

Configuring Thunderbird for Mac to use Exchange 2007 Server

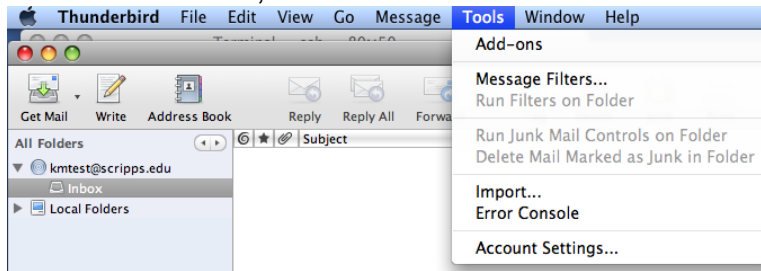
NOTE: This is not a TSRI-supported application.



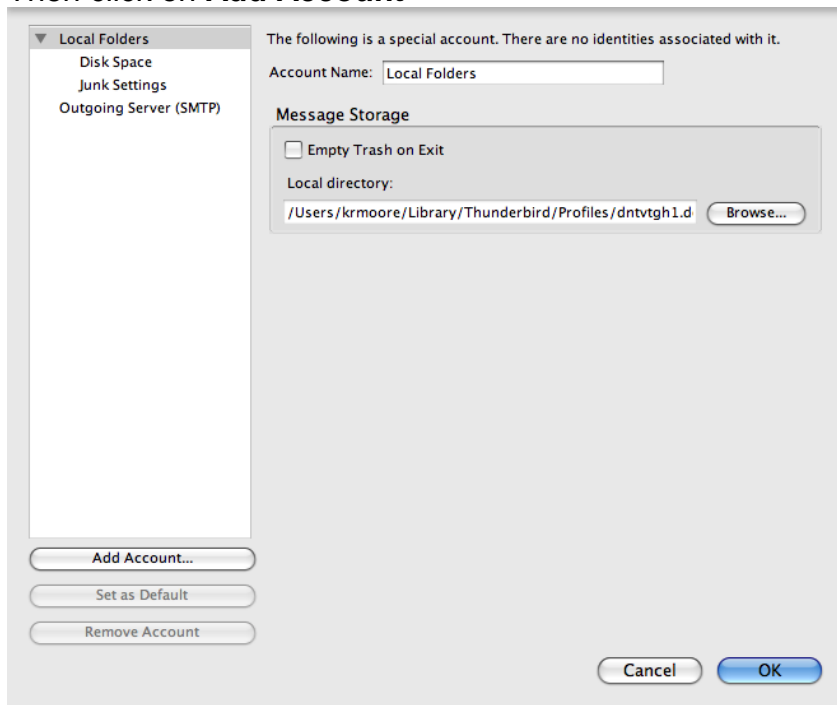
Launch **Thunderbird** from the Dock or from the Applications Folder.

If this is the first time you launched Thunderbird it will start the setup assistant.
→ Skip to page 2.

If this is not the first time, then on the Menu Bar click **Tools – Account Settings**



Then click on **Add Account**



In “New Account Setup”, click **Email account - Continue**

New Account Setup

In order to receive messages, you first need to set up a Mail or Newsgroup account.

This Wizard will collect the information necessary to set up a Mail or Newsgroup account. If you do not know the information requested, please contact your System Administrator or Internet Service Provider.

Select the type of account you would like to set up:

Email account
 .Mac
 RSS News & Blogs
 Gmail
 Newsgroup account

Select **IMAP**

Incoming Server: **owa.scripps.edu**

Click **Continue**

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), "owa.scripps.edu", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

Enter your **username** (without the "@scripps.edu") - **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, "kmtest", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

Your Name: as you want it displayed in messages you send
Email address: your full scripps.edu address
Click **Continue**

Identity

Each account has an identity, which is the information that identifies you to others when they receive your messages.

Enter the name you would like to appear in the "From" field of your outgoing messages (for example, "John Smith").

Your Name:

Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address:

Account Name: use your scripps.edu address - **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:

Click **Done** (*you are not quite finished...*)

Congratulations!

