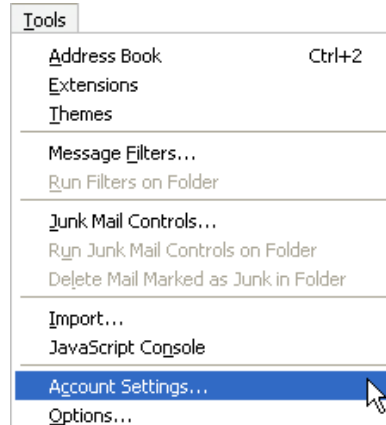
- The **Alert** window will appear to tell you that the IMAP server cannot be connected.
- Click on the button labeled **OK** to continue.



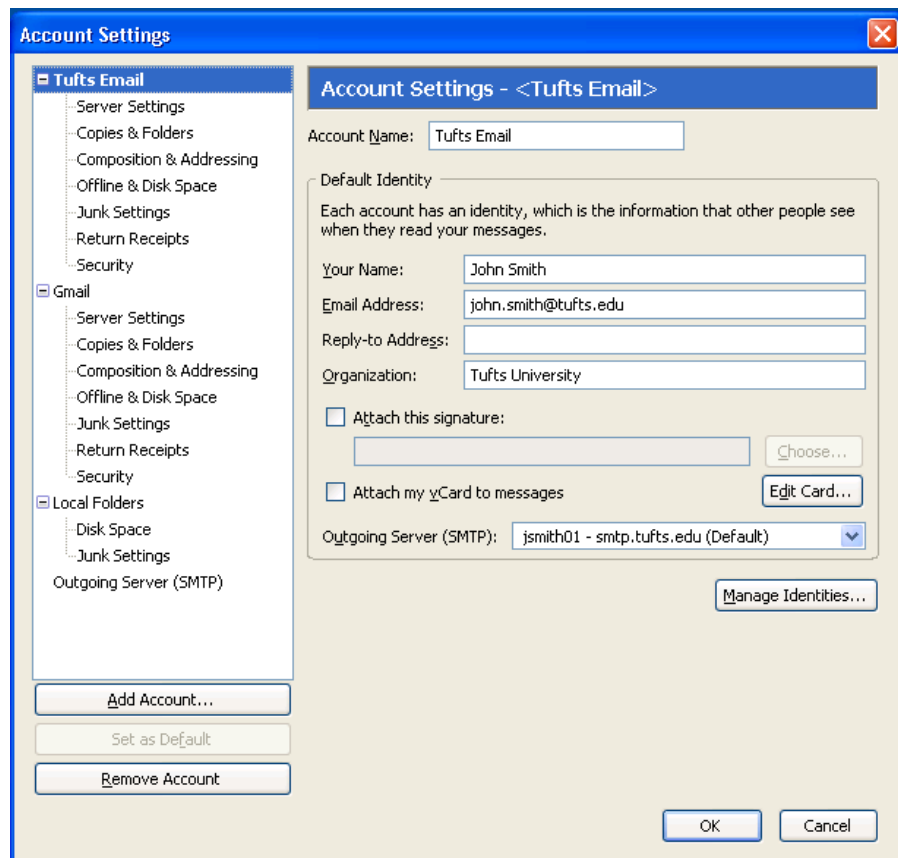
## Configuring Email Server Settings

In order for Thunderbird to properly send and receive emails, you must configure the server settings for your Trumpeter email account.

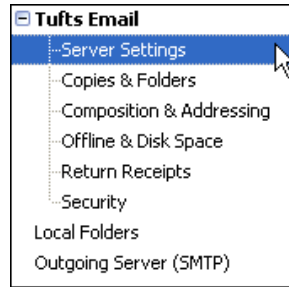
- From the **Tools** menu, select **Account Settings**.



