Overview

The following instructions will assist you in the first-time setup of Mozilla Thunderbird v1.5 for Windows, MacOS, and Unix e-mail clients to work with your Polytechnic University e-mail account. These instructions assume you have installed Mozilla Thunderbird v1.5 for the first-time. Thunderbird can be obtained at the following URL:


Instructions

• Open Thunderbird.
  
  o If you have never formerly setup an account in Thunderbird, an “Account Wizard” will appear.
  
  o Otherwise, go to Tools > Account Settings. The “Account Settings” window will open.
    • Click Add Account on the lower left of the “Account Settings” window.
    • An “Account Wizard” will open.

• On the “New Account Setup” page of the wizard, elect that you wish to setup a new Email account and click Next.

• On the “Identity” page of the wizard, specify the following:
  
  o Your Name as you wish it to appear to recipients of your e-mails
  
  o Your Email address as was provided to you by the Information Systems Department.
• Click **Next**. On the “Server Information” page, specify the following:

  o **Elect POP** as the type of incoming server being used.
  o **Specify the Incoming Server Name** as provided by the Information Systems Department (e.g. duke.poly.edu)
  o **Specify the Outgoing Server Name** as provided by the Information Systems Department (e.g. duke.poly.edu)

• Click **Next**. On the “User Names” page, specify the **User Name** of your e-mail account.
First-Time Setup of Mozilla Thunderbird v1.5 for Windows, MacOS X, and Unix for Polytechnic University’s E-mail Systems

For assistance, please call 718.260.3123 or e-mail help@poly.edu

- Click **Next**. On the “Account Name” page, accept the default account name and click **Next**.

- On the “Congratulations!” page, click **Finish**.
By default, the Account Wizard sets up your e-mail account to use insecure e-mail protocols which are incompatible with Polytechnic University’s e-mail servers. The following instructions will assist you in configuring Thunderbird to send and receive e-mail securely.

- With Thunderbird open, go to **Tools > Account Settings**. The “Account Settings” window will open.
• Identify your Polytechnic e-mail account within the configuration tree on the left of the window.

• Select **Server Settings** under your Polytechnic e-mail account within the configuration tree.

• Within the “Security Settings” section, select the **SSL** radio button.

• Next, select **Outgoing Server (SMTP)** from the configuration tree on the left.
Highlight your Polytechnic SMTP server and click **Edit**. An “SMTP Server” dialog will open.

Within the “SMTP Server” dialog, do the following:

- Within the **Settings** area, change the **Port** to **465**.
- Within the Security and Authentication area,
  - Elect the **Use Name and Password** option
  - Ensure that the user name that appears beneath within the “User Name” field is your Polytechnic e-mail account user name.
  - Select the **SSL** radio button
- Click **OK** to close the “SMTP Server” dialog

Click **OK** to close the “Account Settings” window.

You should now be able to securely send and receive e-mail through your Polytechnic e-mail account from anywhere.

If you require further assistance, please contact the Information Systems Help Desk by calling (718) 260-3123 or sending an e-mail to help@poly.edu.