



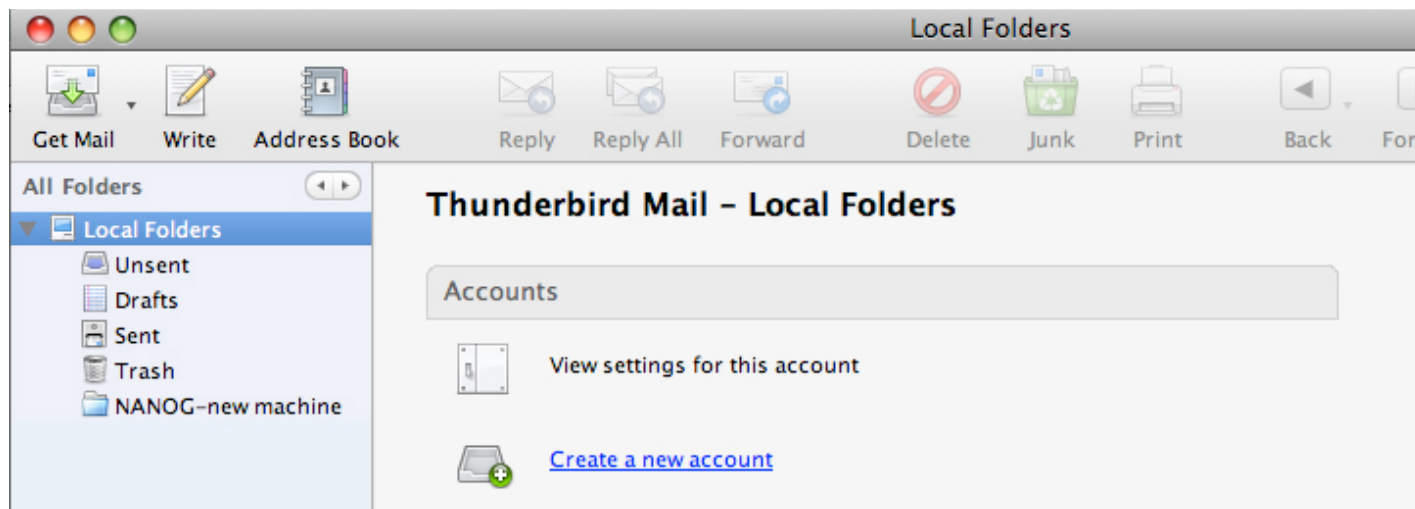
Receiving Email with Thunderbird (IMAP)

MERITMAIL

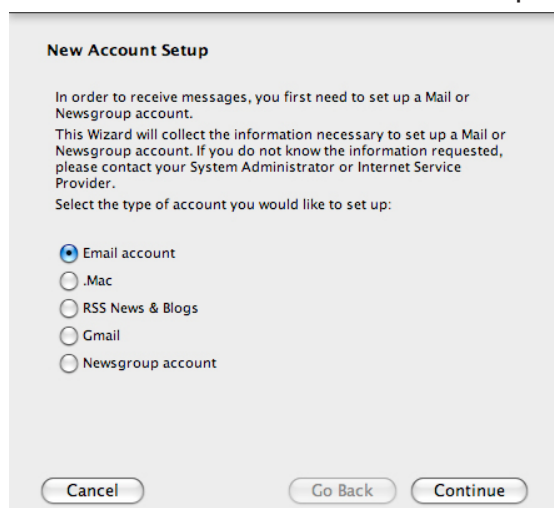
Receiving Email Using Thunderbird

We will first show you how to create a new account in Thunderbird. If you want to change your existing Thunderbird settings to work with MeritMail, please skip ahead to step 8.