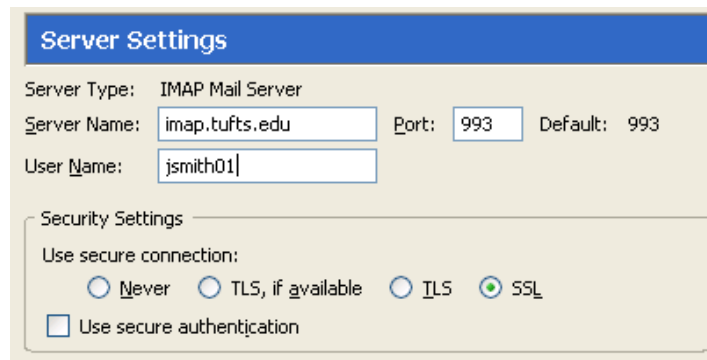
- The **Account Settings** window will appear.



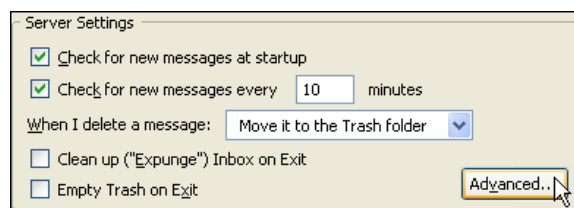
- From the **Tufts Email** list, select **Server Settings**.



- The **Server Settings** view of the Account Settings window will appear.
- In the **Security Settings** area, click on the option button labeled **SSL**.

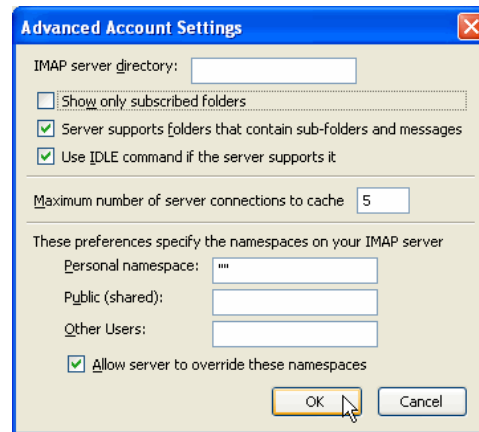


- In the **Server Settings** area, click on the button labeled **Advanced**.

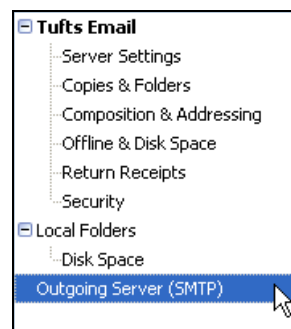


- The **Advanced Account Settings** window will appear.

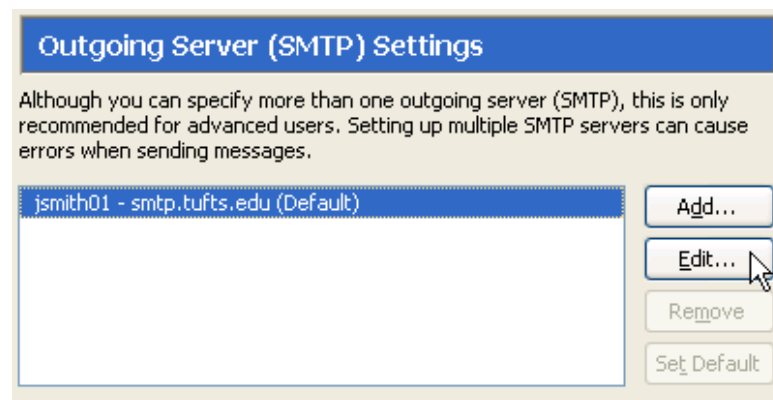
- Click to remove the checkmark from the box labeled **Show only subscribed folders**.
- Click on the button labeled **OK**.



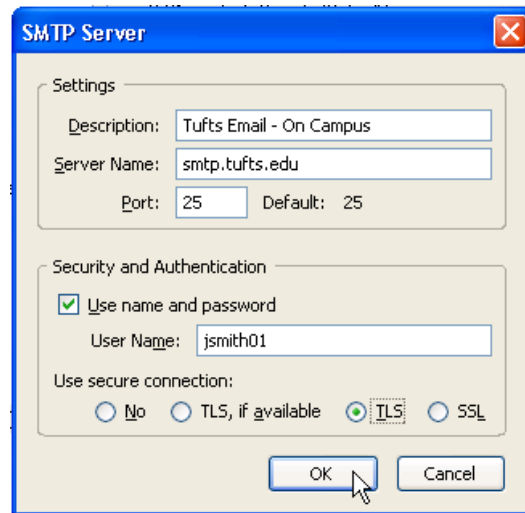
- From the Tufts Email list, select **Outgoing Sever (SMTP)**.



