

Configuring Mozilla Thunderbird

Scope: This document will describe how to configure Thunderbird as an IMAP client for Exchange 2007 at ODU.

I. Thunderbird setup

1. Download and install Mozilla Thunderbird:<http://www.mozilla.com/en-US/thunderbird/>
2. There are Thunderbird installations for Mac, Windows, and Linux. Chose an appropriate version, download it, and install it on your computer.
3. Open Thunderbird, and select **Tools > Account Settings**.
4. Click **Add Account**.
 1. Select the **Email account** radio button and click **Next**. The Identity screen appears.
 2. Enter your full name in the **Your Name** field. Enter your full ODU email address (*username@odu.edu*) in the **Email Address** field, and click **Next**.
 3. Select **IMAP** as the type of incoming server you are using. In the **Incoming Server** field:
 - a. Enter **webmail.odu.edu**
 4. Set the **Outgoing Server** to **smtp-auth.odu.edu**, and click **Next**. Enter your ODU username (*jdoe@odu.edu*) in the **Incoming User Name** and **Outgoing User Name** fields, and click **Next**.
 5. Enter a name for your email account in the **Account Name** field, and click **Next**.
 6. Verify your account information in the dialog box, and click **Finish**.
 7. Select **Server Settings** from the folder list below your new account.
 8. In the **Security Settings** section, select **SSL** from the **Use secure connection** options. Then click OK to close the menu.
 9. Right click on your @odu.edu account on the left, and select **Subscribe**.
 10. You will see a list of folders, make sure they are all check marked, and click **Subscribe**. This will let you see your ODU folders in Thunderbird.

II. IMAP server settings

Here are the generic IMAP server settings for those using other IMAP clients.

Incoming:

webmail.odu.edu using **SSL** over port **993**

Outgoing:

smtp-auth.odu.edu using **SSL** over port **465** Make sure that “authentication required” is enabled.

You will also need to subscribe to your folders in order to see anything other than the Inbox, and how to do this is different in every client.