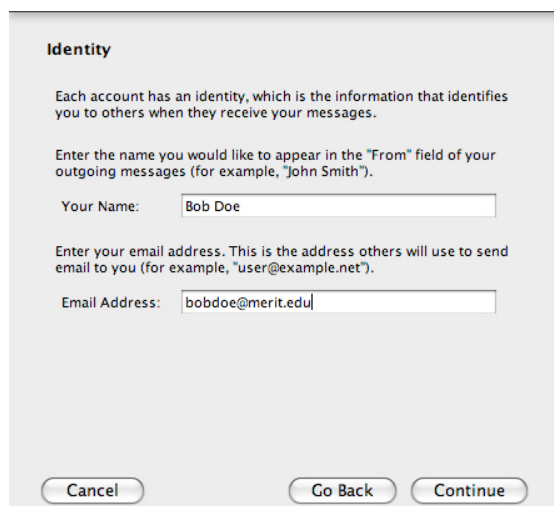
1. Open the Thunderbird program. Select the “Create a new account” option.



2. Select “Email Account” from the list of options and click the “Continue” button.



3. Type in your name and the email address for this account and click “Continue.”



4. Select "IMAP" for the incoming mail server and type "webmail.merit.edu" in the entry box. Click the "Continue" button.

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:

Your existing outgoing server (SMTP), "magus.merit.edu", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

5. Type in your email address for the Incoming User Name and click "Continue."

User Names

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

Incoming User Name:

Your existing outgoing (SMTP) username, "bobdoe@merit.edu", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

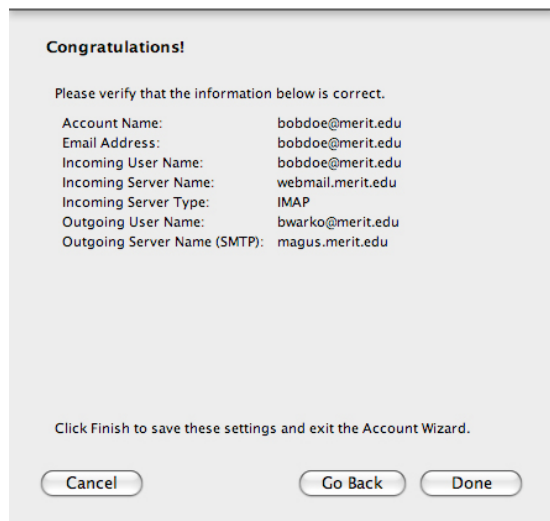
6. Type in the name that you would like to refer to this account by and click "Continue."

Account Name

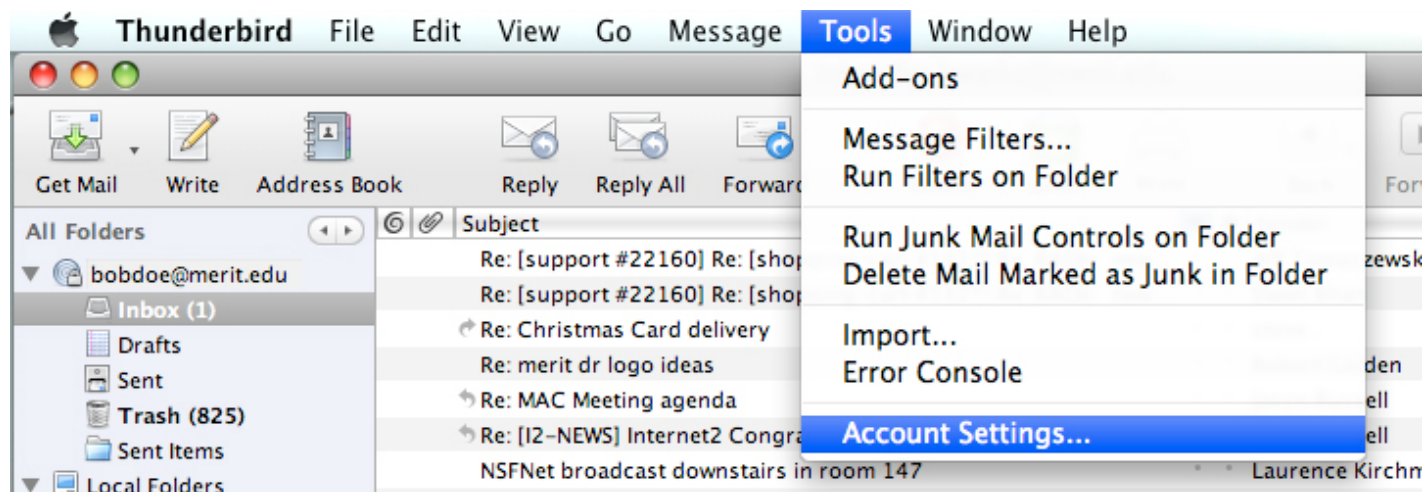
Enter the name by which you would like to refer to this account (for example, "Work Account", "Home Account" or "News Account").

