

USING THUNDERBIRD TO ACCESS EXCHANGE - MAC

INTRODUCTION

Use these instructions if you are using Thunderbird and would like to access Microsoft Exchange.

VIRTUAL PRIVATE NETWORK (VPN)

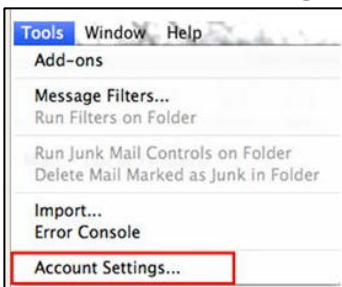
To set up an account from an off-campus location, or from the wireless network, you must be connected to the VPN. For more information, visit <http://www.csun.edu/it/services/vpnmain.html>.

SETUP INSTRUCTIONS

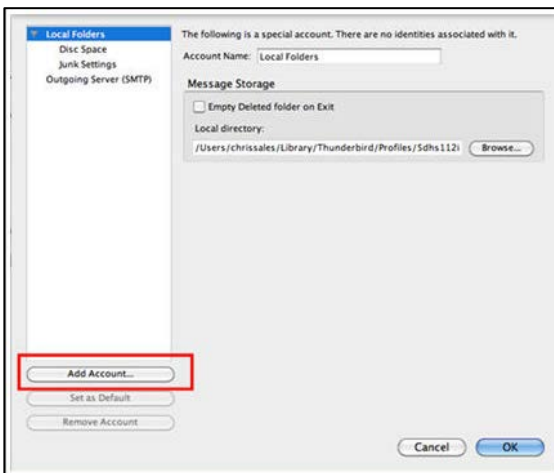
1. Select the **Thunderbird** application from your **Dock** or from the **Applications Folder** on your hard disk.



2. Select the **Tools** menu.
3. Select **Account Settings**.



4. Select **Add Account**.



5. Select the **Email** account option in the **New Account Setup** window.
6. Select **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
 Google Mail
 Newsgroup account

Cancel Go Back Continue

7. Enter **Your Name** and **Email Address** in the **Identity** window.
8. Select **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:

Cancel Go Back Continue

9. Select **IMAP** as your server option in the **Server Information** window.
Note: IT does not recommend establishing a connection via POP.
10. Enter **exchangeweb.csun.edu** under **Incoming Server**.
11. Select **Continue**.
Note: If have not previously set the SMTP server option, you may be asked for an outgoing server choice. If so, enter **smtp.csun.edu**. See the manual settings verification section in this document to check whether your outgoing server information is correct.

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

Cancel Go Back Continue

12. On the **Account Name** window, make sure that you select the appropriate descriptive **label** for this **account preference**, such as Home Account, Work Account, or Exchange Account.

13. Select **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:

14. On the **User Names** window, make sure that the **Thunderbird Account Wizard** has recognized your **Incoming User name**.

15. Select **Continue**.

User Names

Enter the incoming user name given to you by your email provider (for example, "smith").

Incoming User Name:

Your existing outgoing (SMTP) username, "test_account", will be used. You can modify outgoing server settings by choosing Account Settings from the Tools menu.

16. The final window **displays** your **account** information. Verify that all your information is correct.

Congratulations!

Please verify that the information below is correct.

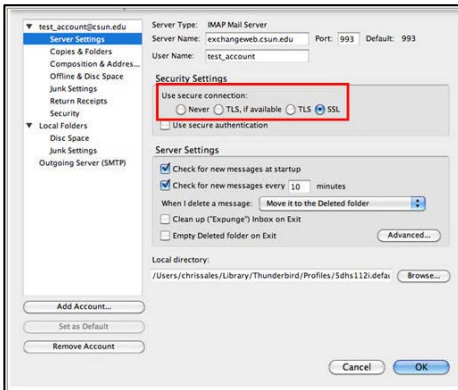
Account Name: test_account@csun.edu
 Email Address: test_account@csun.edu
 Incoming User Name: test_account
 Incoming Server Name: exchangeweb.csun.edu
 Incoming Server Type: IMAP
 Outgoing User Name: test_account
 Outgoing Server Name (SMTP): smtp.csun.edu

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

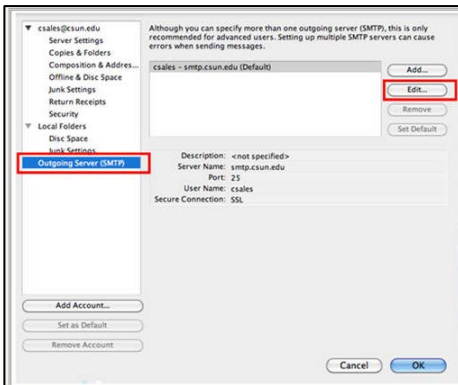
17. Select **Done**.

Manual Settings Verification

1. Select **Account Settings** from the **Tools** drop-down menu.
2. Select **Server Settings** and verify that **SSL** is selected under **Use secure connection**.



3. Select the **Outgoing Server (SMTP)** from the **left-hand** pane.



4. Select the **Edit** button in the **right-hand** pane.



5. Verify that **SSL** is selected under **Use secure connection**.

Your Thunderbird email client is now configured for accessing Exchange via IMAP.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, Room 33).