- The **Outgoing Server (SMTP)** view of the Account Settings window will appear.
- From the list of SMTP servers, click on the server labeled with your UTLN.
- Click on the button labeled **Edit**.



- The **SMTP Server** window will appear.
- In the box labeled **Description**, type **Tufts Email - On Campus**.
- In the **User secure connection** area of the Security and Authentication section, click on the option button labeled **TLS**.
- Click on the button labeled **OK**.



- From the **Account Settings** window, click on the button labeled **OK** to finish configuring your Trumpeter email server settings.



## Retrieving your emails

Once you have configured your Trumpeter email server settings, you can now receive your emails.

- From the **Mail Toolbar**, click on the button labeled **Get Mail**.



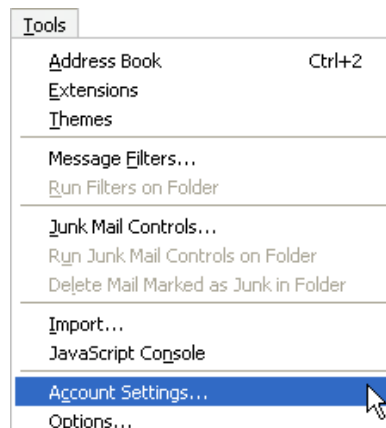
- The **Mail Server Password Required** window will appear.
- In the box labeled **Enter your password**, type your Trumpeter email account password.
- If you do not want to type your password the next time you log in to Thunderbird:
  - Click to place a checkmark in the box labeled **Use Password Manager to remember this password**.
- Click on the button labeled **OK**.



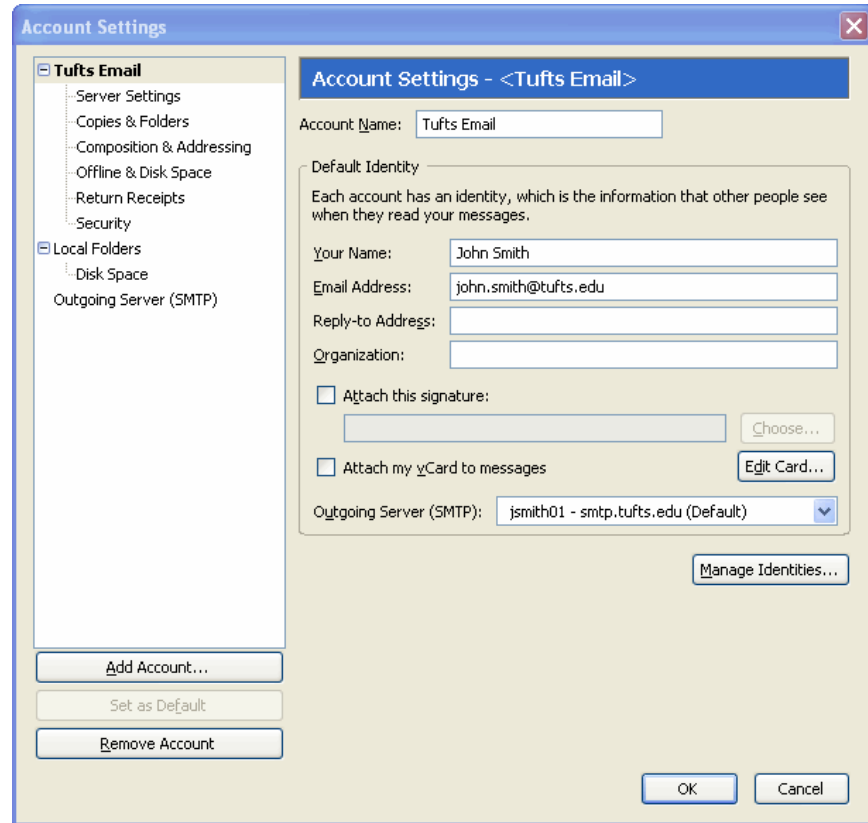
## Configuring Thunderbird to Manage a Trumpeter Email Account from Off Campus (or for a Laptop)

