

Configuring Thunderbird for Windows to use Exchange 2007 Server

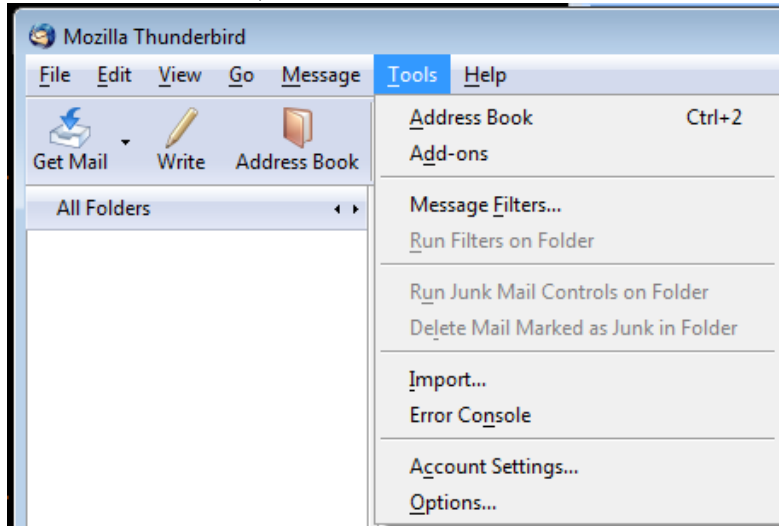
NOTE: This is not a TSRI-supported application.



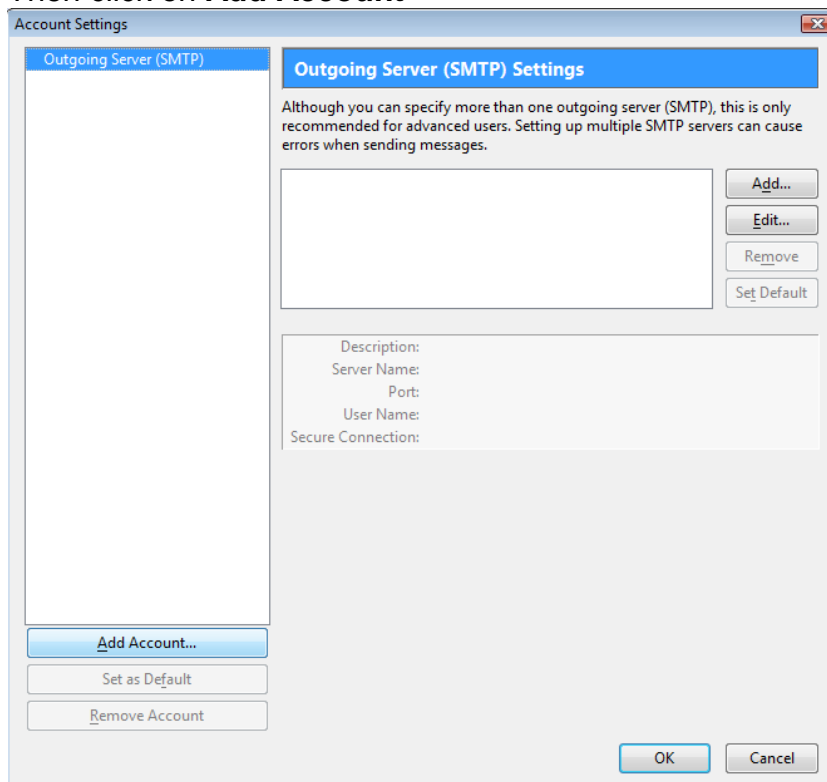
Launch **Thunderbird** from the Desktop or from the Start Menu.

