

Accessing Your SNC E-Mail

This handout explains how to access your St. Norbert College e-mail account. It also explains the various e-mail programs supported by the College. If you need help deciding which one to use based on your needs, feel free to contact the Help Desk.

Zimbra web interface

The Zimbra web interface allows access to St. Norbert College e-mail accounts from any computer on the Internet via a web browser (Firefox, Internet Explorer, etc.). Zimbra is a “Collaboration Suite,” combining e-mail, calendars, address books, and other tools in an integrated system. Because it is web-based, you don’t have to install anything on your computer in order to use it.

Using Zimbra

To log in to Zimbra, whether on or off campus, just use your web browser to go to <http://www.snc.edu/zimbra> and log in with your *firstname.lastname* from the beginning of your College e-mail address (not your 6-character SNC login ID) and your password. For more information about Zimbra, see the handout *Zimbra Basics*, at <http://www.snc.edu/techsupport>.

Thunderbird

The College also supports a free e-mail program called Thunderbird. This program must be installed on each computer on which you wish to use it. Thunderbird can be used interchangeably with the Zimbra web interface (e.g., you can use Thunderbird on your office computer and use the Zimbra web interface when at home or traveling). Instructions for installing and using Thunderbird are in the handouts *Installing & Configuring Thunderbird for SNC E-Mail* and *Thunderbird E-Mail Basics*, both available at <http://www.snc.edu/techsupport>.

Other e-mail programs

At this time, Thunderbird and the Zimbra web interface are the only supported e-mail programs. You may use another e-mail program if you wish, but we discourage doing so because if you have problems or questions, we will not be able to help you. If you want to use another e-mail program, you will need to configure it according to the specifications below.

E-mail server information

Your E-mail Address/Return Address	<i>yourfirstname.yourlastname@snc.edu</i>
Incoming/IMAP host/server	<i>zimbra.snc.edu</i> , TLS security, port 143
Incoming Mail Server User Name/Zimbra login	<i>firstname.lastname</i>
Outgoing/SMTP host/server: On the campus network	<i>smtp.snc.edu</i> , TLS security, port 25
Outgoing/SMTP host/server: Off campus or in Res. Halls	<i>smtprelay.snc.edu</i> , SSL security, port 465, with server authentication (“Use name and password”) enabled using your 6-character network login ID as the User Name
Outgoing Mail Server User Name	your 6-character network login ID, e.g., <i>duckdf</i>

Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or helpdesk@snc.edu. The Help Desk is for St. Norbert College account holders only.