In order to check your Tufts email off campus, you must add a new outgoing server. To add a new outgoing server:

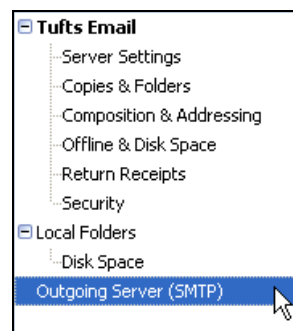
- From the **Tools** menu, select **Account Settings**.



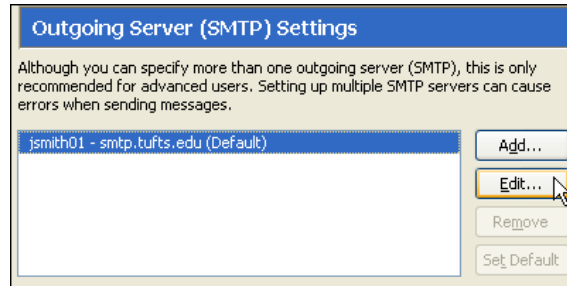
- The **Account Settings** window will appear.



- From the Tufts Email list, select **Outgoing Sever (SMTP)**.



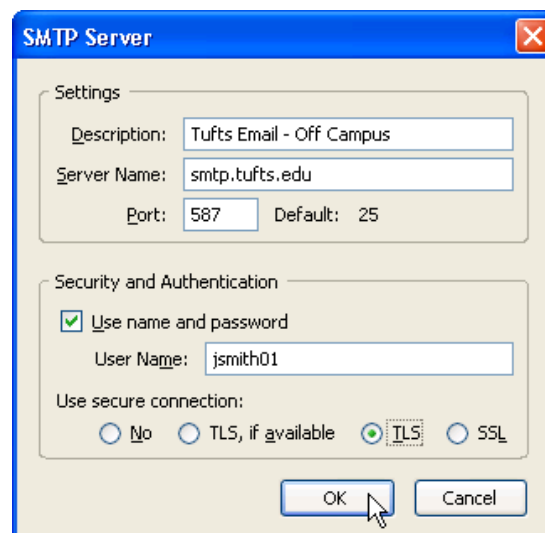
- In the **Outgoing Server Settings** view of the Account Settings window will appear.
- From the list of SMTP servers, click on the server labeled with your UTLN.
- Click on the button labeled **Edit**.



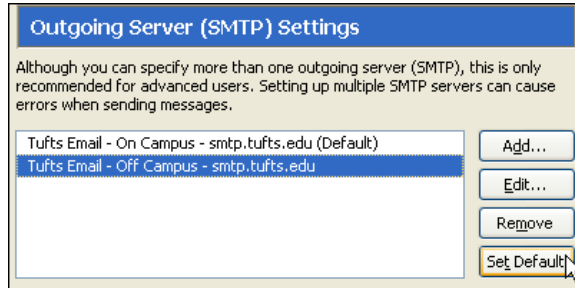
- The **SMTP Server** window will appear.
- Type the following information into the appropriate boxes.

In the box labeled ...	Type ...
<b>Description</b>	Tufts Email – Off Campus
<b>Server Name</b>	smtp.tufts.edu
<b>Port</b>	587
<b>User Name</b>	Your Tufts UTLN