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 "Account Wizard - New Account Setup", click **Email account – Next**

Account Wizard

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

RSS News & Blogs

Gmail

Newsgroup account

< Back Next > Cancel

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

Account Wizard

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: KM Test Account

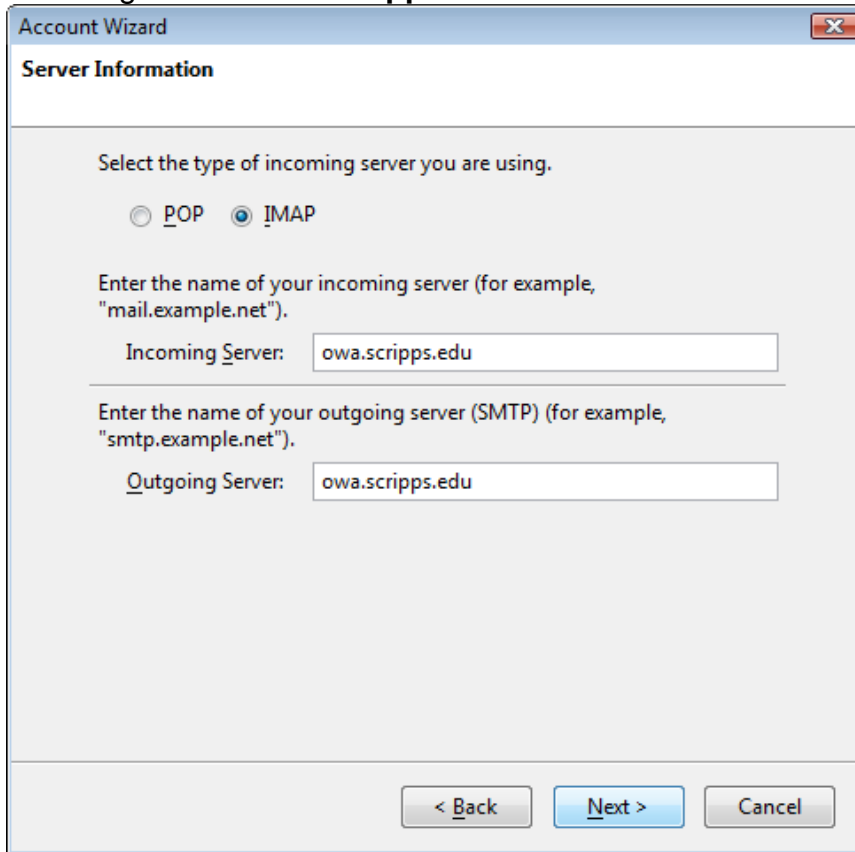
Enter your email address. This is the address others will use to send email to you (for example, "user@example.net").