Account Name:

7. You are now finished with the preliminary steps, but still need to complete a few steps regarding your account settings. Click the “Done” button.



8. Go to the “Tools” menu in the top navigation bar for Thunderbird. Scroll down to “Account Settings” and click to open the Account Settings menu.



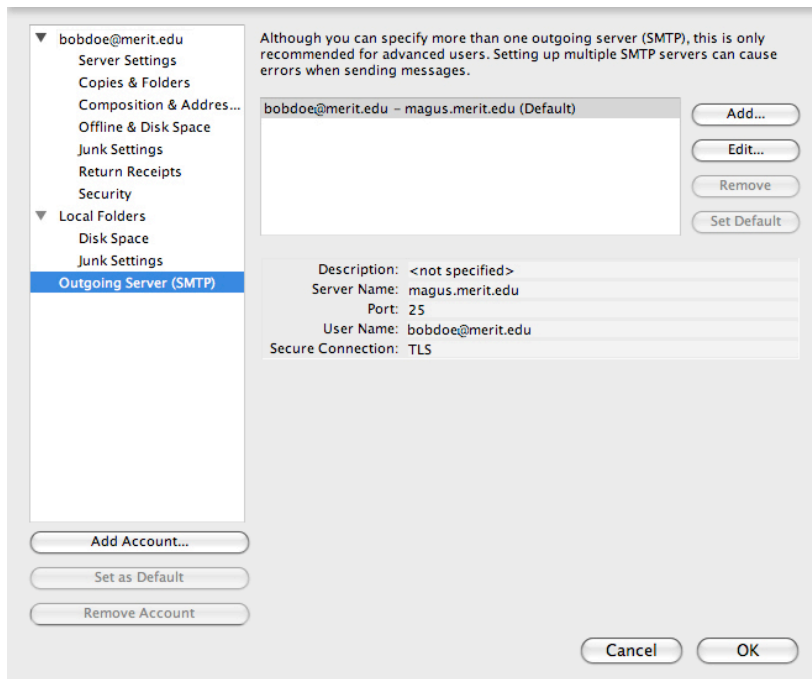
9. In the left menu pane of the Account Settings menu, click the “Server Settings” option (inside the long white box on the left below, which is located below “bobdoe@merit.edu in the example below).

The screenshot shows the Account Settings window for the account bobdoe@merit.edu. The left sidebar is expanded to show the account name, and the main pane displays the Default Identity settings. The Account Name is bobdoe@merit.edu. The Default Identity section includes fields for Your Name (Bob Doe), Email Address (bobdoe@merit.edu), Reply-to Address, and Organization. There are checkboxes for "Attach this signature" and "Attach my vCard to messages", each with a "Choose..." or "Edit Card..." button. The Outgoing Server (SMTP) is set to "Use Default Server". At the bottom, there are "Cancel" and "OK" buttons.