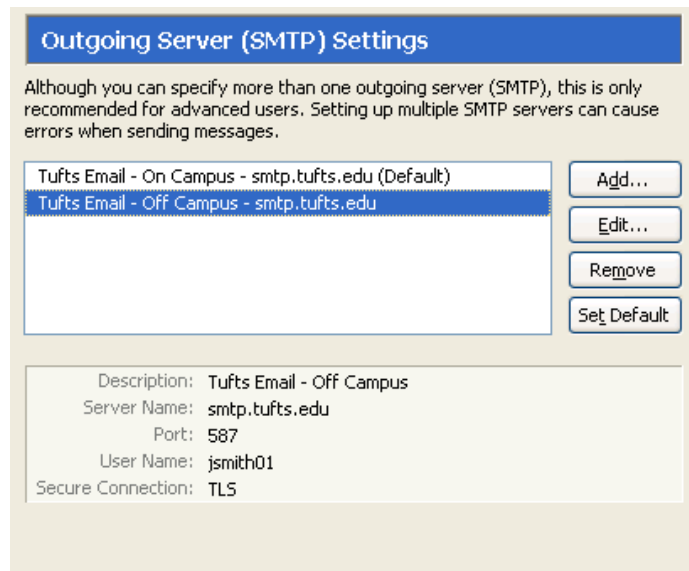
- In the area labeled **Use secure connection**, click on the option button labeled **TLS**.
- Click on the button labeled **OK**.



- If you want to set your off campus server as the default server:
  - From the **Outgoing Server (SMTP) Settings** view, click on the SMTP server labeled **Tufts Email – Off Campus**.
  - Click on the button labeled **Set Default**.



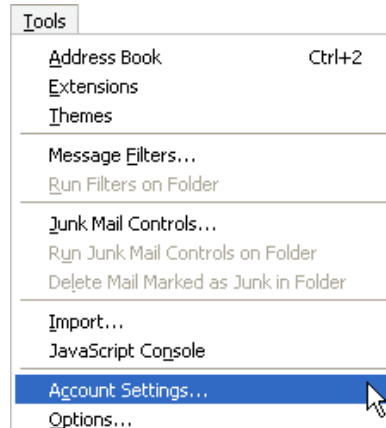
- From the **Account Settings** window, click on the button labeled **OK** to finish configuring your Trumpeter email server settings.



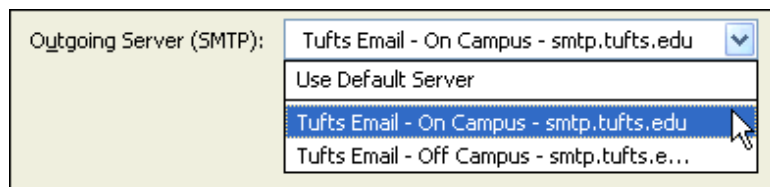
## Choosing Your Outgoing (SMTP) Server

Once you have configured Thunderbird to manage emails while on and off campus, you can change between the two servers depending upon your location. To switch between the outgoing servers:

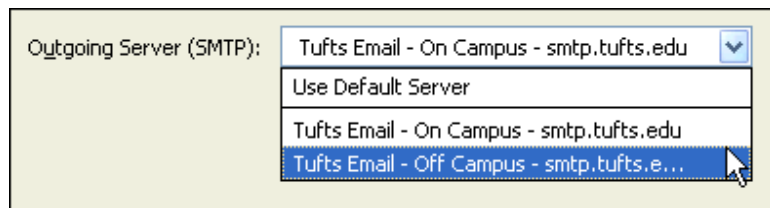
- From the **Tools** menu, select **Account Settings**.



- The **Accounts Settings** window will appear.
- Click on the down-facing arrow located next to the box labeled **Outgoing Server (SMTP)**.
- If you wish to manage emails from on campus:
  - From the list that appears, select **Tufts Email – On Campus**.



- If you wish to manage emails from off campus:
  - From the list that appears, select **Tufts Email – Off Campus**.

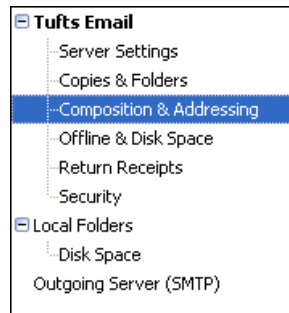


- On the **Accounts Settings** window, click on the button labeled **OK**.