Please verify that the information below is correct.

Account Name:	kmttest@scripps.edu
Email Address:	kmttest@scripps.edu
Incoming User Name:	kmttest
Incoming Server Name:	owa.scripps.edu
Incoming Server Type:	IMAP
Outgoing User Name:	kmttest
Outgoing Server Name (SMTP):	owa.scripps.edu

Click Finish to save these settings and exit the Account Wizard.

Now you need to change a couple settings:

On the left frame, click on **Server Settings** – check the button for **SSL**

Server Type: IMAP Mail Server
 Server Name: owa.scripps.edu Port: 993 Default: 993
 User Name: kmttest

Security Settings

Use secure connection:
 Never TLS, if available TLS SSL
 Use secure authentication

Server Settings

Check for new messages at startup
 Check for new messages every 10 minutes
 When I delete a message: Move it to the Trash folder
 Clean up ("Expunge") Inbox on Exit
 Empty Trash on Exit Advanced...

Local directory:
 /Users/krmoores/Library/Thunderbird/Profiles/dntvtgh1.default Browse...

Buttons: Add Account..., Set as Default, Remove Account, Cancel, OK

On the left frame, click on **Outgoing Server (SMTP)**
 Click on **owa.scripps.edu** then click **Edit**

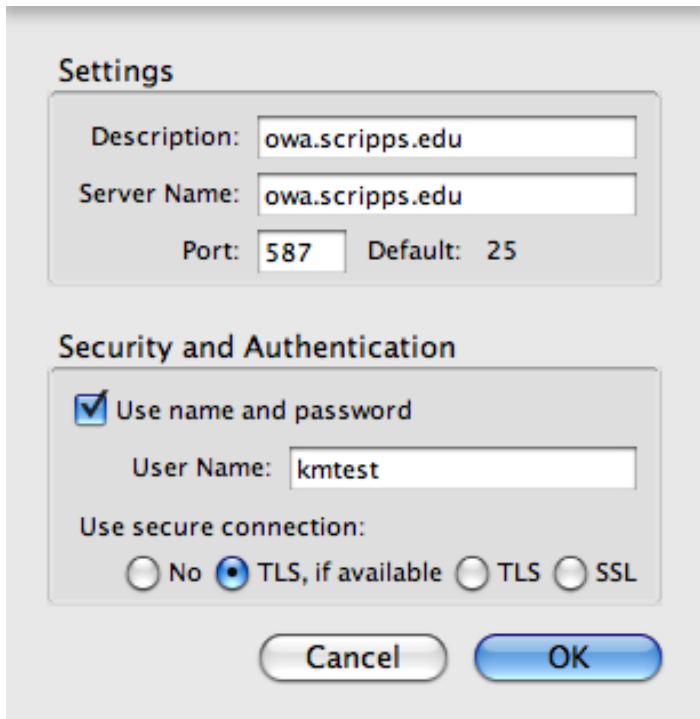
Although you can specify more than one outgoing server (SMTP), this is only recommended for advanced users. Setting up multiple SMTP servers can cause errors when sending messages.

owa.scripps.edu - owa.scripps.edu (Default) Add...
Edit...
Remove
Set Default

Description: owa.scripps.edu
 Server Name: owa.scripps.edu
 Port: 587
 User Name: kmttest
 Secure Connection: TLS (if available)

Buttons: Add Account..., Set as Default, Remove Account, Cancel, OK

Change Port to **587** (default port 25 will work on-campus but not off campus))
Check the box for **TLS** – click **OK** to close the settings window



The screenshot shows a dialog box titled "Settings" with two main sections: "Settings" and "Security and Authentication".

Settings Section:

- Description: owa.scripps.edu
- Server Name: owa.scripps.edu
- Port: 587 (Default: 25)

Security and Authentication Section:

- Use name and password
- User Name: kmtest
- Use secure connection:
 - No
 - TLS, if available
 - TLS
 - SSL

At the bottom of the dialog box are two buttons: "Cancel" and "OK".

Click OK to close the **Account Settings** window

Send yourself a test message to verify that it works.

You will probably get prompted twice for a password - one for incoming and one for outgoing.