

# Installing & Configuring Thunderbird for SNC E-Mail

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This handout is based on Thunderbird version 2.0. If you have an older version (see Help – About Mozilla Thunderbird), you can update it by going to <http://www.mozilla.com>.

## Why use Thunderbird?

- It's free! You can download it from the web at no charge.
- It's easy to install & use, and has all the features you'd want in an e-mail program, including built-in junk mail controls – you can train it to recognize spam!
- It will auto-complete e-mail addresses from your address books (including SNC's) as you type them.
- It's cross-platform, so you can use it on Windows and Mac (and even Linux).

## Before installing Thunderbird

- If you're converting from Netscape, don't uninstall Netscape until after importing your address book.
- If you're converting from Microsoft Outlook, do not uninstall it before converting.  
\*If you still use Outlook 97 for contacts or calendaring, do not install Thunderbird! (You'll need to upgrade to Office 2003 first.)
- If you're converting from Pegasus Mail, contact the Help Desk for assistance.

## Downloading & installing Thunderbird

These instructions are for Windows. Mac instructions are very similar, but some menu choices may vary.

1. Close all open programs.
2. If you're logged into the campus network, go to Start – Network Software – Install Thunderbird 2.0. At home or in the Res. Halls, download the latest version of Thunderbird from <http://www.mozilla.com>, then double-click on it to start the installation.
3. Follow the instructions on the screen to install the program. Choose the “Standard” installation.
4. Once the installation is complete, leave the box checked to launch Thunderbird and click Finish.
5. If this is the first time Thunderbird is being installed on the computer, the Import Wizard will open. This gives you the option to import your mail, account settings, and address books from Mozilla v. 1 or later, Netscape v. 6 or later, Outlook, or Outlook Express. If converting from one of these programs, choose it and click Next, then select what you want to import and click Next. If converting from Netscape 4.x, Eudora, or Pegasus Mail, choose “Don't import anything”; you will import from these later. Click Next.
6. Thunderbird should open the Account Wizard to set up your account. Proceed to the next section.

## Setting up your SNC account in Thunderbird

1. In the Account Wizard, choose “Email account” and click Next.
2. Fill in your name and full SNC e-mail address and click Next.
3. For the type of incoming server, choose **IMAP**. This is very important! If you choose POP, Thunderbird will download all of your mail from the server and put it on the computer's hard drive.
4. In the “Incoming Server” box, type **imap.snc.edu**.
5. In the “Outgoing Server” box, if you're on a College-owned computer on campus, type **smtp.snc.edu**. If you're off campus, in a Residence Hall, or on a personally-owned computer, type **smtprelay.snc.edu**. Click Next.
6. In both the “Incoming User Name” & “Outgoing User Name” boxes, type your SNC login ID, e.g. *duckdf*. Click Next.
7. In the “Account Name” box, click Next to accept the name (or enter a different account name if you wish).
8. Verify that your information is correct and click Finish.
9. You should be prompted for your password. Type it and click OK. Do **not** check the “Use Password Manager to remember this password” box.
10. Thunderbird will access your e-mail and retrieve a list of your folders from the server. You will see any folders that you've created with an IMAP e-mail program (one that stores folders on the server), as well as the default folders Inbox, Drafts, Sent, & Trash. If you've used WebMail, you'll also see its OUTBOX and DELETED folders. Your Inbox will open showing any new messages in the upper right pane.
11. Now it's time to finish configuring Thunderbird. Proceed to the next section.

# Configuring Thunderbird

The following are the Thunderbird settings that you must change. Most other settings are optional; feel free to change them to suit your personal preferences.

1. Go to Tools – Options. (On a Macintosh, go to Thunderbird – Preferences.)
2. In the row across the top, click on General.
3. Uncheck the “When Thunderbird launches, show the Start Page in the message area” box. Choose whether you want Thunderbird to show an alert or play a sound when new messages arrive.
4. In the row across the top, click on Composition.
5. On the General tab, change the “Forward messages” drop-down box to Inline.
6. On the Addressing tab, uncheck the “Automatically add outgoing e-mail addresses to my…” box.
7. Still on the Addressing tab, check the “Directory Server” box.
8. Click the Edit Directories button, then click the Add button.
9. In the “Name” box, type a name for this directory, e.g., “SNC Directory.” In the “Hostname” box, type **ldap.snc.edu** (that starts with a small letter “L”, not a number one). In the “Base DN” box, type **o=snc.edu** (that starts with a small letter “O”, not a zero).
10. Click OK, then click OK again (so that you are back at the main Options screen).
11. If the SNC directory you just created does not appear in the “Directory Server” drop-down box (if it says “None”), click on the box and select it.
12. On the Spelling tab, choose whether you want Thunderbird to spell-check (underline words) as you type.
13. Set other options as desired and click OK when finished. Call the Help Desk with questions.
14. Go to Tools – Account Settings.
15. On the left side, click on Server Settings. Under “Use secure connection,” choose SSL. Do not check “Use secure authentication.” Check both “Clean up (“Expunge”) Inbox on Exit” and “Empty Trash on Exit.”
16. On the left, click on Composition & Addressing. On the right, uncheck “Compose messages in HTML format” and choose whether you want to type your replies above or below the quoted message when replying.
17. Still under Composition & Addressing, choose “Use a different LDAP server.”
18. In the drop-down box under “Use a different LDAP server,” choose the SNC directory you created earlier.
19. On the left side, click on Outgoing Server (SMTP). On the right, click the Edit button. Choose “SSL.” If you’re on campus, uncheck the “Use name and password” box. If you’re off campus, check the “Use name and password” box and enter your login ID in the “User Name” box. Click OK.
20. Click OK to close the Account Settings window.

Note that the next time you start Thunderbird, it may ask you if you wish to use it as your default mail application. Check the “E-mail” box and click Yes.

For information about using Thunderbird, see the handout *Thunderbird E-Mail Basics*, available at <http://www.snc.edu/techsupport>.

## Creating a signature file

To attach a signature to outgoing messages in Thunderbird, you must first create the signature in a text editor:

1. In Windows, go to Start – Programs – Accessories – Notepad. On a Mac, use TextEdit (Go – Applications – TextEdit).
2. Type or paste the text of your signature file. Thunderbird will automatically insert “--” above it.
3. If using TextEdit on a Mac, go to Format – Make Plain Text.
4. Save the file in a location you’ll remember (e.g., your My Documents folder, M drive, etc.). Close the file.
5. In Thunderbird, go to Tools – Account Settings.
6. Check the “Attach this signature” box and click the Choose button. Locate and select the file you just created, click Open, then click OK. The signature will automatically be included in all outgoing messages; you may delete or change it as needed on any message.

## Assistance and Questions

If you have any questions or need more information, please call the Help Desk at (920) 403-HELP (4357), contact us via e-mail at [helpdesk@snc.edu](mailto:helpdesk@snc.edu), or stop by the Help Desk in Cofrin 101. The Help Desk is for St. Norbert College students and employees only.