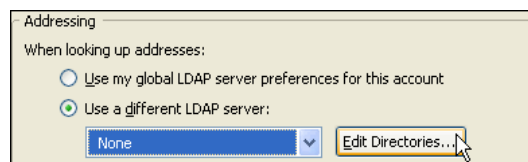
## Adding the Tufts LDAP Server

If you want to be able to search the Tufts directory while sending emails, you must first add the Tufts LDAP server. If you do not feel comfortable completing these steps or you have difficulty adding the LDAP server, please contact your FSP. To add the Tufts LDAP server:

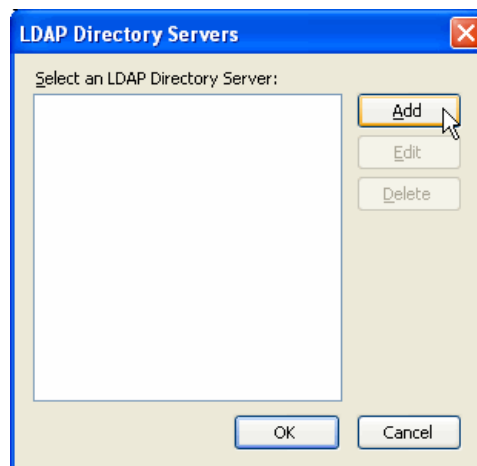
- From the **Tools** menu, select **Account Settings**.
- The **Account Settings** window will appear.
- From the Tufts Email list, select **Composition & Addressing**.



- From the **Addressing** area, click on the option button labeled **Use a different LDAP server**.
- Click on the button labeled **Edit Directories**.



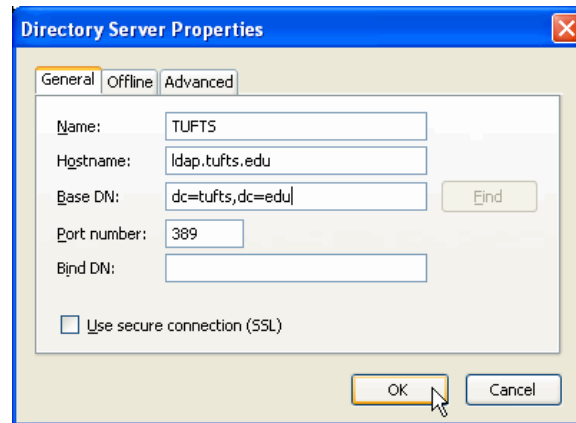
- The **LDAP Directory Servers** window will appear.
- Click on the button labeled **Add**.



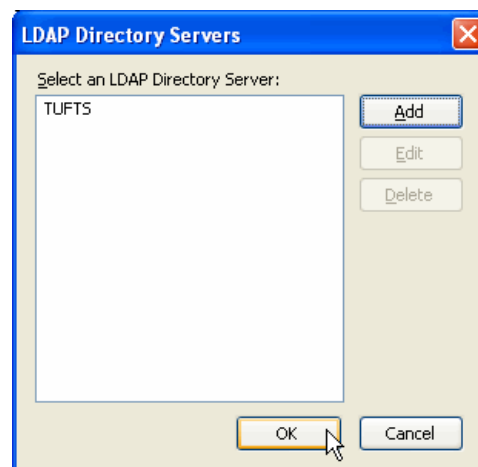
- The **Directory Server Properties** window will appear.
- Type the following information into the appropriate boxes.

In the box labeled ...	Type ...
<b>Name</b>	TUFTS
<b>Hostname</b>	ldap.tufts.edu
<b>Base DN</b>	dc=tufts,dc=edu

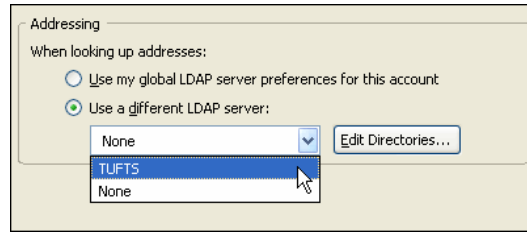
- Click on the button labeled **OK**



- From the **LDAP Directory Servers** window, click on the button labeled **OK**.



- From the **Addressing** area, click on the down-facing arrow next to the box labeled **Use a different LDAP server**.
- From the list that appears, select **TUFTS**.



- From the **Account Settings** window, click on the button labeled **OK**.