Email Address: kmtest@scripps.edu

< Back Next > Cancel

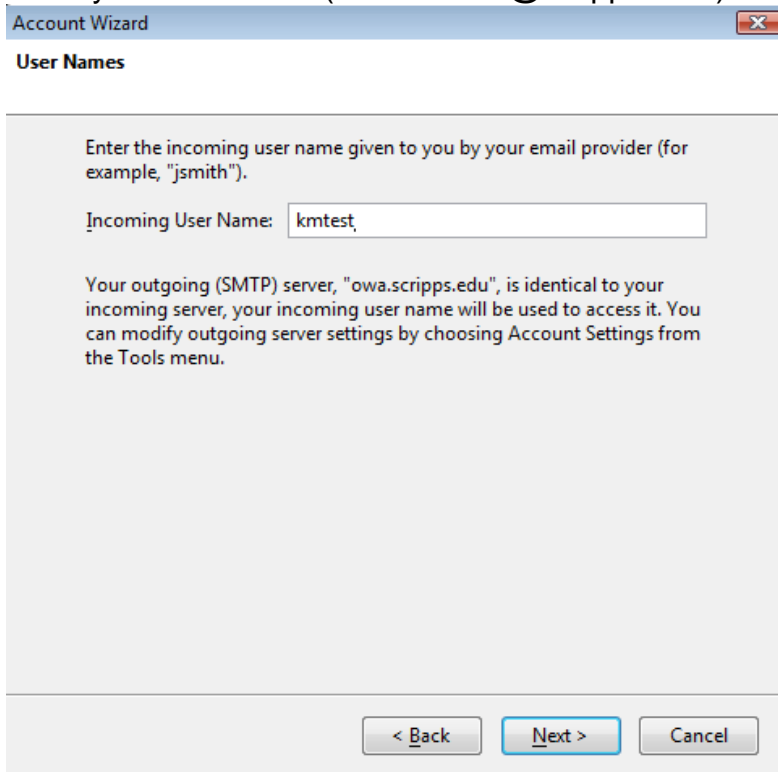
Select IMAP

Incoming Server: **owa.scripps.edu** - Click **Next**



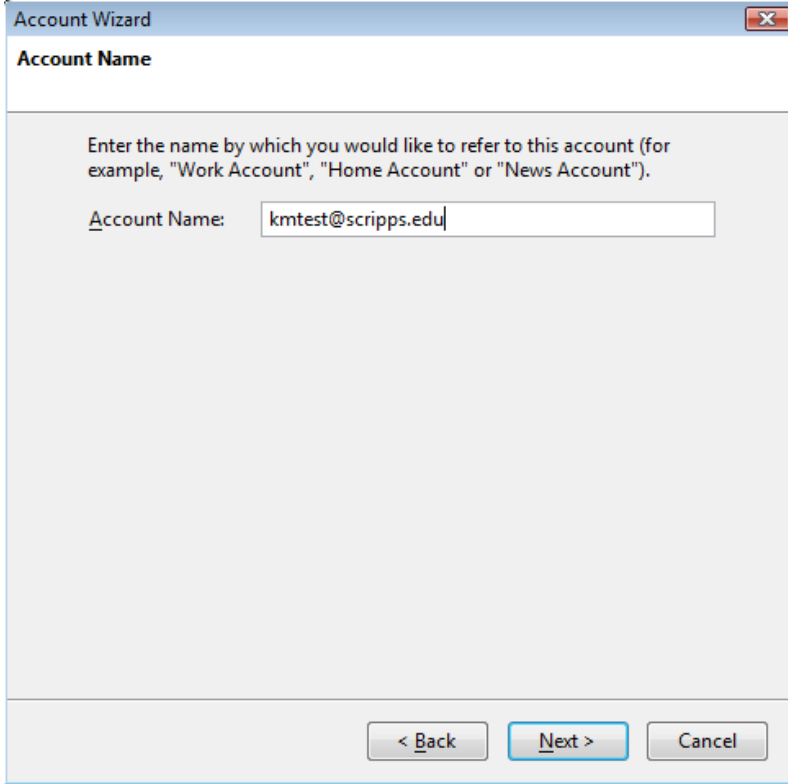
The screenshot shows the 'Account Wizard' dialog box with the 'Server Information' tab selected. The window title is 'Account Wizard'. The main heading is 'Server Information'. Below the heading, there is a text prompt: 'Select the type of incoming server you are using.' There are two radio buttons: 'POP' (unselected) and 'IMAP' (selected). Below this, there is a text prompt: 'Enter the name of your incoming server (for example, "mail.example.net").' The 'Incoming Server' text box contains 'owa.scripps.edu'. Below that, there is another text prompt: 'Enter the name of your outgoing server (SMTP) (for example, "smtp.example.net").' The 'Outgoing Server' text box also contains 'owa.scripps.edu'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Enter your **username** (without the "@scripps.edu") – **Next**



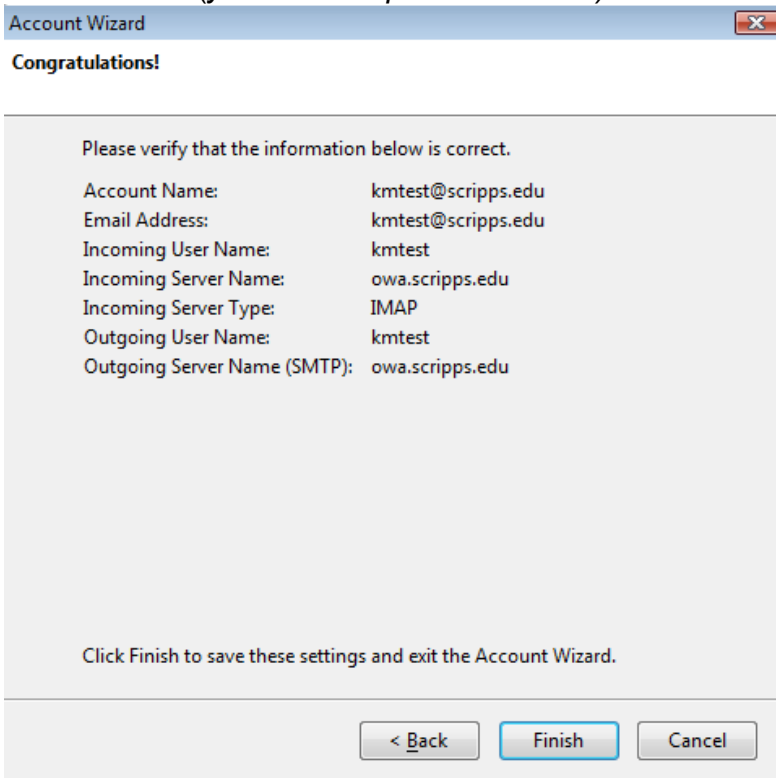
The screenshot shows the 'Account Wizard' dialog box with the 'User Names' tab selected. The window title is 'Account Wizard'. The main heading is 'User Names'. Below the heading, there is a text prompt: 'Enter the incoming user name given to you by your email provider (for example, "jsmith").' The 'Incoming User Name' text box contains 'kmttest'. Below this, there is a text prompt: 'Your outgoing (SMTP) server, "owa.scripps.edu", is identical to your incoming server, your incoming user name will be used to access it. You can modify outgoing server settings by choosing Account Settings from the Tools menu.' At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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