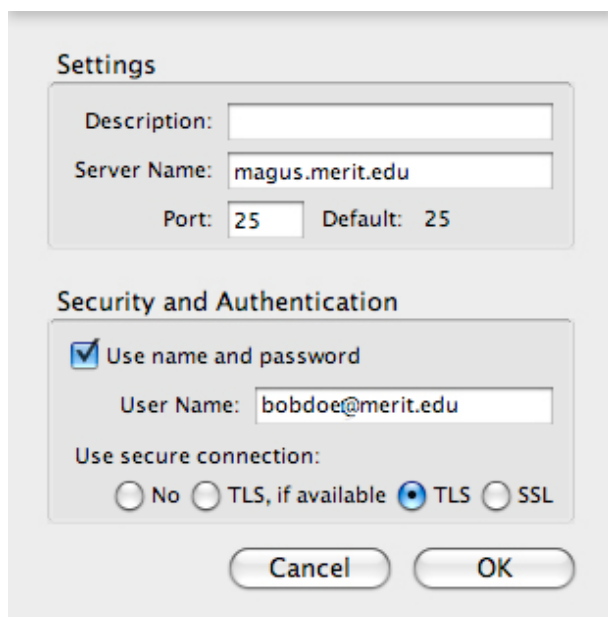
10. You will want your server settings to closely resemble the server settings in the example below. The server name should be “webmail.merit.edu”; the port number should be 993. Select “SSL” under the security settings. Your user name that you use to login to get your email should appear in the box next to “User Name.” When you are finished changing the settings, click the “Outgoing Server (SMTP)” option in the left menu pane to create the Outgoing Server settings.

The screenshot shows the Account Settings window for the account bobdoe@merit.edu, with the Server Settings section selected in the left sidebar. The main pane displays the Server Settings for an IMAP Mail Server. The Server Name is webmail.merit.edu, the Port is 993 (Default: 993), and the User Name is bobdoe@merit.edu. The Security Settings section has "Use secure connection" checked, with "SSL" selected. The "Use secure authentication" checkbox is unchecked. The Server Settings section has "Check for new messages at startup" and "Check for new messages every 10 minutes" checked. The "When I delete a message" dropdown is set to "Move it to the Trash folder". There are checkboxes for "Clean up ('Expunge') Inbox on Exit" and "Empty Trash on Exit". At the bottom, there are "Cancel" and "OK" buttons.

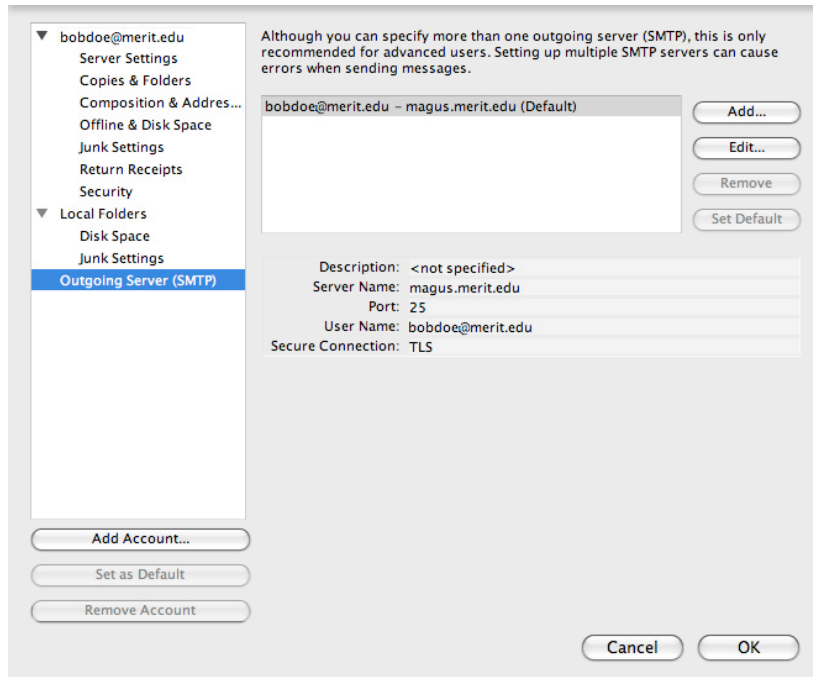
11. If the outgoing server box is empty, click the “Add” button. If the outgoing server for the account that you wish to change is listed in the box, click the “Edit” button.



12. The server name should be “magus.merit.edu”; the port number should be “25.” Under “Security and Authentication,” check the “Use name and password” box and type your user name in the box next to “User Name:” Click “TLS” under “Use secure connection,” and then click the “OK” button



13. Now click the “OK” button and return to the Thunderbird email interface.



You are finished setting up your email account in Thunderbird. Click the “Get Mail” button to begin downloading messages that are currently in your email inbox.