The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The main heading is "Account Name". Below this, there is a text instruction: "Enter the name by which you would like to refer to this account (for example, 'Work Account', 'Home Account' or 'News Account')." A text input field is labeled "Account Name:" and contains the text "kmttest@scripps.edu". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

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



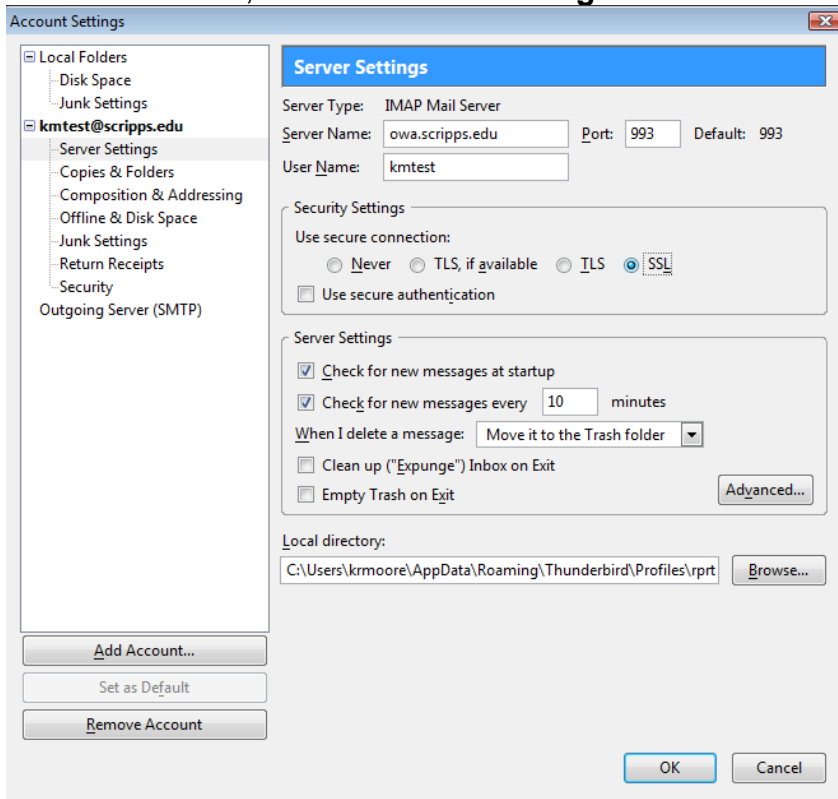
The screenshot shows a window titled "Account Wizard" with a close button in the top right corner. The main heading is "Congratulations!". Below this, there is a text instruction: "Please verify that the information below is correct." A list of account settings is displayed:

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

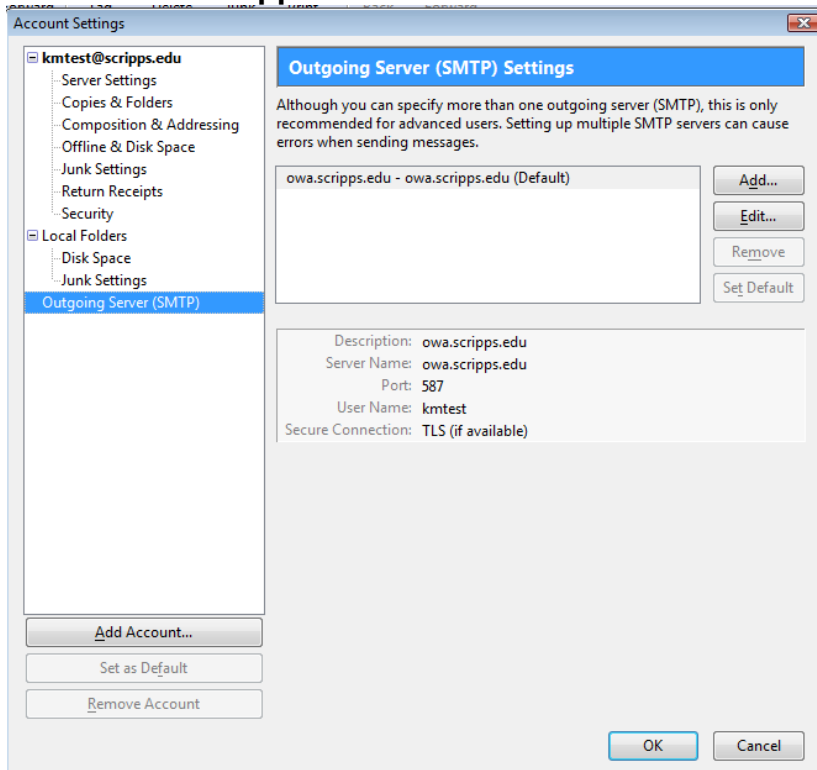
At the bottom of the window, there is a text instruction: "Click Finish to save these settings and exit the Account Wizard." Below this, there are three buttons: "< Back", "Finish", and "Cancel".

Now you need to change a couple settings:

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



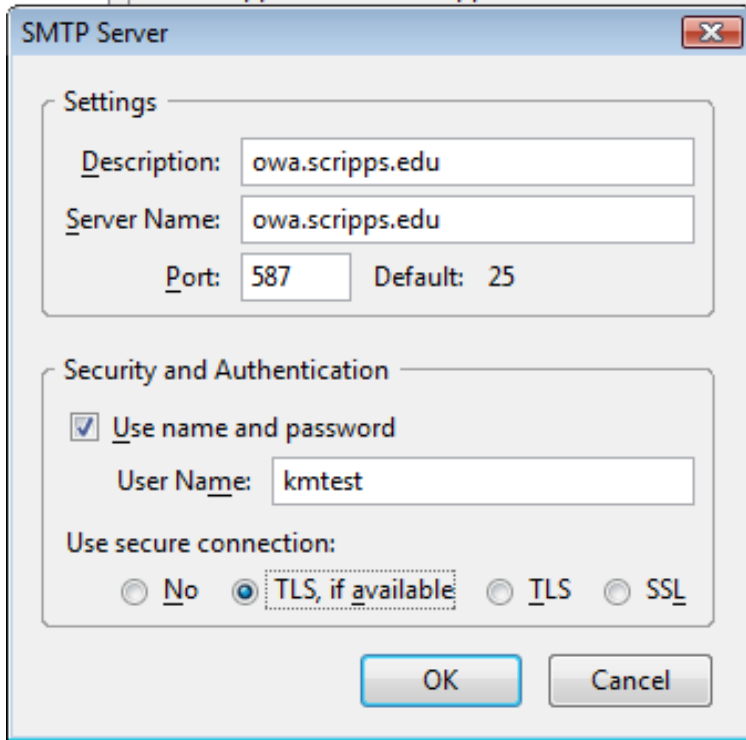
On the left frame, click on **Outgoing Server (SMTP)**
Click on **owa.scripps.edu** then click **Edit**



Description: owa.scripps.edu

Change Port to **587** (*default port 25 works fine on-campus but not off-campus*)

Check the box for **TLS, if available** – click **OK** to close the settings window



The image shows a dialog box titled "SMTP Server" with a close button (X) in the top right corner. The dialog is divided into two sections: "Settings" and "Security and Authentication".

Settings:

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

Security and Authentication:

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

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

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.